



## **Application Pack & Job Description Teacher of Business (Maternity Cover)**



**Brookvale Groby Learning Campus**



## Welcome from the Headteacher

Dear Prospective Applicant,

Thank you for expressing an interest in the role of Teacher of Business (maternity cover) within our Business, Computing and ICT faculty at the Brookvale Groby Learning Campus. This is an exciting time to join our campus and we look forward to working with a new member of staff who will share our ambitious vision, "Valuing Everyone, Achieving Excellence".

The campus has been through a period of significant change having converted to a multi academy trust in 2017 and a merger to a single academy trust from September 2019. Our founding schools were Brookvale High School, an 'outstanding' 11-14 high school, and Groby Community College, a 14-19 upper school graded as 'good with outstanding features'. Now, as a united campus, we meet the educational needs of over 1500 students with over 300 of those enrolled in our Post 16 provisions.

We have a strong ethos of valuing everyone and achieving excellence for all. We set very high standards for our students and ourselves, we work hard, we look after each other, and we are committed to professional learning for all staff. As a consequence the motto we use on a daily basis with our young people is to work hard, be kind which we feel symbolises the culture we aim to create on campus.

We have a spacious semi-rural campus location and most of our students live in the surrounding villages with some travelling from Leicester and its western suburbs.

We hope the information provided within this pack will help you to gain a feel for the school but please also visit our website - [www.brookvalegroby.com](http://www.brookvalegroby.com).

If you would like any further information or to arrange a visit in person please contact Tracey Malsbury, PA to Headteacher/SLT on [tmalsbury@brookvalegroby.com](mailto:tmalsbury@brookvalegroby.com).

I would like to thank you again for your interest in the post and I look forward to receiving your application.

Yours sincerely

Will Teece  
Headteacher



## Visions, Values and Ethos

The shared vision and values of the Trust underpins all that we do, including the governance arrangements for the Trust.

### **Our Vision**

*Valuing Everyone, Achieving Excellence*

### **Our Motto**

*Work Hard, Be Kind*

### **Our Core Values**

*Community, Aspiration, Resilience, Excellence*





## Testimonials

### **Emails from parent during Covid pandemic:**

*I just wanted to acknowledge and thank you for all the ongoing engagement with students and communication with us as parents during this very difficult time. I can only imagine how much additional work this has generated for all the staff at BGLC, and it is greatly appreciated - we have felt very well informed throughout. As parents who both work full time we are not able to very closely supervise our sons during their home schooling, but we have seen how much engagement there has already been from their teachers, and I think/hope this will keep them on the right track! Many thanks again to all of the staff at BGLC.*

*I just wanted to send a quick "well done" and "thank you" to all your staff. I have 2 children at BGLC and I am very impressed with the lockdown learning that they have received this week. Thank you to your teaching staff for keeping them engaged in learning. In these challenging times, keep up the good work all.*

### **Extract taken from email correspondence, following a tour of the school by a prospective parent:**

*I would just like to say thank you for the time spent with me today on my tour of the campus, and state how impressed I was with the school. There seems to be a very calm, relaxed and organised approach to how the school operates, and I believe that obviously shows in the way your students behave.*

### **Written comments from parents following Open Evening:**

*I just wanted to write to say what a credit the students were to your campus last night. They were very helpful, polite and informative. I was in awe of the two students who spoke so confidently in front of a hall full of parents – what a talent to have at such a young age. The staff were all lovely too! We definitely left with a very positive view of the campus.*

### **Written comments from parents following Year 11 Progress Evening:**

*'All the teachers I have met tonight know my son very well. I think all of them are interested and care about his progress.'*

*'All 3 of our children have thrived through the support that the school has given them, so happy with their education.'*

*'The school is excellent, helping my child progress and I would recommend it.'*

### **Year 10 student:**

*In my opinion, the teachers that teach me are very patient in the sense that if I don't understand something, they will try their best to ensure that I grasp that piece of knowledge whether it be by a diagram or an acronym etc. Another great thing about the school is that we have so many facilities so that we can excel in whatever we may want to do.*

### **Year 7 student:**

*'At our school we have amazing facilities and most importantly, very supportive staff!'*

*'Students feel safe at BGLC'.*

*'We are rewarded for hard work'.*

*'We are listened to and supported by the teachers and staff'.*

### **Extract of letter from staff member:**

*'I have had the most positive experience and have enjoyed every day of it. I have worked in schools for the last 10 years and have never worked anywhere like this. From day 1, I have felt part of something amazing and special....the school has such a positive atmosphere and nothing has been too much trouble for anyone.*

*I am sad to leave, but now I have a great basis for my career ...although I think it will be hard to find a school as good! I wish you continued success and maybe one day we'll meet again!'*



## Why work at BGLC?

✓	✗
<ul style="list-style-type: none"> <li>● Fully resourced curriculum for KS3-5</li> <li>● Clear / Evidence informed approach to teaching through our “Model of Expert Teaching”</li> <li>● Clear CPD pathways to support every career aspiration</li> <li>● Simple QA process through our Developmental Drop Ins</li> <li>● Simple approach to home learning - 20/20/20</li> <li>● Centralised behaviour system</li> <li>● Friendly supportive community</li> <li>● A commitment to staff well being - evidenced by our workload charter</li> <li>● Professional learning community - looking at the most impactful pedagogy</li> <li>● Strong SLT presence</li> <li>● Amazing campus</li> </ul>	<ul style="list-style-type: none"> <li>● No disruption to lessons permitted</li> <li>● No fads - We have a plan and we stick to it</li> <li>● No individual lessons plans</li> <li>● No high stakes observations</li> <li>● No gimmicks</li> <li>● No hours of marking - simple and effective whole class feedback prioritised</li> <li>● No excess data analysis or data inputs</li> <li>● No lengthy written reports</li> <li>● No stagnancy or complacency</li> <li>● No excessive after school meetings</li> </ul>





## Faculty Information

The Business, Computing and ICT (BCI) faculty is a faculty that offers a broad range of courses at level 2 and 3 in Business, Computer Science and ICT.

### Staffing

There are 6 members of staff in the faculty and we are an experienced team and we have a culture of mutual support and of sharing teaching and learning practice across all subjects within the faculty, as well as being research and best practice informed. We put our students first and we constantly strive to engage, make our lessons challenging and relate them to the real world. Celebrating student progress and success is central to our culture.

### Accommodation

We have 5 classrooms across the campus, 3 of which are dedicated computer rooms. All rooms have ceiling mounted data projectors and nearly all classrooms have interactive whiteboards.

### Courses

**KS3:** Students study an hour of Computing in year 7, from September 2020 an hour in year 8 and students can opt to study the subject in year 9. Over recent years we have put a great deal of thought into a rigorous curriculum at KS3 to ensure all students on campus have the required skills and knowledge in the subject.

**Business:** Students can opt to study GCSE Edexcel Business and we have, historically, had high numbers of students choosing the subject. At Post 16, students follow the Eduqas A-level course with many students undertaking a business path post 18 at university, apprenticeship or work.

**ICT:** Students in KS4 study the Level 2 BTEC Information Technology course. At Post-16, students study the BTEC ICT Level 3 course. This course provides students with the essential skills that they need in later life, both at university and in employment.

**Computing:** At GCSE students follow the OCR course and at A-Level, Post-16 students are working towards the AQA qualification. The specification puts computational thinking at its core, helping students to develop the skills to solve problems, design systems and understand human and machine intelligence.





## **Teacher of Business**

### **Full time from August 2023**

### **(Temporary covering Maternity Leave)**

Required from August 2023 we are seeking to appoint an enthusiastic, committed, inspiring and well qualified Teacher of Business to cover maternity leave. The role will also include leading on the enterprise enrichment programme.

The Brookvale Groby Learning Campus has been through a period of significant change having converted to a multi academy trust in 2017 and a merger to an 11-19 school from September 2019. Our founding schools were Brookvale High School, an 'outstanding' 11-14 high school, and Groby Community College, a 14-19 upper school graded as 'good with outstanding features'. Now, as a united campus, we meet the educational needs of over 1500 students with over 300 of those enrolled in our Post 16 provisions.

Our Vision is "Valuing Everyone, Achieving Excellence", and we are committed to supporting the professional learning of all our staff. All members of the teaching team are expected to engage in deliberate practice to develop their teaching skills throughout the time they are employed on this campus.

Business is taught as an option up to and including A Level. The ability to also teach Computing to at least key stage 3 and Economics at key stage 4 or key stage 5 would be an advantage.

Both newly qualified and experienced teachers are encouraged to apply.

Visits to the campus are very welcome. For further details or to arrange a visit to the campus please contact Tracey Malsbury on 0116 2879921 or [tmalsbury@brookvalegroby.com](mailto:tmalsbury@brookvalegroby.com).

**Closing date: 9.00am, Tuesday 2nd May 2023**

**Interviews to be held within one week of the closing date**

*The Brookvale Groby Learning Campus are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Applicants must be willing to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service.*



## How to apply

Complete application should be returned to [tmalsbury@brookvalegroby.com](mailto:tmalsbury@brookvalegroby.com)

Or by post to

**F.A.O. Tracey Malsbury**  
**Brookvale Groby Learning Campus**  
**Ratby Road**  
**Groby**  
**Leicester LE6 0FP**

## **Queries**

If you have any queries on any aspect of the application or need additional information please contact Tracey Malsbury, PA to Headteacher on the above email address.

Thank you.





## JOB DESCRIPTION

<b>Post title &amp; grade</b>	<b>Teacher of Business (Maternity Cover)</b>
<b>Job purpose</b>	<ul style="list-style-type: none"> <li>To provide the highest quality teaching and learning in order to raise standards of attainment and progress to meet campus targets.</li> <li>To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate.</li> <li>To facilitate learning experiences which provides pupils with the opportunity to achieve their individual potential.</li> <li>To enable each student to develop personally in line with the campus aims of <b><i>Valuing Everyone, Achieving Excellence.</i></b></li> </ul>
<b>To whom the postholder reports</b>	<p>The post holder is accountable to:</p> <ul style="list-style-type: none"> <li>Headteacher</li> </ul> <p>Responsible to:</p> <ul style="list-style-type: none"> <li>Faculty Leader for all subject teacher matters</li> </ul> <p>The postholder is also expected to interact on a professional level with colleagues in order to promote a mutual understanding of the school curriculum with the aim of improving teaching and learning across the school/campus.</p>
<b>Duties and responsibilities specific to the post</b>	<p><b>Responsibilities: Standard Teacher</b></p> <ul style="list-style-type: none"> <li>To undertake teaching commitments in the Faculty Area in accordance with curriculum and timetable requirements across all years in the campus.</li> <li>To teach other subjects as and when required by the needs of the timetable and as directed by the Headteacher. This will be negotiated in accordance with the skills of the teacher.</li> <li>Prepare students effectively for qualifications and external examinations.</li> <li>To fulfil the roles and responsibilities of a tutor to a group of students and supporting students on an individual basis through academic or personal difficulties. To act as a mentor to specific members of the tutor group in order to raise achievement.</li> <li>To take responsibility for personal Professional Learning and to participate in campus and external CPD activities by negotiation.</li> <li>To undertake all of the requirements laid down by the campus Growth Management Policy.</li> <li>To participate in curriculum area/department and pastoral meetings.</li> <li>To participate in parental consultation/student progress afternoons and evenings.</li> <li>To participate in the duty rota.</li> <li>To fulfil the "Professional Standards 2012" as laid down by the DFE: <ol style="list-style-type: none"> <li><b>Set high expectations which inspire, motivate and challenge students</b></li> <li><b>Promote progress and outcomes by students</b></li> <li><b>Demonstrate good subject and curriculum knowledge</b></li> <li><b>Plan and teach well-structured and engaging lessons</b></li> <li><b>Adapt teaching to respond to the strengths and needs of all students</b></li> <li><b>Make accurate and productive use of assessment</b></li> <li><b>Manage behaviour effectively</b></li> <li><b>Fulfil wider professional responsibilities</b></li> </ol> </li> </ul>



<b>UPS Responsibility (if applicable)</b>	<ul style="list-style-type: none"><li>● Ensure own standards of teaching and learning are excellent in order to be a leading professional on the campus.</li><li>● Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.</li><li>● Other responsibilities to be determined by the Headteacher and Line Manager or as part of TLR responsibilities.</li></ul>
<b>Generic duties and responsibilities</b>	<p>To work within the framework of national legislation and in accordance with the provisions of the School Teachers Pay and Conditions Document. In addition the post is subject to compliance with:</p> <ul style="list-style-type: none"><li>● School policies and guidelines on the curriculum and school organisation</li><li>● LA policies adopted by the campus</li><li>● The Conditions of Service for School Teachers in England and Wales and with locally agreed conditions of employment</li><li>● Common core of skills and knowledge for the children's workforce.</li><li>● All teachers have a responsibility for safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.</li></ul> <p><b>The duties and responsibilities detailed within this job description should be supplemented by those accountabilities, roles and responsibilities common to all classroom teachers, as set out within the School Teachers Pay and Conditions Document.</b></p>

April 2023



## PERSON SPECIFICATION

ESSENTIAL	DESIRABLE	CRITERIA Assessed By
<b><u>Qualifications</u></b> Degree in relevant subject Post Graduate Certificate of Education		Application Form/CV Application Form/CV
<b><u>Training &amp; Experience</u></b> Recent successful classroom experience at KS4 and KS5. For NQTs this includes teaching practice  Proven commitment to own professional development	Classroom experience at KS3	Application Form/Letter/Reference  Application Form/Letter/Reference
<b><u>Knowledge</u></b> Knowledge of Business applicable to GCSE and A Level specifications  Understanding the role of assessment within the subject area	Knowledge of Computing/ICT at KS3  Knowledge of Economics at KS4 or KS5  Knowledge of teaching pedagogies	Interview/Reference  Letter/Interview
<b><u>Skills</u></b> Ability to work with students and staff in a supportive and challenging way  Ability to motivate and enthuse students, including disaffected and reluctant learners  Ability and enthusiasm to work with students in mixed ability groups  Effective interpersonal skills  Good written and oral communication skills  Effective organisational and administrative skills  Ability to contribute to the strategic management of relevant teams through discussion and debate	Ability to use ICT both in the curriculum and as an administrative aid	Reference/Letter (Observation of teaching at interview).  Letter/Interview (Observation of teaching at interview.)  Letter/Interview (Teaching observation at interview)  Interview/Reference  Letter/Interview  Reference  Interview/Reference



<p><b><u>Attitudes and attributes</u></b></p> <p>Open-mindedness and commitment to co-operate with both students and staff</p> <p>Willing to work in an inclusive way to support all students to achieve their potential</p> <p>Able to create a positive working environment through display of students' work and celebration of students' achievements</p> <p>Able and willing to work with leaders and all colleagues in relevant teams in a co-operative, supportive and enthusiastic way</p> <p>Flexible, resilient and reliable</p> <p>Resourceful and innovative thinker</p> <p>Must contribute to the shared resource system</p>		<p>Reference/Interview</p> <p>Letter/Interview</p> <p>Reference</p> <p>Letter</p> <p>Reference/Letter</p> <p>Reference</p> <p>Interview/Reference</p>
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**App = Application Form**

**Int = Interview**

**Ref = Reference**