



MALVERN ST JAMES GIRLS' SCHOOL

POST OF

Teacher of Business and Economics

Full time or

Part time (0.7 of a full timetable)





MALVERN ST JAMES LTD

Malvern St James is a leading boarding and day school for girls between the ages of 4 and 18. There are approximately 400 pupils split equally between boarders and day girls.

The School is located in the heart of Malvern in Worcestershire, only two hours from London and one hour from Birmingham the school has excellent transport links, with Great Malvern station situated just opposite the main school building. The MSJ bus service covers five counties to pick up and return girls each day.

Aspiration, personal development and achievement lie at the heart of the School and each pupil is treated as an individual. Our aim is to promote excellence and innovation in teaching and learning throughout the school. Our commitment is to provide each girl with the challenges and support offered by a bespoke education which will allow her to develop her talents, character and academic abilities to the full. We prepare girls for the most competitive UK and international universities and pathways. In addition, we aim to foster and encourage a wide range of extra-curricular interests. This individual emphasis is complemented with teamwork and a sense of collective responsibility.

We offer pupils full, weekly and flexible boarding and day places, allowing both parents and daughters to choose the option that is right for them. Senior girls remain in school until 6.10pm each day and participate in the busy activities programme or supervised homework sessions. Girls benefit from first class facilities which include an award-winning Science and Mathematics Centre which has been expanded to provide greater laboratory space and Mathematics teaching space, a Drama Studio, four ICT suites and a multi-media Language Laboratory. Our £4.4 million Sports Hall – opened in October 2008 – continues to expand both its facilities and services offered to the girls and staff for personal training and fitness. The School has a dedicated Sixth Form Centre for Day Girls and Boarders opened September 2014 featuring a lively Café Culture recreational area.

We offer staff who come to work at the school:

- the opportunity to teach highly motivated, talented pupils
- commitment to your professional development
- convenient location in Malvern with excellent transport links

- competitive salary scale

Malvern St James is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS. Offer of appointment is subject to satisfactory references and DBS checks.

MALVERN ST JAMES ENTERPRISES LTD

Malvern St James Enterprises Ltd is wholly owned and run by Malvern St James Ltd.

It was established in 2008 to develop non-fee income to support new initiatives for the School. The organisation's development team promotes the lettings of School facilities to the public and the community and also runs a variety of summer/holiday School lettings and functions.

Further details are available on our website: www.malvernstjames.co.uk



The Business and Economics Department at Malvern St James

Girls at Malvern St James are well-disciplined, conscientious and extremely rewarding to teach. Edexcel IGCSE Business Studies (4BS0) and Edexcel IGCSE Economics (4EC0) are offered at Key Stage 4 and in the Sixth Form, we follow the AQA Business specification (GCE 7132) and the Edexcel Economics A Level specification (GCE 9EC0). Results in Business and Economics are very strong, with most students achieving above their target grade. Girls are enthusiastic towards the subject; they recognise and appreciate its breadth, diversity and necessity in everyday life.

It is expected that all members of the department will use a wide range of resources to give well-planned, varied lessons which stimulate the pupils and involve active learning. All classes are taught as mixed ability, so teaching strategies take account of a range of learning profiles. Each of the designated Business and Economics rooms has a PC with digital projector; interactive whiteboards are also used. The department makes good use of our excellent Library and its Librarians, as well as the School's six bookable IT suites. We subscribe to the Business and Economics Review, Economics Today, the Economist plus EzyBusiness and EzyEconomics.

The department is well-resourced and full support for induction and ongoing professional development is provided. All members of the department receive regular opportunities for professional development and all play a part in the wider life of the School, contributing to pastoral care and the extra-curricular programme. There is a culture of teamwork, self and peer evaluation, as well as innovation. There are opportunities for leadership, such as the development of the scheme of work for a given year or organising trips and visits.

Extension activities and educational visits are highly regarded. Girls go to Cadbury World as part of their IGCSE studies and the Sixth Form attend conferences to keep them up-to-date with theory and examination technique. The Department has organised cross department trips to the USA with History and Politics as well as Art. We encourage students to take part in competitions such as RES Essay Competition and Target 2.0. Young Enterprise plays a significant role in the life of the School and teams have achieved considerable success in recent years. Events in liaison with Malvern Instruments, Morgan Cars and the Science and Technology Department are also highlights of this strong provision. Approximately 40% of the Upper Sixth goes on to study some form of Business, Economics or Management at University.

We require a qualified and inspirational Business and Economics specialist. The Business and Economics Department secures outstanding results at IGCSE and A Level. The successful candidate will teach Business and Economics from Year 10 upwards. Applications are welcomed from teachers at any stage of their professional development; full support is provided for NQTs.

The successful candidate will:

- be committed to high standards
- be a positive classroom practitioner with a determination to deliver innovative teaching and learning
- be able to teach Business and Economics to Key Stages 4 and 5
- be supported in furthering their professional development
- be keen to contribute to the extra-curricular and pastoral life of the School.

JOB DESCRIPTION

Part Time Teacher of Business and Economics

The Role

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Accountability

The Teacher of Business and Economics is accountable to the Headmistress via the Head of Business and Economics, the Director of Teaching and Learning on matters relating to Curriculum, Teaching and Learning, and the Director of Pastoral Care on matters relating to Pupil Wellbeing and Pastoral Care.

Purpose of the Job

The role of the teacher is to teach pupils within the school and to carry out such other associated duties as are reasonably assigned by the Head Business and Economics and Director of Teaching and Learning. This requires them to:

- Promote outstanding teaching and inspire a love of learning within the department
- Teach Business and Economics across Key Stages 4 and 5
- Undertake duties as an Assistant Form Tutor/Form Tutor, as outlined in the Staff Handbook
- Adhere to whole-School policies within the department
- Support the visions, aims and objectives of the School
- Be committed to the values and culture of the School, centred around its Boarding ethos
- Be committed to the longer term development and promotion of the Business and Economics Department

Particular Responsibilities

The post holder interacts on a professional level with pupils, parents and colleagues; the post holder seeks to establish and maintain productive relationships with them and to promote mutual understanding of the School curriculum, with the aim of continuously improving the quality of teaching and learning in the School. The Teacher of Business and Economics is responsible for:

Teaching

- Planning and preparing courses and lessons to promote pupil's active engagement in learning
- delivering engaging, challenging and effective lessons to their classes
- setting and marking preparation/homework and internal examinations under the direction of the Head of Business and Economics
- setting high standards and expectations to maintain a positive and purposeful atmosphere among the pupils
- Teaching, according to their educational needs (including those with SEND and the More Able) the pupils assigned to her / him, including the regular setting and marking of work, according to departmental guidelines, to be carried out by the pupils in school and elsewhere
- Assessing, recording and reporting on the development, progress and attainment of pupils
- Organising, leading and participating in extra-curricular activities and educational visits
- Consistently using the Rewards System to promote Growth Mindset
- contribute to the Subject Development Plan and the Subject Self-Evaluation, alongside other members of the department
- assisting with the planning, review and evaluation of Schemes of Work, as directed by the Head of Business and Economics.

Other activities

- Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to her / him
- Providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports
- Making records of and reports on the personal and social needs of pupils
- Communicating and consulting with the parents of pupils as directed by the Head teacher
- Attending assemblies, registering the attendance of pupils in a timely manner and supervising pupils, whether these duties are to be performed before, during or after school sessions
- Communicating and co-operating with persons or bodies outside the school
- Supporting and attending whole School events such as Open Days, Parent Teacher meetings, Commemoration Day and the Carol Service
- Undertaking evening, weekend and other duties as required
- Engaging with MIS to promote effective record keeping and communication
- Participating in meetings arranged for any of the purposes described above.

Assessment and Reports

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

Review

- Participating in arrangements made by the School for the review of her / his performance and that of other teachers.

Further Training and Development

- Participating in arrangements for her / his further training and professional development as a teacher
- keeping abreast of current academic developments within the subject area
- Reviewing from time to time her / his methods of teaching and programmes of work.

Educational Methods

- Advising and co-operating with the Head teacher and other teachers on the preparation and development of courses of study, teaching material, teaching programmes, methods of teaching and assessment and pastoral arrangements.

Discipline, Health & Safety

- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

Staff Meetings

- Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

Cover

- Supervising and, so far as is practicable, teaching any pupils whose teacher is not available to teach them.

Public Examinations

- Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations.

Management

- Contributing to the selection for appointment and professional development of other teachers and non-teaching staff, including the induction and assessment of new teachers and initial teacher training
- Supporting the work of other teachers

- Taking such part as may be required of her / him in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

Administration

- Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and ordering and allocation of equipment and materials.

All school staff are expected to:

- a. Support the School's Boarding ethos including support for activities in the evening and weekend on a pro rata rota basis
- b. Work towards and support the school vision and the current school objectives outlined in the School Development Plan
- c. Contribute to the school's programme of extra-curricular activities
- d. Support and contribute to the School's responsibility for safeguarding students
- e. Regularly review own practice, set personal development targets and take responsibility for own continuous professional development.
- f. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- g. Work within the Equal Opportunities Policy to promote equality of opportunity for all students and staff, both current and prospective.
- h. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- i. Engage actively in the performance review process.
- j. Adhere to policies as set out in the Staff Handbook/Teacher Standards and Regulations
- k. Undertake other reasonable duties related to the job purpose required from time to time
- l. Adhere to School Safeguarding and Child Protection Policies.

PERSON SPECIFICATION

Essential:

- Degree in Business / Economics
- Teaching qualification
- Use of IT in the classroom
- Experience of teaching at Secondary level
- Experience of effective marking, recording and assessment
- Evidence of a range of teaching and learning strategies
- Ability to inspire, empower and motivate
- Excellent communication skills
- Good organisational and planning skills
- Ability to prioritise and to work flexibly to tight deadlines
- Pastoral skills
- Team player and adaptable
- Commitment to safeguarding of children
- A positive attitude to self-development and own learning

Desirable:

- Experience of teaching GCSE and A Level
- An understanding of independent education and the boarding ethos.

This job description is not necessarily a comprehensive definition of the post; it is to be enabling rather than restrictive. It will be reviewed at least once every two years and it may be subject to modification or amendment at any time after consultation with the post holder.

TERMS AND CONDITIONS

The successful candidate will be subject to DBS checking and references will be taken up before the appointment is confirmed.



Benefits of Working at Malvern St James's Girls School

Malvern St James Girls' School prides itself on its warm, friendly and welcoming environment where all Staff are encouraged to play a part in a successful and supportive community.

Pay

We offer a competitive salary, taking into account previous experience and relative skills and abilities. Teaching salaries are paid on Malvern St James Teachers' Pay Scale which is currently 3% above the National Teachers' Pay Scale.

Pension Scheme

After completing three months' employment with Malvern St James, Support Staff will automatically be enrolled into our Pension scheme, to which the School also contributes, this is subject to satisfying certain eligibility criteria and subject to the rules of such scheme as amended from time to time. Teaching Staff are automatically entered into the Teachers' Pension Scheme.

Leave - Teaching Staff

Teaching Staff are entitled to longer holidays than the maintained sector to allow for proper rest and time for planning and preparation of resources together with other requirements relating to the Academic Year.

Professional Development

A commitment to professional development is important and Staff are acknowledged for their commitment, skills and personal qualities through which the continuing success of Malvern St James is maintained.

Sport

MSJ Sports & Fitness Centre promotes flexibility as a key attribute to create fitter, healthier employees. Discounted membership for staff includes gym and swim and a wide range of classes. Membership contributions are taken by direct debit.

The Sports Club provides many activities for members. These include a wide range of sports, organised tours and regular competitions.

Childcare Voucher Scheme

The *KiddiVouchers Childcare Voucher Scheme* allows all Staff to save money through a salary sacrifice scheme, which provides tax-free childcare benefits.

Location

Malvern St James Girls' School is set in an area of Outstanding Natural Beauty at the foot of the Malvern Hills. We are based in a convenient location in Malvern, with excellent transport links and direct trains running to Birmingham, Hereford, Worcester and Cheltenham.

