

Head of Business Studies Required for September 2019

Background of the School

St Edward's School was formed in 1987 from a merger of two former Roman Catholic grammar schools, Whitefriars and Charlton Park. St Edward's is a lay-run day School and is fully co-educational, with approximately 360 pupils aged 11-18 including 80 in the Sixth Form. The School is sited in attractive grounds on the southern outskirts of Cheltenham.

We also have St Edward's Preparatory School on a separate site half a mile away. This provides about 50% of the Senior School's intake. The two Schools have separate Heads and staff. The Preparatory School has about 280 pupils.

St Edward's is a Catholic School which welcomes pupils of all faiths and backgrounds. We attract pupils whose parents feel their children will benefit from an education embracing traditional catholic values and who can share in its ethos. The School attracts a large proportion of its pupils from non-Catholic parents seeking a Christian education. All Staff are required to respect and support the school's religious ethos. Our inclusive approach and the importance we place on the spiritual, academic and personal development of our pupils means that each individual has the foundation to become confident, responsible contributors to society in the future.

We intend for our teaching staff to have the highest expectations of pupils. The School aims to encourage pupils to strive to be the best they can be, and in so doing, develop beyond their perceived potential and become high achievers, happy, resilient and respectful young people who are life-long learners. Through its teaching and pastoral provision, the School aspires to offer pupils a wealth of educational experiences of the highest standard. We offer a personalised approach which ensures every child is known, noticed and nurtured. We aim for each individual to feel valued for themselves and to gain a rich spiritual grounding and develop a strong moral code.

Although we admit children of a fairly wide range of abilities, prospective pupils must pass our entrance examinations. The ability profile in Years 7 to 11 is above national average and reflects the national average in the Sixth Form. Pupils are set by ability for key subjects in Key Stage 3 and 4. We currently offer 22 subjects at GCSE and 24 at AS and A Level. Academic achievement has risen considerably at the School over recent years and each year many pupils gain places at Russell Group universities and some achieve success in their Oxbridge applications. Our Value Added at A Level, according to DFE statistics is always positive and often among the highest of all maintained and independent schools in Cheltenham and Gloucester. Our pupils do well because of the passion and inspiration shown by their teachers, positive relationships and excellent teaching with robust monitoring systems in place.

St Edward's is the only Independent Day School in Cheltenham and we have the advantage of being able to offer very small class sizes and an extended day which provides opportunities for pupils to experience a wide range of extra-curricular activities; this is integral to school life. There is a strong tradition of pupils who excel in Drama and Music; we have recently enjoyed a production of 'Comedy of Errors' in which there was a cast and crew of over 80 pupils ranging from Year 7 through to Year 13. Each year approximately 100 pupils perform in a Music Concert at the prestigious Pump Room in Cheltenham as well as at a number of informal Concerts throughout the year. In November each year, a choir of around 50 pupils sing at the Royal Albert Hall in the Scratch Youth Messiah. We have young sports men and women whose

achievement is exceptional particularly for the size of our School; many represent county level and others above.

The School is also highly successful in regional and national competitions in a range of areas, such as the Latin Reading Competition, STEM activities, Famelab, The Engineering Education Scheme, ESU Public Speaking, and Young Enterprise. The CCF Contingent and Duke of Edinburgh's Award Scheme are also highly successful and are very popular with pupils in Year 9 to Year 13. All of these demonstrate that St Edward's is a vibrant community of committed staff and enthusiastic pupils who together enjoy excellent relationships. It is the strength of these relationships which results in a nurturing environment for our pupils to grow within and thrive.

The School last full inspection was in November 2015 by the Independent Schools Inspectorate [ISI] and achieved excellent in all eight categories. We received a Compliance Inspection in 2018 and were found to be fully compliant in meeting all of the independent Schools Regulatory Standards. Inspectors reported that 'Pupils are extremely well educated, demonstrating levels of achievement and learning which successfully fulfil the school's aims to develop a passion for learning which will last a lifetime'. The full report is available on the school's website or through the ISI website www.isinspect.org.uk by selecting 'School Inspection Reports'

We are seeking to appoint an inspirational teacher who will lead the Business Studies Department. The successful candidate will have high expectations of themselves and of the pupils they teach. This is an excellent opportunity for an experienced teacher to develop their management and leadership skills in a strong, vibrant and supportive community. The successful candidate will be able to teach both Business Studies and Economics at A Level.

The Business Studies & Economic Department comprises the full time Head of Department.

Both Business & Economics are offered at AS and A Level only.

The School timetable has six 55-minute periods each day and a two-week timetable cycle. Each AS and A Level subject is taught in a block of eleven 55-minute lessons. The School aims to keep class sizes as small as possible, and at Key Stage 3, they are typically between 15 to 20 pupils. Obviously at Key Stage 4 they are much smaller depending on the uptake of the subjects and, at A Level students.

As a full time member of staff, there will be an expectation for the successful candidate to have the responsibility of a tutor group, which will include involvement in the school's PSHE programme and also to contribute to the school's extra-curricular programme and duties.

St Edward's is a Catholic school and whilst the majority of teachers and pupils are not Catholic, all staff are expected to respect and support its aims and ethos. For example, all teachers are required to attend school assemblies, start of term and end of term Masses and services and on any special Feast days, such as St Edward's Day when they occur.

The School's size and structure enable individual needs to be identified and provided for, and individual talents recognised and encouraged. We have the highest expectations of our pupils in terms of their all-round achievement. Pupils benefit from an excellent standard of pastoral care and we enjoy superb staff-student relationships. We believe if children are happy, they will learn and it is extremely important that teachers develop strong and positive professional relationships with pupils.

At St Edward's, we pride ourselves on being a strong and happy community. We have a history of academic excellence and pride ourselves on the wide range of extra-curricular opportunities and experiences available to our pupils. The School has a very positive culture; we are genuinely a family and look forward enormously to receiving your application.

Further details of the School can be found on our website at www.stedwards.co.uk

Salary

St. Edward's has its own salary scale which is broadly similar to the national pay scales. The School gives a 33% fees discount (in our Preparatory School also) for the children of members of staff who are eligible for the School. The School runs the Teachers' Pension Scheme. Lunch and tea/coffee and biscuits are provided free of charge during term-time at the discretion of the Trustees.

The post carries an additional remuneration of £2000 and timetable remission of two periods per fortnight.

Application Process

If you wish to apply for this position you will need to complete an application form. Our application form is available online from our website www.stedwards.co.uk/vacancies or by contacting Zena Drew, 01242 388031 or e-mail: z.drew@stedwards.co.uk

Closing date for applications will be **12 noon on Tuesday 23 April 2019**.

Completing your application form

Please read all the information provided before completing your application form.

- Complete your form electronically (this is our preference) or, if handwritten, please use black ink as it will be photocopied.
- **Do not submit a CV.** All information about applicants must be presented in a consistent format and therefore any CV attached will be disregarded.
- Complete all sections: do not leave any blanks; put N/A if not applicable and give as much information as you are able.
- Continue on a separate sheet if you require more space to complete any section.
- **Include a full cover letter addressed to the Headmistress outlining why you think you are suitable for the role.**
- Please do not send testimonials, certificates or examples of work etc., unless specifically requested in the Job Application Pack.

Guidance for the completion of section 4 - ***Other relevant information including outside interests; sporting, musical, dramatic abilities and achievements; clubs, societies etc.***

This is an important section of the application form as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. You should give clear examples rather than simply stating that you possess certain skills and abilities or simply outlining all your experiences whether relevant or not.

References

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references **must** be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend.

Shortlisted applicants are advised that references will be taken up prior to interview.

Please note, unless you ask us not to, we will assume it is acceptable to contact your referees at any time.

Submission of applications

Applicants should send the completed Application Form, together with a letter of application to:
The Headmistress, Mrs J P Clayfield, St Edward's School, Cirencester Road, Charlton Kings, Cheltenham,
Gloucestershire GL53 8EY.

The closing date for applications is 12 noon on Tuesday 23 April 2019. Electronic copies must be accompanied by a signed hard copy and can be submitted to Zena Drew on z.drew@stedwards.co.uk. The Application Form must be completed in full; CVs are not required and will not be accepted in place of the Application Form. Shortlisted applicants will be expected to prepare and teach a lesson (the details of which will be forwarded) as part of the interview programme.

Applications received after the closing date may not be considered.

Interview Process

If you are invited for interview you will be expected to bring proof of identity such as a passport or photocard driving licence together with counterpart licence.

Interviews are conducted in person and will explore your suitability to work with children.

You will be required to undertake an appropriate activity with a group of pupils, the details of which will be sent to you. You will also have a number of interviews with relevant personnel, a tour of the School and the opportunity to meet some colleagues and pupils.

The **successful candidate** will be asked to provide information for required checks. These checks include the requirement for an enhanced Disclosure and Barring Service Check. In addition, we require evidence of the following:

- Identity – passport or photocard driving licence together with counterpart licence.
- Address – document from Group 2b of the DBS List of Valid Identity Documents with current address:
- Right to Work in the UK – passport or full birth certificate
- Qualifications - original documents confirming any educational and professional qualifications you refer to in your application form (A Levels and Degree Certificates).

See [here](#) for list of acceptable documents

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, and statutory declaration) you will be required to provide documentary evidence of the change.

Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon the following:

- verification of identity;
- verification of qualifications and professional status;
- a satisfactory enhanced DBS check;
- a check against the ISA barred list/List 99;
- a satisfactory Prohibition Check and Prohibition from Management Check

- 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;
- verification of the right to work in the UK;
- receipt of at least two satisfactory references;
- a check for gaps in your employment history;
- verification of medical fitness - completion of a medical declaration;
- satisfactory completion of the probationary period (twelve months)

Safeguarding

All adults working at St Edward's School should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional both inside and outside the school. This involves ensuring that pupils are protected from significant physical or emotional harm and having a positive commitment to ensure the satisfactory development and growth of the individual. All staff are required to adhere strictly to the School's Safeguarding Policy (available as part of the pack)

Warning

Where a candidate is –

- found to be on the ISA barred list/List 99, or the CRB disclosure shows he/she has been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, his/her application; or
- the subject of serious expressions of concerns as to his/her suitability to work with children

the facts will be reported to the Police and/or Jane Bee at the Gloucestershire Safeguarding Children's Board.

Queries

If you have any queries at all about your application or the recruitment process generally, please contact Zena Drew z.drew@stedwards.co.uk or telephone 01242 388031

St Edward's is committed to safeguarding and promoting the welfare of children and young people. This post is subject to an Enhanced Disclosure and Barring Service Check.

April 2019