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**CANDIDATE INFORMATION &**

**APPLICATION PACK**

**Teacher of Economics & Business Studies**



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Dear Applicant,

Thank you for expressing an interest in the post of **Teacher of Economics & Business Studies** at the Academy.

We provide a world class education for boys and girls aged 11-19, in a modern state of the art building that opened in September 2010.

We are situated in the Woodberry Down area which is on the Hackney/Haringey border. We have excellent transport links; 5 min walk from the bus stop or 7 min walk from Manor House tube station which serves the Piccadilly Line.

The Academy Core values reflect those of London’s Olympic & Paralympic Games:

**Friendship  Respect  Equality  Determination  Inspiration  Courage  Excellence**

The Academy is also founded on four key pillars: a strong and non-negotiable behaviour policy; first class and genuine pastoral care; outstanding teaching and learning, and the development of the whole person.

In September 2015 we launched our sixth form which offers a wide range of academic and vocational subjects. Year 13 destinations have included Oxford, Exeter, Brunel, Leeds, Southampton and many other leading universities.

We pride ourselves on our culture of high expectation for every student and are committed to cultivating a happy, disciplined, caring and respectful environment. Our motto, composed by a pupil is, “Be the best you can”. We passionately believe that every pupil, regardless of background or ability, can achieve.



Skinners’ Academy is a truly great school offering an outstanding all-round education and is determined to be one of the best schools in London. We believe that all pupils, regardless of background or ability, should be supported to excel in all that they do.

Thank you for your interest in our Academy. I look forward to receiving your application.

**Tim Clark**

**Principal**

**Job Description**

**Post Title:** Teacher of Economics & Business Studies (1 year fixed term)

**Grade:** Main Scale/UPS

**Responsible to:** Head of Business Studies

**Responsible for:** Learning outcomes of students

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**Principal Accountabilities:**

1. Provide high quality teaching and learning experiences for students
2. Fulfil the role of Form Advisor to students

**Main Activities and Responsibilities**

Main duties and responsibilities are indicated here. Other duties at an appropriate level and nature may also be required and will be negotiated.

1. Teaching and Learning

* Teach Economics & Business Studies to pupils at KS4 & KS5
* Be a Form Tutor/Personal Adviser.
* Monitor and Identify under achieving pupils from performance data.
* Address underachievement through contributing to Academy strategy as well as developing and implementing department strategies and approaches.
* Provide assessment to students and parents as required
* Fulfil reporting requirements
* Liaise with parents to ensure excellent attainment
* Support extended day activities to enhance pupils’ learning experiences
* Manage the behaviour of students in classrooms and around the academy
* Understand and fulfil all the requirements of Academy polices
1. Additional Responsibilities
* Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the Academy.
* Attend department and staff meetings
* Attend and participate in open evenings.
* Uphold the Academy’s behaviour code and uniform regulations
* Be responsible for ensuring subject knowledge is developed and participate in staff training and development

#### Key Organisational Objectives

The Postholder will contribute to the Academy’s objectives in service delivery by:

* Ensure that an enterprising approach is adopted by all across the Academy
* Promote the Academy ethos in which the highest achievements are expected from all members of the Academy community.
* Following Health and Safety requirements and initiatives as directed
* Ensuring compliance with Data Protection legislation
* At all times operating within the school’s Equalities policies demonstrating commitment and contribution to improving standards of attainment
* Adopting customer care and quality assurance initiatives
* Fulfilling the role of Student Personal Adviser and /or mentor if required
* Contributing to the maintenance of a caring and stimulating environment for young people

## **Special Conditions of Service**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

This post allows substantial access to children; candidates are required to comply with Academy procedures in relation to DBS (Disclosure & Barring) checks. If candidates are successful in their application prior to taking up post, they will be required to apply for, and hold, an enhanced DBS certificate.

**Equal Opportunities**

The postholder will be expected to carry out all duties in the context of and in compliance with the Academy Equalities Policies.

Date of issue: ………………………………

Signature of Post holder: ………………………………

Signature of Principal: ………………………………

# Person Specification

**Job Title:** Economics & Business Studies Teacher

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to degree level or equivalent | ✓ |  |
| Qualified teacher status | ✓ |  |
| **Experience** |  |  |
| Ability to use ICT effectively. | ✓ |  |
| Use ICT to raise achievement | ✓ |  |
| A commitment and understanding of the use of ICT within the curriculum | ✓ |  |
| High quality teaching of Economics & Business Studies to KS4 & 5 students | ✓ |  |
| Collaborative teaching methods and working with colleagues in the preparation, assessment and monitoring work | ✓ | ✓(NQTs) |
| Demonstrable experience of improving successful student outcomes in the last three years | ✓ | ✓(NQTs) |
| High quality outcomes | ✓ | ✓(NQTs) |
| Experience as a form tutor and or/ pastoral work | ✓ | ✓(NQTs) |
| **Skills** |  |  |
| Personal |  |  |
| Must be well organised | ✓ |  |
| Must be well presented | ✓ |  |
| Excellent communication and organisational skills | ✓ |  |
| Ability to work hard under pressure while maintaining a positive, professional attitude | ✓ |  |
| Ability to organise and prioritise workload and work on own initiative | ✓ |  |
| Excellent creative teaching ability | ✓ |  |
| Commitment to personal career development | ✓ |  |
| **Knowledge and Understanding** |  |  |
| Developments in the National Curriculum | ✓ |  |
| Developing differentiated schemes of work  | ✓ | ✓(NQTs) |
| **Equal Opportunities** |  |  |
| Understanding of different social backgrounds of pupils | ✓ |  |
| Understanding the needs of pupils and the appropriate strategies to support them | ✓ |  |
| Understand the needs of bilingual pupils | ✓ |  |

Skinners’ Academy

Woodberry Grove

London, N4 1SY

www.skinnersacademy.org.uk

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| --- | --- |
| **Post Title** | **Teacher of Economics & Business Studies**  |

|  |
| --- |
| **Personal Details** |
| Surname: |  |
| Forename: |  |
| Address: |  |
|  | Postcode: |  |
| Telephone (Home): |  | Telephone (Mobile): |  |
| Telephone (Work): |  | Email: |  |
| Can we contact you on your work number?: (Tick as appropriate) | Yes |  | No |  |
| NI Number: |  |
| TRN (Teacher Reference No.): |  |

|  |
| --- |
| **Referees** |
| One reference **must be your present or most recent employer**, the other a previous employer. References will be requested after the short listing process, prior to interview and before an offer of employment has been made in writing. |
| First Referee |
| Full Name: |  |
| Job Title: |  | Company: |  |
| Address: |  |
| Telephone: |  | Email: |  |
| Relationship: |  |
| Second Referee |
| Full Name: |  |
| Job Title: |  | Company: |  |
| Address: |  |
| Telephone: |  | Email: |  |
| Relationship: |  |
| I hereby authorise you to take up references from my present employer, my previous employer(s) or the people that I have submitted as personal referees, once I have been notified of an invite to interview. In addition, I hereby authorise you to take up other reference checks as you may deem appropriate. |
| Signed: |  | Dated: |  |

|  |  |
| --- | --- |
| Please list any dates on which you will NOT be available for interview: |  |

|  |
| --- |
| **Education & Qualifications** |
| Please give details of your education and qualifications (most recent first) |
| Education |
| Start Date | End Date | School, College, University etc. | Subject(s) Studied | Qualification, Certificate, Grade etc. |
|  |  |  |  |  |
| Work related or professional qualifications/membership & NVQ’s etc. |
| Start Date | End Date | Details : Name of Association / Institute/Qualifications | Level/or grade of membership |
|  |  |  |  |
| Relevant Training |
| Start Date | End Date | Title of Course | Details |
|  |  |  |  |
| I hereby authorise you to carry out checks on all and any of my qualifications from any establishment or employer. |
| Signed: |  | Dated: |  |
| **Present or Previous Employment** |
| Present/Most Recent Employment |
| Job Title: |  |
| Name of Employer: |  |
| Address of Employer: |  |
| Start Date: |  | Pay Grade / Salary: |  |
| Is this post your sole regular employment? (Tick as appropriate) | Yes |  | No |  |
| If ‘No’ to the above, please name your other employer(s) here: |
| Reason for leaving / wishing to leave: |  |
| Notice required / Date left (if applicable): |  |
| Outline of main duties:  |
|  |
| Previous Employment |
| Start Date | End Date | Job Title / Main duties | Employer | Reason for leaving |
|  |  |  |  |  |

|  |
| --- |
| **If there are any gaps in your employment or education please explain them here:** |
|  |

|  |
| --- |
| **Where did you see this post advertised?** If seen on the internet, please specify website:  |
|  |

|  |
| --- |
| **Are you related to, or the partner of, any member or employee of the Academy?** If so, please specify (failure to disclose such information shall disqualify the candidate concerned): |
|  |

|  |
| --- |
| Please use this section to support the information that you have already provided regarding your suitability for this post and how you meet the requirements of the post. Include everything that is relevant (such as training and experience gained through out-of-work activities) as concisely as possible. Continue on a separate sheet(s) if necessary. |
|  |

Please tick boxes as appropriate in the following sections:

|  |
| --- |
| **Other Details** |
| Do you have the legal right to live and work in the UK? | Yes |  | No |  |
| Is this subject to having a work permit? | Yes |  | No |  |
| You will need to produce photographic ID and proof of the above if you are called to interview. |
| Disabilities |
| Do you have a disability as defined by the Disability Discrimination Act 1995? | Yes |  | No |  |
| If 'yes' please give brief details to tell us if there is support which we can provide at interview or in employment if you are offered the job. |
|  |
| **Personal Declarations** |
| The position you are applying for involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England & Wales). For these positions you are not entitled to withhold information about police cautions, bind-overs, or any criminal convictions, including any that would otherwise be considered ‘spent’ under the act. |
| Convictions |
| Have you ever been convicted of any offence or bound-over or given a caution | Yes |  | No |  |
| If ‘Yes’ please give details on a separate sheet and attach it to this form in a sealed envelope marked ‘Confidential Disclosure’.*It will be a condition of your employment that you inform the Academy if you are convicted of any criminal offence (including driving offences). Failure to do so may result in disciplinary action being taken including the termination of your employment.*If you are provisionally offered this post, you will be required to undergo a (DBS) Disclosure & Barring check. Please refer to the DBS Code of Practice for further information. Having a criminal record will not necessarily be a bar to obtaining a position at the Academy. |
| **Prohibition from Teaching**In accordance with the requirements of The School Staffing (England) (Amendment) Regulations 2013, any future appointment is subject to a check with the Department for Education (Dfe)to ensure that you are not subject to a prohibition order or an interim prohibition order. |
| Data Protection Act |
| Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request and on payment of a fee of £10 the right of access to personal data held about them.I hereby give my consent to the Academy processing and retaining the data supplied in this application form for an appropriate period of time for the purpose of recruitment, selection and employment. |
| Signed: |  | Dated: |  |

|  |
| --- |
| **Declaration** |
| I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, the Secretary of State or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future and possible criminal prosecution. |
| Signed: |  | Dated: |  |
| All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview. |
|  |
| **Equal Opportunities Recruitment Monitoring Form** |
| Please complete this monitoring form and return with your application form. Below we explain why the details that you provide are important both for you as an applicant and for us as an organisation committed to equal opportunities. An applicant with a disability who meets the essential criteria for the job (with a reasonable adjustment where appropriate) will be invited to interview. The Academy is working towards equal opportunities in employment, with the aim of ensuring that everyone who applies to work for us receives fair treatment. To help us to achieve this aim we ask you to complete this monitoring form. This information will be used to monitor the effectiveness of our Equal Opportunities Policy and for no other reason.We understand that some applicants will be hesitant to provide the personal details requested, but please be assured that this information is confidential and will only ever be processed or analysed on a completely anonymous basis. By completing the information you will be helping us to ensure that you and others receive fair treatment when applying for jobs with us.The request for this information and the uses to which it will be put are within the scope of the Data Protection Act 1998 which allows for the collation and reporting of sensitive data for monitoring purposes.**Please complete this form, which will be detached from your application form before your application is progressed to the short listing stage of the recruitment process.**The monitoring form will be kept separate from the job application form, to ensure that none of the information you have provided is used in the selection decision. The information that you provided will be treated as strictly confidential and only used to monitor the fairness of our recruitment and selection procedures.If you have any queries or concerns about any part of this monitoring form, please write to the Principal and we will look into the points that you raise.Thank you for completing this form. We wish you success with your application. |
|  |

**Equal Opportunities Recruitment Monitoring Form**

**HOW TO COMPLETE THIS FORM:** Mark your responses by putting an 'X' in the box or by clicking on the appropriate box

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1. I consider my gender to be:** | Male | [ ]  | Female | [ ]  |
| **2. I consider myself to have a disability:** | Yes | [ ]  | No | [ ]  |
| **3. I would describe my racial or cultural origin as:** |
| **a. Asian** | **b. Black** | **c. Chinese** |
| Asian – BangladeshiAsian – BritishAsian – IndianAsian – PakistaniOther Asian background | [ ] [ ] [ ] [ ] [ ]  | Black – AfricanBlack – BritishBlack CaribbeanOther Black background | [ ] [ ] [ ] [ ]  | Chinese**d. Irish**Irish**g. Other Ethnic group**Please specify:……………………………... | [ ] [ ] [ ]  |
| Please specify: ……………………………………. | Please specify:……………………………………. |
| **e. Mixed** | **f. White** |
| Asian & WhiteBlack & WhiteOther Mixed background | [ ] [ ] [ ]  | White BritishWhite European UnionOther White background | [ ] [ ] [ ]  |
| Please specify:……………………………………. | Please specify:……………………………………. |
| **4. I am aged …….... Years .……… Months** | **Date of Birth (DD/MM/YY):** |
| **5. How did you hear about the vacancy for which you have applied?** |  |
|  |
| Intranet (Skinners’ staff only)Internet \*Evening Standard | [ ] [ ] [ ]  | Job Centre PlusFriend / RelativeNational Press \* | [ ] [ ] [ ]  | Professional Journal \*Other \*…………………………….. | [ ] [ ]  |
| **6. I am a member/follower of the following religious group:** |  |
|  |
| None / No religionBuddhistChristian | [ ] [ ] [ ]  | HinduJewishMuslim | [ ] [ ] [ ]  | SikhOther \*…………………………….. | [ ] [ ]  |
| I hereby give my consent to Skinners’ Academy processing the information given above in accordance with the purposes stated above. |
| Signed: |  | Dated: |  |
| **TO BE COMPLETED BY APPOINTING OFFICER ONLY** |
| Short Listed | [ ]  | Interviewed | [ ]  | Appointed | [ ]  |
| **Completed applications to:** ***recruitment@skinnersacademy.org.uk*** |

**Teacher of Economics & Business Studies**

**1 year fixed term**

**MPS/UPS**

**Required September 2019**

**SKINNERS’ ACADEMY**– ***provides a world class education for boys and girls aged 11-19, in a modern state of the art building.***

We offer an exciting opportunity for the right candidate to join a truly great school.

We are seeking to appoint an inspirational Teacher of Economics and Business to join our established department.

Skinners’ Academy offers an outstanding all round education and believes that all our students, regardless of background or ability should be supported to excel in all that they do.

The team are committed to delivering innovative and inspirational lessons to students of all ages and abilities. If you would like to be part of this please go to: [www.skinnersacademy.org.uk](http://www.skinnersacademy.org.uk) where you can download an application pack.

Please note this post allows substantial access to children. Therefore, in accordance with our Safer Recruitment Policy the successful candidate will be required to apply for, and hold, an enhanced DBS (Disclosure & Barring Services) certificate. The Academy will arrange this for you prior to you taking up your post.

**In compliance with our Safer Recruitment Policy CV applications are not accepted**

Completed applications to: recruitment@skinnersacademy.org.uk

**Closing date for applications is Wednesday 22 May 2019 - 12 noon**

**Interviews will be held 23 May 2019**