



Framlingham

COLLEGE

BOARDING & DAY SCHOOL
BOYS & GIRLS AGED 2 - 18



Head of Economics & Business Studies Recruitment Pack

Employment Status

Full Time | Permanent

Required From

September 2018

Job Location

Senior School (Framlingham College)

Application Closing Date

5pm on Wednesday, 29th November 2017

Interviews Week Commencing

Monday, 4th December 2017

Framlingham College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

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About Us Framlingham College

School Type:

Co-educational boarding and day school

Age Range:

2 - 18

Number of Pupils:

694 (across both the Prep and Senior Schools)

Framlingham College is a high quality independent boarding and day school set in stunning surroundings in the market town of Framlingham, Suffolk. The school is absolutely thriving and prides itself on producing well-rounded, decent, articulate and very well-educated young men and women.

The College was founded in 1864 in memory of Queen Victoria's husband, Albert, Prince Consort, whose statue takes pride of place at the front of the College.

Framlingham College continues to enjoy a fine situation, looking across the mere to the 12th Century Castle and the historic parish church of St Michael's. The College enjoys a fine reputation as a fully co-educational school, large enough to enjoy the benefits of outstanding facilities and extensive grounds, but small enough to retain a friendly and caring atmosphere.

The town of Framlingham, which pre-dates its mention in the Domesday Book of 1086, is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while our own campus tops the rise opposite.

Framlingham College Prep School – also home to the Nursery – is in the nearby village of Brandeston. The School was established in 1948 and officially opened in 1949 in its present idyllic neo-Tudor setting beside the River Deben.

Visit our website to find out more about us: framcollege.co.uk





Welcome from the Human Resources Manager

Monday, 6th November 2017

Dear Applicant,

Thank you for your interest in the vacancy of Head of Economics and Business Studies at Framlingham College. You will find included in this pack:

- Job Description
- Person Specification
- Mission Statement
- Application Guidance Notes

An application form is available on our website - www.framcollege.co.uk

If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria listed in the person specification, please contact us to discuss whether a reasonable adjustment can be made.

Please complete and return the application form by the stated closing date at the beginning of this pack. Applications can be emailed to teachingpost@framcollege.co.uk. If you return your form electronically and are shortlisted, you will be asked to sign the declaration at interview. Alternatively, forms can be posted to:

Sally Wood, HR Manager, Framlingham College, College Road, Framlingham, Suffolk IP13 9EY

You are strongly advised to read through the attached guidance notes before completing the application form.

Please note that appointments at Framlingham College and Prep School are subject to an enhanced disclosure through the Disclosure and Barring Service (DBS), two satisfactory references and a probationary period. Further information on disclosures, the DBS code of practice can be found on the [Government website](#).

We are always excited about enthusiastic, like-minded professionals joining our school and very much look forward to receiving your completed application.

Best wishes,

Sally Wood
Human Resources Manager, Framlingham College



Job Description

Reports To	Deputy Head (Academic)
Job Location	Framlingham College
Pension	Teachers Pension Scheme

Duties and Responsibilities of Post Holder

- Monitor the quality of Teaching and Learning within the department, and look beyond the department in terms of sharing and observing good practice;
- Monitor the nature and quality of Assessment and Feedback within the department;
- Manage teachers within the department, ensuring they feel well-supported in all areas, including appraisal and CPD;
- Keep abreast of changes in examination board specifications and ensure that appropriate Schemes of Work are developed;
- Manage the department budget and develop the resources of the department to ensure they meet the needs of staff and students;
- Ensure that the department area is well-presented and complements teaching and learning;
- Oversee the setting and marking of examinations (internal and entrance);
- Monitor the progress of students;
- Assist the timetabling process with regards to placing students in sets and assigning teaching loads to staff;
- Promote the subject within the College;
- Liaise with Head of Department at Framlingham College Prep School.

This job description is produced only as a guide to the responsibilities attached to this post and further responsibilities may emerge over time.



Person Specification

Professional Attributes	Essential	Desirable
Qualifications relevant to the post	✓	
Experience of teaching Economics and Business to A Level (or equivalent)	✓	
An inspirational teacher	✓	
Possessing excellent and effective classroom management skills	✓	
A high level of IT literacy	✓	
Relevant and recent INSET	✓	
Awareness of safeguarding issues, including legislation and good practice.	✓	
Knowledge of current curriculum developments	✓	
Understanding of importance of maintaining appropriate documentation	✓	
Involvement with whole school curriculum development		✓
Experience of managing change and improvement		✓
Experience of managing budgets		✓

Personal Attributes	Essential	Desirable
A passion for teaching	✓	
Good interpersonal skills	✓	
Ability to lead, motivate and manage others	✓	
Effective organisational and management skills	✓	
Ability to prioritise, plan, monitor and evaluate	✓	
Genuine respect for teachers and learners alike	✓	
Enthusiasm for being involved in the life of a busy boarding school	✓	
Motivation to take the subject and department forward and to introduce initiatives	✓	



Further Information

The Economics and Business Studies Department

Staffing and Accommodation

By September 2018, the department will comprise of three full time members of staff including the new Head of Department: they are expected to teach a combination of A Level Economics and Business Studies. The department is located in the new Sixth Form Centre and consists of three specialist rooms which are well-appointed with computers and interactive whiteboards. There is a departmental office also located in the Sixth Form Centre. Wireless access for student laptops is available throughout the school. The department as a whole is well-resourced and is a vital part of our Sixth Form offering with a large uptake from our students.

Students

Both Economics and Business Studies are popular Sixth Form subjects. The current numbers of students are as follows:

	Year 12	Year 13
Economics	13 (two groups)	22 (two groups)
Business Studies	36 (three groups)	19 (two groups)

We currently follow the AQA specifications for both subjects with the exam results at A Level being consistently pleasing.

It is school policy that we do not enter students for stand-alone AS level examinations. Each year, we have a large number of students who chose to read either Business or Economics at university.

Other Activities

The department runs a number of activities. In Economics we run a competition called the Kaletsky Cup and we have entered a team into the Bank of England Target2 competition for a number of years now. In Business Studies there is an annual competition which is based on the television series 'Dragons Den', and we have recently reintroduced Young Enterprise. Recent trips include Jaguar Land Rover in Birmingham and a Money and Markets day at the British Museum. Last year we also ran a Share/Trading day involving the entire Year 9 cohort who were off-timetable for the day.



Mission Statement

We provide a high quality, innovative, flexible and holistic education, in a secure and inspiring environment, accessible to a broad range of boys and girls. We aim to equip each individual with the skills, qualifications and personal qualities required to flourish in the adult world of the 21st century.

'High Quality':

That all pupils enjoy **high quality facilities and staff input at all levels**, whether top set or bottom set, A team or C team, in or out of the classroom, with a view to enabling and encouraging each pupil to be the best that they can be in every context.

'Innovative':

That pupils benefit from – and contribute to – a **dynamic and forward-looking** educational environment. Professional, enthusiastic and supportive teachers champion a **culture of creativity** in all areas of the curriculum, nurturing inventive, fearless thinkers and equipping young people with the skills and the character to flourish in the fast-evolving adult world of the 21st century.

'Flexible':

We work hard to make the school day and week work for parents as well as for children, with **flexible starts and ends to the day** and a wide range of boarding options (full, weekly and flexi) on offer.

'Holistic':

We are committed to educating the whole person, not just the examination candidate, and believe that a strong culture of **pastoral care** and a rich **co-curricular** experience is key to this. As well as an outstanding teaching and learning culture, the school offers exceptional facilities, opportunities and achievements in sport, music, drama and outdoor education, while our extensive activity programme ensures that every pupil is valued for who they are and for what they contribute to the school community. In particular, we aim to foster a culture of volunteering and service among our pupils.

'Secure & Inspiring':

The **safety and wellbeing** of our pupils is of paramount importance. We enjoy stunningly beautiful buildings and grounds, which we believe have a profound and positive influence on our pupils. Emotional security of pupils is every bit as important as their physical safety. Recognising the particular stresses and anxieties that so many of our children face these days, the school places great emphasis on the mental and emotional wellbeing of our pupils both through curriculum provision and the prevailing pastoral culture.

'Broad range of boys and girls':

We encourage our pupils to open their minds, to aim high in all they do, and to make the most of the opportunities available to them. We embrace a **wide range of abilities**, believing that breadth and diversity build a richer environment, and every one of our pupils has a role to play in our community. We are academically ambitious for all of our pupils. The brightest child will do as well here as they will anywhere, while we aim for our 'value-added' rating for those pupils who are not naturally destined to achieve the very top grades to stand alongside the very best in the country.

'Adult world of the 21st Century':

The very best possible examination results are necessary, but they are not sufficient in themselves in preparing teenagers for the world beyond school. While ensuring that every pupil achieves at the very top of their academic potential, we also place great emphasis on developing the **personal qualities** - character, resilience, self-belief, creativity, adaptability and willingness for measured risk-taking - that are so essential in the challenging world that awaits them.



Application Guidance Notes



Applications

- Applications will only be accepted from candidates completing an Application Form in full. CV's will not be accepted in substitution for completed Application Forms in the absence of good reason. CV's may be submitted in **addition** to the Application Form in order to supply additional background information.
- Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see job description for the post.
- This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. Any unspent convictions, cautions, reprimands or warnings must be disclosed to the School. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

An applicant will not be automatically disqualified from employment at the College by either upfront disclosure of a criminal record or the fact that information is revealed on the Disclosure. The College will take a view based on their judgement of the seriousness and relevance of the offence in relation to the job under consideration. The following factors will be taken into consideration:

1. Whether the conviction or other information disclosed is relevant to the specific position in question.
2. The seriousness of the offence or other matters revealed.
3. The length of time since the offence or other matter occurred.



Application Guidance Notes

continued

4. Whether the applicant has a pattern of offending behaviour and whether the applicant's circumstances have changed since the offending behaviour or other relevant matters.
5. The circumstances surrounding the offence.

Where any concerns are raised by the contents of the Disclosure the applicant will be given a chance to explain the matter before any decision is taken.

Information regarding convictions should be submitted in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the HR Manager. If candidates would like to discuss this beforehand, they are asked to please telephone in confidence for advice.

- The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service (DBS) at the appropriate level for the post. Additionally, successful applicants should be aware that they are required to notify the school immediately if there are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration including 'by association'. The 'by association' requirement applies if you live in the same household as or someone is employed in your household who has been disqualified from working with children under the Childcare Act 2006. The Childcare (Disqualification) Regulations 2009 apply to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 AND to those who are directly concerned in the management of that childcare.
- Staff and/or successful candidates who are disqualified from childcare or registration, including 'by association', may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed.
- All candidates should be aware that failure to declare any convictions (that are not subject to DBS filtering), or the provision of false information is an offence and may disqualify a candidate for appointment or result in the application being rejected or an offer of employment being withdrawn by the College if they have been appointed, and a possible referral to the police and/or DBS.
- If the post you are applying for falls within the Early years/Later years provision or other relevant category as defined by DfE's current guidelines, you will be required to complete a pre-employment Staff Disqualification Declaration. This will be included in the application pack where applicable.

References:

- The School will seek at least two reference, and for teaching posts we will request these for all short listed candidates before interview. If there is any reason for us not to do this, please contact the HR department to discuss. For non-teaching posts these will generally be taken up on appointment. The Headmaster reserves the right to request further references.



Application Guidance Notes

continued

- The College will ask the candidates current employer about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether the candidate has been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. We will also still ask about the candidate's suitability to work with children. Where the candidate has no previous employment history, the School will request references from the candidate's school or university.
- The School will compare any information provided by the referee with that provided by the candidate on the Application Form. Any inconsistencies will be discussed with the candidate at interview.
- Referees may be contacted after the interview if further questions arise.

Invitation to Interview:

- If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.
- All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.
- All candidates invited to interview must also bring with them:
 - a current driving licence including a photograph or a passport or a full birth certificate
 - a utility bill or financial statement dated within the last three months and showing the candidates current name and address
 - where appropriate any documentation evidencing a change of name

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

Conditional Offer of Appointment: Pre-Appointment Checks:

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references (if these have not already been received). For teaching posts one of these must be Head teacher at current school.
- the right to work in the UK
- verification of identity, qualifications and professional status, as appropriate
- registration with the Independent Safeguarding Authority (ISA)
- a DCSF List 99 check (Barred List), the Protection of Children Act List and Prohibition Order check as appropriate



Application Guidance Notes

continued

- a DBS Disclosure satisfactory to the College
- Completion of a Staff Disqualification Declaration, where applicable
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance
- For teachers, verification of medical fitness in accordance with DfES Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- Where working in a management position being subject to necessary Management Prohibition check through the DfE.
- For those teachers from within the EEA area – subject to required EEA Overseas checks through the DfE.
- Satisfactory completion of the probationary period.

Revised: October 2016



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