



Applications are invited for the post of
Teacher of Business & Management, with Economics

Information Pack
Starting September 2018

CHARTERHOUSE

Contents

- 3 The Charterhouse Business & Management and Economics Departments
- 5 The Role – Overall Purpose and Responsibilities
- 8 The Person Specification



The Charterhouse Business & Management and Economics Departments

Business and Management

Business and Management drives the world economy; it creates jobs, growth and wealth and helps to improve our quality of life and living standards. The Department's aim is to provide a thorough understanding of the techniques and practices that lie behind making informed business decisions and so equip pupils with an invaluable life skill. The Department offers a range of courses to pupils; the Cambridge Pre U A level in Business and Management, a two-year Business Management option choice for the IB Diploma at both higher level and standard level

Pre U Business and Management A level provides an in depth understanding of how the world works which can contribute to both personal success and career satisfaction. It augments the study of many other disciplines and widens pupils understanding making them career ready for their future in the 'real world'. Indeed Business and Management is one of the most popular subjects chosen by Carthusians for study at university either on its own, jointly across the Arts and Social Science disciplines, or to add breadth to the study of Science and Mathematics.

The Cambridge Pre-U has a particular global focus and is essentially concerned with providing a very comprehensive introduction to the study of both Business and Management. It offers academic rigour allied to the development of practical business skills. We analyse contemporary business issues as well as the fundamentals behind China and India as emerging world powers. Particular attention is paid to developing communication and presentation skills and there is a strong element of numerical work to develop understanding of the quantitative methods used by businesses to research and measure objectives and performance.

The two-year option choice for the IB Diploma offers as similar core to the Pre U Business and Management A Level and is equally rigorous and challenging. It offers a holistic view of the world of business that encourages pupils both to think critically about individual and organisational behaviour as well as to explore the global and local business issues so that pupils appreciate how different cultural perspectives influence business decision-making. The interaction of individuals and groups within an organisation are very important and pupils learn how they can be successfully managed and ethically optimised and thus places the subject very well within the individual and societies area of the IB diploma.

The 'AS' level is a succinct one year course which helps pupils to understand the basic principles of how business works to drive an economy, which in turn generates the wages and profits essential for private sector investment and from which tax revenues are collected to fund the public sector, infrastructure and government.

There are three members of the Business and Management Department all of whom have a wealth and variety of experience spanning both commerce and education. This expertise enables the department to offer rigorous theoretical business analysis allied to a real world context. The department is committed to academic excellence that combines with an innovative and creative approaching to teaching. All members of the department are encouraged to develop their own teaching methods and resources. Best practice is ensured by holding regular meetings so that pupils benefit from our varied backgrounds and are provided with a stimulating and interesting curriculum. Highly-relevant Speaker events and outside business visits also play a major supportive role to our courses, reinforcing pupils' appreciation of the relevance and significance of studying this subject.



Economics

Economics is offered as a Sixth Form Subject at Charterhouse; approximately one hundred boys and girls read Economics in each of the two final years. It is a successful and popular subject choice at the school and many of our bright students opt to continue studying Economics at university. The department offers a range of courses to pupils. The two main courses offered are Cambridge Pre-U Economics and IB Economics. AS Edexcel Economics is also an option for students.

The Economics Department has eight members of staff, three of whom also teach mainly Business and Management or Politics. It is a friendly, welcoming environment with a tradition of high standards of teaching and learning. A full programme of guest speaker events, educational trips and Oxbridge preparation complements high quality learning in the classroom.

The Role – Overall Purpose

A teacher of Business & Management with Economics is responsible, through the respective Heads of Department to the Deputy Headmaster (Academic) and, ultimately, to the Headmaster for the academic performance, organisation and administration of the teaching to pupils according to a set timetable and curriculum. Integral to this is the need to promote the values of Charterhouse in order that pupils acquire the values, attitudes, skills and knowledge needed to make a positive contribution to society.

The successful candidate will be accountable to the Deputy Headmaster (Academic), and thence the Headmaster, for the quality, success and development of his/her teaching, all routine activities throughout the working week, providing feedback on any pupil, staff or organisational issues, and external examination results.

They will have experience of and an enthusiasm for the teaching of Business & Management and Economics at sixth form level to a number of classes of mixed ability. The successful candidate will be a well-qualified graduate who may have a PGCE or equally valued would be considerable experience in the real world of business. He or she should expect to, and be expected to:

Curriculum

- Teach (or be available for Private Study supervision or emergency cover) a set timetable per week
- Set and mark work in accordance with School and department policies
- Support the specific targets of the School Development Plan through the implementation of the departmental development plan
- Use Schemes of Work, to guide opportunities for stretching the most able, SEN considerations and the setting of Banco (prep) and regular testing
- Deliver coursework and controlled assessments for chosen syllabuses, ensuring it is conducted within examination board guidelines, completed by any prescribed deadline, and properly assessed, and that marks are submitted to the examination board on time
- Maintain accurate records of pupils' attainment and academic progress
- Order, issue and ensure return of department materials and other subject-specific materials required by pupils
- Provide Calling Over and Attainment & Effort grades to the Master of the Under School and the Master of the Specialists as required
- Be available to provide extra teaching outside the timetable where appropriate and as reasonably required by the Deputy Headmaster (Academic)

Rooms and Resources

- Ensure that departmental areas provide a stimulating and attractive learning environment which project a positive image of the department
- Ensure classrooms and associated areas are secure, safe, and orderly for pupils
- Be aware of and ensure compliance with all Health and Safety requirements
- Assist in the development, delivery and supervision of academic enrichment activities such as extra-curricular projects and subject-related societies

Communication

- Write reports on pupils as required
- Monitor the progress of all pupils, giving constructive feedback from oral, written or examinable tasks
- Maintain up-to-date written documentation of such monitoring
- Attend meetings, including (but not limited to) staff meetings, chapel services, INSET days, and parents' briefings
- Communicate with parents over pupil progress both at planned school events (such as Parents' Briefings) and on an 'as-needs-be' basis (either by email or face-to-face)
- Liaise with other staff as necessary and following protocols over pupils who decide to change their option subjects
- Actively participate in the promotion of the School eg on open days

Departmental Handbook

- Contribute and assist the respective Heads of Department to keep up-to-date the on-line departmental handbook. This handbook is kept on the School's intranet site (Greyhound) and regular updates should be made at least annually

Professional Development

- Show evidence of and a continuing interest in professional and personal development
- Participate in the Brooke Hall Professional Development (appraisal) system
- Provide support and guidance to colleagues in the department for the maintenance of good order and discipline
- Ensure that lessons are covered and work is set when absent, in conjunction with the Head of Department
- Share resources and 'best practice' with the rest of the department

Additional Responsibilities

- Be available to cover for absences both inside and outside the department as reasonably required by the Head of Department and/or the Second Master
- Assist the Head of Department with the marking of scholarship, Common Entrance and other entrance examinations as required

- Act as a tutor to a group of pupils
- Invigilate exams (internal and external) as reasonably requested by the Examinations Officer and in accordance with the regulations of the Examining Boards

Safeguarding of Children

The jobholder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the Job Holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the School's Designated Safeguarding Lead.



Person Specification

Qualifications

ESSENTIAL

- a good Honours degree relevant to the teaching aspects of the role

DESIRABLE

- a recognised teaching qualification, such as a PGCE
- ability to teach the IB Diploma in Business Management desirable but not essential as relevant training will be provided

Relevant Experience/Knowledge & Technical Competencies

The successful candidate will possess a strong track record or potential for achievement in:

- the outstanding teaching of Business & Management with Economics at secondary or tertiary level, with excellent subject knowledge, classroom management skills and an appropriate rapport with pupils
- problem solving – analysing the task to be undertaken, together with reviewing and evaluating the outcomes
- communicating concepts in Business, Management and Economics articulately, positively and sensitively to pupils of different ability and age, developing a working relationship of mutual trust and respect
- being able to design every lesson individually, to a high standard, conforming to the scheme of work laid out in the department's working document
- working with others to achieve goals by negotiating and allocating tasks
- nurturing and supporting pupils' wellbeing with well-developed pastoral instincts
- possession of keyboard skills and an ability to demonstrate a working knowledge of *Microsoft Office*, or equivalent, and constructive use of other technology
- ability to use an appropriate range of resources and strategies in teaching, to facilitate good learning
- ability to organise and manage time effectively to meet the demands of the teaching week
- awareness of different pupils' educational needs and able to direct teaching and learning appropriately
- knowledge of the International Baccalaureate Diploma Programme would be particularly helpful

Personal Competencies / Skills

- enthusiasm and confidence
- capability to turn a vision into results

- ability to use initiative
- able to inspire and motivate others through verbal and written communications
- high levels of literacy
- well-developed time management and organisational skills
- proactivity and assertion
- patience and enjoyment of attention to detail
- willingness to accept that the role will require a significant amount of work outside 'normal hours' during term time
- a genuine desire to contribute to the wider life of the School, with the ability, skills and experience to contribute to the School's extra-curricular activities.

Applications

Applications should be made in accordance with the School's application and safer recruitment procedures (available on the website) and emailed to:

headmaster_hr@charterhouse.org.uk

**Closing date for applications is:
12 noon on Friday 16 March 2018**

Interviews will take place in the week commencing 19 March 2018.



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