

# Teacher of Business and Computing

Ellis Guilford School

Start Date: September 2025 or before



ELLIS  
GUILFORD  
SCHOOL  
*Creative  
Education  
Trust*

# Dear Candidate



Thank you for your interest in the vacancy for a Teacher of Business and Computing at Ellis Guilford School.

The Ellis Guilford School is a larger than average secondary school for children aged 11-16, recently achieving 'Good' Ofsted status in June 2023. We continue to grow and thrive and have a very clear mission, 'to ensure that children attending our school have a better chance of success than if they went to any other school'.

The Ellis Guilford School joined the Creative Education Trust in 2019. Our network consists of 17 schools across the primary and secondary phases in the Midlands and Norfolk. The school benefits from a central trust team who provide support, ambition, and expertise.

The Ellis Guilford School is at an extremely exciting point in its journey. We believe that every child should receive an exceptional education with opportunities to succeed beyond their potential. To do this, we deliver a broad and balanced curriculum and a range of extra-curricular opportunities that support our children to become confident, independent and balanced individuals, with our school values of equality and integrity at their core.

Here at the Ellis Guilford School, we continually support our staff to develop through a high quality CPD programme including deliberate practice and live coaching. We have a range of in-school development opportunities to enhance your career including Teach Meets, Career Conversations, and our well-regarded Teacher Development Programmes.

We are looking for a team member who is committed to providing the very best for our children, whilst developing their skills to deliver on our clear vision.

You will be able to find a wealth of additional information about our school on our website [www.ellisguilfordschool.org.uk](http://www.ellisguilfordschool.org.uk), however if you'd like to discuss the role further, our HR team will be delighted to discuss this role with you. Please contact the HR team on [hr@ellisguilfordschool.org.uk](mailto:hr@ellisguilfordschool.org.uk).

I look forward to receiving your application,

Yours sincerely,

**Gemma Johnson**  
Principal

“ This is a school where everyone is given the chance to belong and succeed. ”  
Ofsted 2023

You can find out more at:  
[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# ABOUT CREATIVE EDUCATION TRUST



**Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.**

Creative Education Trust is a growing multi-academy trust educating over 14,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.



## Our Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities

## Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

## Our Values

### Ambition

We are ambitious in everything because only the best will do

### Excellence

We do not stop at 'good enough'

### Creativity

We connect our knowledge in innovative ways

### Resilience

When the going gets hard, we up our game and reach our goal

### Inclusion

Every child and every colleague matters – we will work for and with them all

### Respect

We value the ideas of others and make sure all voices are heard

You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# ABOUT ELLIS GUILFORD SCHOOL

**We are a mixed secondary school, catering for children between the ages of 11 and 16 years, located in Old Basford Nottingham.**

Since November 2018 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts many facilities and we strive to provide an inclusive and expansive education for all the children in our care.

## **Our on-site facilities include:**

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Sports fields including 5-a-side football pitches;

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Multi-Use Games Area marked up for netball and football;

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Astro Turf perfect for football;

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Dance studio complete with sound system and mirrored wall;

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Hall complete with a stage;

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Interactive whiteboards in classrooms;

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Modern and open-plan library with wide range of reading materials



## Knowledge Connected

Curricular innovation through our 'Knowledge Connected' programmes promotes creative, integrated and pro-active thinking so that our students are equipped for the challenges of the 21<sup>st</sup> century.

# SUPPORT FOR OUR STAFF

**We are committed to providing our staff with the highest quality support, enabling them to ensure that our students are receiving the education they deserve.**

The Ellis Guilford School places a strong emphasis on CPD, for both teaching staff and support staff alike. We run regular programmes of training events and can also provide focused development and cross-academy opportunities. For our pupils to achieve to their full potential we know that it is essential that our staff thrive professionally. We value teamwork highly and provide ample opportunities for all our teachers to work collaboratively with their colleagues.

As teachers we believe that we never stop learning and we support each other to develop professionally. We share ideas and good practice regularly and encourage everyone to contribute to the professional development programme. We understand the importance of working with other schools in our trust and beyond. Our senior and middle leaders have benefited from their participation in NPQ qualifications, Ambition School Leadership, Teaching Leaders Programme, Future Leaders and Teach First. We value subject specific CPD highly and provide our teachers and leaders with high quality subject specific professional development.

Newly qualified teachers at The Ellis Guilford School will benefit from high quality mentoring and access to a customised induction course designed specifically to smooth their progress through the NQT year.



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# TEACHER OF BUSINESS AND COMPUTING JOB DESCRIPTION

## LOCATION

Ellis Guilford School, Nottingham

## SALARY

MPS or UPS scale dependent upon experience

## PURPOSE AND SCOPE

- To teach exceptional Business and Computing lessons that engage and challenge all students, whilst creating a supportive and stimulating learning environment in the classroom.
- To make a significant contribution to the values and the ethos of the school and actively promote and uphold all school policies.

## TEACHING AND LEARNING

- With direction from the Director of Faculty and within the context of the school's curriculum and schemes of work, plan and prepare effective lessons.
- Teach engaging and effective lessons that motivate, inspire, and improve pupil attainment.
- Ensure students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught.
- Ensure that all students achieve the least at chronological age or level or, if well below level, make significant and continuing progress towards achieving at chronological age level.
- Direct and supervise support staff assigned to lessons and when required participate in related recruitment and selection activities.

## ASSESSMENT AND REPORTING

- Lead, monitor and evaluate the assessment and feedback to students in line with whole school and department policy.
- Follow department monitoring and tracking systems relating to student's attainment, progress, and achievement.
- Mark, grade and give written/verbal and diagnostic feedback as required.
- Undertake assessment of students as requested by external examination bodies, curriculum areas and school procedures.
- Assess, record and report on the attendance, progress, development, and attainment of students and to keep such records as are required.

- Follow department policy regarding department tracking of student progress and use information to inform teaching and learning.

## SCHOOL CULTURE

- Support the school's values and ethos by actively promoting and contributing to the development and implementation of policies, practices, and procedures.
- Help create a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- Be active in issues of student welfare and support.
- Support and work in collaboration with colleagues and other professionals in and beyond the school.

## COMMUNICATION

- Communicate effectively and constructively with the parents of pupils as appropriate.
- Where appropriate, to communicate and cooperate with persons or bodies outside the school.
- Follow agreed policies for communications in the school.
- Take an active role in activities such as Open Evenings, Parents' Evenings and Sports days.

## PASTORAL DUTIES

- If required, be a form tutor to an assigned group of students.
- Promote the general progress and well-being of individual students and of the form tutor group.
- Liaise with the pastoral team to ensure the implementation of the school's pastoral system.
- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- Contribute to the preparation of action plans and progress files and other reports.
- Alert appropriate staff to problems experienced by students.

## OTHER PROFESSIONAL REQUIREMENTS

- Have a working and up to date knowledge of teachers' professional duties and legal liabilities.
- Always operate within the stated policies and practices of the school, including but not limited to, Health and Safety; Child protection; Assessment and marking policies; and Behaviour policies.
- Establish effective working relationships and be an effective role model to pupils through own personal presentation as well as personal and professional conduct.

You can find out more at:

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- Have high expectations for every pupil and endeavour the opportunity to reach their potential and meet high expectations.
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department, and students.
- Contribute to wider school life through effective participation in meetings and management systems necessary to coordinate the management of the school.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Undertake other various responsibilities as directed by the Director of Faculty or Principal.

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This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year, and it may be subject to modification or amendment at any time after consultation with the holder of the post.

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The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal.

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	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree in relevant subject</li> <li>• Recent and relevant CPD</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of raising attainment in a challenging classroom environment.</li> <li>• Experience of reflecting on and improving teaching practice to increase student achievement.</li> <li>• Evidence of continually improving the teaching and learning of their subject through schemes of work and medium-term plans.</li> </ul>	<ul style="list-style-type: none"> <li>• Successful teaching experience in the Secondary phase</li> <li>• Experience of raising standards through leading staff development</li> <li>• Experience of developing school's links with other ICT departments and/or Business and Computing organisations to develop curriculum opportunities.</li> <li>• Leading extracurricular activities.</li> </ul>
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>• Thorough and up to date knowledge of KS3 &amp; 4 Business and Computing and curriculum area.</li> <li>• Good knowledge of Business and Computing programmes of study.</li> <li>• Understanding of the strategies needed to establish consistently high aspirations to raise attainment.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of raising the achievement of groups of students.</li> <li>• Ability to analyse and interpret data effectively and act upon the information.</li> <li>• Knowledge of how to implement inclusive education.</li> <li>• Knowledge of curriculum requirements and developments and educational initiatives, including ICT.</li> <li>• Recent and relevant in-service training, including assessment for learning, planning for progress, and marking and assessment opportunities.</li> </ul>
<b>SKILLS AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Excellent classroom teacher with the ability to reflect on lessons and continually improve their own practice.</li> <li>• Effective behaviour management, with clear boundaries, sanctions, praise, and rewards.</li> <li>• Thinks strategically about classroom tailoring lessons to student's needs.</li> <li>• Understand and interprets complex student data to drive lesson planning and student attainment.</li> <li>• Good communication, planning, and organisational skills.</li> <li>• Demonstrates resilience, motivation, and commitment to driving up standards of achievement.</li> <li>• Acts as a role model to staff and students.</li> <li>• Commitment to regular and on-going professional development and training to establish outstanding classroom practice.</li> <li>• Vision aligned with Creative Education Trust's high aspirations and high expectations of self and others.</li> <li>• Effective team worker and leader</li> <li>• High expectations for accountability and consistency</li> </ul>	
<p><b>You can find out more at:</b>  <a href="http://www.ellisguilfordschool.org.uk">www.ellisguilfordschool.org.uk</a></p>		

	<ul style="list-style-type: none"> <li>• Genuine passion and a belief in the potential of every student</li> <li>• Motivation to continually improve standards and achieve excellence.</li> <li>• Effective listening skills that lead to a strong understanding of others.</li> <li>• Relishes accountability and takes personal responsibility for their own actions.</li> <li>• Excellent critical thinking skills has intellectual curiosity and rigour.</li> <li>• Proven ability to be able to build trust and mutual respect between pupils, families, and staff.</li> <li>• Strong interpersonal, written, and oral communication skills.</li> <li>• Ability to demonstrate sound balanced judgement with decisiveness, flexibility, and integrity.</li> <li>• Commitment to academic and personal excellence.</li> </ul>	
<b>EQUAL OPPORTUNITIES</b>	<ul style="list-style-type: none"> <li>• A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality, and diversity.</li> <li>• Commitment to and belief in equal opportunities and to equally value all students.</li> </ul>	
<b>SAFEGUARDING</b>	<ul style="list-style-type: none"> <li>• A thorough understanding of up-to-date safeguarding requirements and best practice.</li> <li>• Committed to the highest standards for child protection.</li> </ul>	
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.</li> <li>• Commitment to and vision for developing links with the local community.</li> </ul>	
<p>The Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.</p>		

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