



Information for Business Studies Candidates



Why choose Caxton?

CAXTON COLLEGE is located in Puçol (Valencia), 3 Kilometres from the sea and in ideal climatic surroundings. From the windows of our new purpose built Secondary building you can gaze at the Mediterranean, or the mountains of the Sierra Calderona, all against the backdrop of a bright blue sky...always a nice way to start the working day! And to end the day you can always have a relaxing swim in our indoor heated pool, or burn off some energy in our state of the art gym, all free for Caxton colleagues.



The area is easily accessible with the school being situated 19 kms from the thriving city of Valencia, where you can enjoy traditional Tapas and Flamenco, or visit the world famous futuristic Science Park, containing the world's largest aquarium. Valencia's city centre is only twenty minutes away from the school by train, so whether you choose modern city living or the more traditional local lifestyle, there is a Spanish experience to suit everybody.



Our primary aim is to offer a high quality, modern education which adapts to the new social and technological needs catering for pupils from Playgroup through to the Sixth Form. Our determination to fulfil this aim becomes evident when you see our excellent results at both IGCSE and A Level, with a number of our students being invited to interview at both Oxford and Cambridge Universities.

We are proud of our school and our committed team, and we therefore look for individuals who can bring new ideas, but can also adapt to our own particular school ethos.

Does Caxton College sound like the right place for you?

Our Philosophy

As a private co-educational school based on Christian values we aim to provide pupils with the skills necessary to form independent opinions. We promote a whole child approach with an experimental methodology to develop responsible citizens and competent professionals. The understanding of both British and Spanish cultures is fundamental. Parents are encouraged to contribute to their child's education by helping them develop positive intellectual and moral habits .

Our Vision

Caxton College Secondary, a school that values each child as an individual, whilst working together as a community.

Creativity in classes  *unity and diversity*  *innovative learning environment* 

Our Core Values



The Caxton Working Day

09:00	Staff Arrive
09:30	Registration
09:40	Lesson 1
10:30	Lesson 2
11:15	Morning Break
11:40	Lesson 3
12:30	Lesson 4
13:20	Lesson 5
14:05	Lunch Break
15:10	Lesson 6
16:00	Lesson 7
16:50	Students Leave
17:00	Staff Leave

The majority of students arrive by bus, so the working day starts a little later.

We run a two week timetable:

Week A

Week B

Lessons are fifty minutes long, although there are some double lessons in each Key Stage eg PE in KS3.

Staff are required to attend one break or lunch duty per week.

Staff Teaching Commitment (Two-week Timetable – 35 lessons per week)

Level of Responsibility	Number of Teaching Periods	Number of Preparation/Marking Periods
Main Scale Teacher	50	20
Main Scale Teacher + Tutor Role	46	24
Head of Small Department	46	24
Head of a Core Subject	42	28
Head of Year	40	29

At Caxton College we believe that in order to deliver the best quality education to our students, teachers require the time to plan and mark effectively. For this reason we are generous with our allocation of non-contact time, giving two lessons per day for a main-scale teacher.

We also highly value our Pastoral System and believe that the relationship between tutors and parents is extremely important, so we give tutors extra non-contact time for this purpose.

Our middle managers, both pastoral and academic, are also given extra non-contact time so that they can continue to monitor and develop their area of responsibility.

What benefits does Caxton offer?

- ◆ Permanent contracts.
- ◆ Two months' fully paid holiday in July and August.
- ◆ INSET opportunities throughout the year.
- ◆ A mentor during your first year to help settle you into school life.
- ◆ Free places at school for children over the age of 3 for full time colleagues (excluding lunches) and free enrolment in most extracurricular activities.
- ◆ A full time member of staff dedicated to help finding accommodation, liaising with service companies and helping with official documentation. This starts before you leave home!
- ◆ Two weeks' paid hotel accommodation in Puçol if necessary, while we find colleagues a permanent home.
- ◆ Eligibility for the excellent free state medical care offered in Spain. Help in registering at the local surgery, and a translator to accompany you to appointments when necessary.
- ◆ A school doctor on site once a week, available for free consultations with colleagues and their families.
- ◆ Free private medical care is offered in the case of work related injury or illness.
- ◆ A free three course school meal, including a vegetarian option.
- ◆ Free Spanish classes twice per week.
- ◆ Free use of the heated pool and fitness room. There is a discount for organised classes and the hire of courts or pitches.
- ◆ Availability of most items in the school shop at cost price including uniform, computers and laptops, which can be paid for in instalments.
- ◆ Child care from 8.00 am until the start of lessons, and from the end of lessons at 5 pm until 6 pm.
- ◆ Assistance in opening a bank account and organising direct debits etc. If your salary is paid into Caixa Bank, you benefit from same day clearance of salary, minimal charges for national and international transfers and facilities for bank loans.
- ◆ Free consultations with the school legal and financial advisor.
- ◆ Discounts from various medical specialists and shops for Caxton College colleagues.
- ◆ All teachers are provided with an iPad for work use.



Teacher of Business

The Business Department is committed to high standards of teaching and learning.

We currently have a vacancy within our department and we are looking for a dynamic and enthusiastic classroom practitioner to join our existing team.

The majority of our students are second language learners and Business is a hugely popular option subject.

The Department	<p>2 full time members of staff and 1 part-time, including a Head of Department each equipped with an iPad.</p> <p>All classrooms are equipped with a networked computer, projector, Apple TV and a whiteboard.</p> <p>There is a designated office with access to storage and computer facilities, including a printer.</p>
Key Stages Taught	KS4 & 5
Exam Boards	Edexcel
Textbooks	<p>Edexcel IGCSE 9-1 Business –Rob Jones. Pearson</p> <p>Edexcel AS/A Level Business – 5th Edition Pearson</p> <ul style="list-style-type: none"> - Anforme Marketing and People – Theme 1 - Anforme Managing Business Activities – Theme 2 - Anforme Business Decision and Strategy—Theme 3 - Anforme Global Business— Theme 4
Results 2016/2017	<p>Business IGCSE, A*- C: 84 %</p> <p>Business AS Level, A - E: 97 %</p> <p>Business A2 Level, A* - E: 97 %</p>

Person Specification	
Essential	Desirable
<p>Qualified teacher with good honours degree and Qualified Teacher Status.</p> <p>Excellent subject knowledge and understanding of Business at KS4, and 5 as well as strategies that improve understanding.</p> <p>Secure knowledge and understanding of the knowledge, concepts and skills in teaching Business.</p> <p>Good classroom practitioner with evidence of setting appropriate expectations to advance learning and engage and motivate students.</p> <p>Ability to use appropriately a range of teaching and learning strategies for whole classes, individuals and groups which stimulate, challenge, engage and motivate students.</p> <p>Ability to set clear and appropriate targets, feed back to students and make use of assessment information to promote each student's attainment and progress, and to plan future lessons.</p> <p>Ability to enthuse and motivate learners.</p> <p>The ability to reflect constructively on the effectiveness of a lesson.</p> <p>Ability to use AFL strategies to raise attainment.</p> <p>Effective interpersonal and communication skills. Ability to work as part of a team.</p> <p>Excellent ICT skills and clear ideas about how ICT can improve learning.</p> <p>Efficient time management and organisational skills.</p> <p>Highly professional, motivated and positive individual.</p> <p>Ability to be flexible in one's approach.</p> <p>Commitment to equality of opportunity.</p> <p>Honesty and integrity, individuals who believe in and practise the values that we teach our pupils.</p>	<p>Use of innovative teaching methods.</p> <p>Knowledge of how to give positive and targeted support to students with special educational needs.</p> <p>Experience of using Powerpoint, Keynote and Excel. Tablet technologies (IPADS) to support educational learning, and Google applications including Google Classroom, Drive and Calendar.</p> <p>Supportive approach which is firm and fair to all students.</p>



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