



The Knights Templar School

Application Pack – Teacher of Business Studies

November 2021



We are proud of our School as a community comprehensive serving the people of Baldock and the surrounding villages and our students' learning is greatly enhanced by the strong links with our local area.

Our Vision

Excellent academic achievement

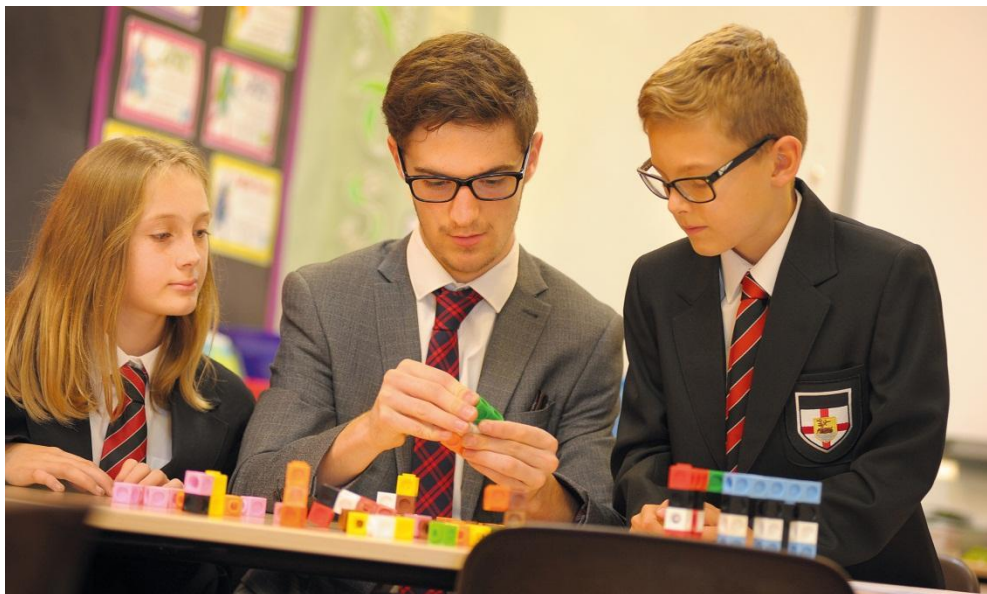
Academic achievement, underpinned by the highest quality teaching.

Committed to developing well-rounded individuals

We believe strongly in exposing our students to the widest possible range of experiences and opportunities that will enable them to achieve their maximum potential. We consider it our responsibility to ensure they leave the school respectful, successful, happy, well-rounded individuals who are a credit to themselves and their community.

All abilities and backgrounds welcome

Success to us is not, however, simply about focusing on the brightest and most gifted. The school is open to children of all abilities and our pastoral care ensures that every student receives the nurturing, support and guidance they need. As an integral part of our community, we accommodate students from all backgrounds and while the school is broadly Christian, we are equally welcoming to those of other faiths and no faith.



An Introduction to the School

"The Academy motto "Courage and Courtesy" is evident in the excellent relationships between all students and with adults." (Ofsted)

The Knights Templar School is both a successful and happy school. Students' results are good and behaviour is excellent. The school is highly regarded locally, being regularly oversubscribed. We receive in the region of 600 applications for 210 Year 7 places each year.



Students of all abilities achieve well and make good progress. Young people have an excellent attitude to learning. They enjoy school and want to succeed. Examination results at GCSE and A level are consistently good. In 2019, 73% of students achieved English and Maths at grade 4 or above (National 64%) and 51% achieved English and Maths at grade 5 or above (National 43%). 2019 Progress 8 for the Maths element was +0.26 (2018 +0.20). The School has a strong Sixth form, most progress on to University degree courses, including places at Oxford or Cambridge.



The Knights Templar School offers a very broad range of opportunity beyond the classroom, with nearly 100 extra-curricular clubs running every week. There are a wide range of school sports teams in all years with traditional house matches and a sports day annually. The House System is strong and senior students lead and run a number of house events every year. Some 250 students learn a musical instrument and there are many school concerts. Drama, too is very strong with regular school productions.

The Duke of Edinburgh Award Scheme is particularly vibrant with 200 young people participating at Bronze, Silver or Gold level. We run a wide range of trips and visits both curriculum-based and of a wider educational nature. Staff are very generous with their time in supporting this wide range of activities.



We provide a disciplined, caring, fair and moral environment in which individuality is encouraged and equality of opportunity promoted, in order to allow students to develop personally and socially. There is a mutual respect and good relationships between students and also between staff and students, with the

students being given responsibility and feeling valued whilst knowing that support and advice will always be available when needed. We have an excellent Pastoral system to support and encourage this.

Pastoral care is a strength of the school. It is based on tutor groups, horizontally organised within Year Teams. Ofsted reported that "Students were particularly positive about the extent to which you encourage them to be independent. They value being asked to take on responsibilities. Students learn to treat others with respect. You promote the school values of 'courage and courtesy' well."

Staff at Knights Templar "go the extra mile". They give their time, effort and commitment to ensure high standards in the classroom and in the wider life of the school. Ofsted also reported that "Students value the extra-curricular activities available to them, and spoke with enthusiasm about the range of trips on offer." The school has high expectations of its staff as well as its pupils.

The school's name often provokes interest. The Knights Templar developed the town of Baldock in the Middle Ages. The school has been an all-ability mixed comprehensive school for over 40 years. In 2011, the school became an academy retaining its status as a community comprehensive school, serving the needs of Baldock and the surrounding villages that form our catchment area.

Accommodation varies and some of the buildings are certainly showing their age. We do have an excellent modern Sports Centre with a floodlit all-weather pitch. A new purpose-built Sixth Form teaching block opened in September 2013 and in 2016, we were very proud to open our new Science Centre. The latest development is the new Arts and Design Centre, which opened December 2018. The vacated buildings have been demolished and the outside areas have been landscaped to increase the recreational space.

Knights Templar is doing well but we have the potential to do even better in future. Our focus is to improve standards by constantly improving the quality of Teaching and Learning.



Sue Welch
Chair of Trustees

Andrew Sills
Acting Headteacher



Ofsted

We were most pleased when, in September 2017, The Knights Templar School was inspected that it was judged to be a good school offering a “great education” and “the type of school you would want to send your own child”. We are certainly not complacent, however, we want the very best for our students and whilst most teaching seen was judged to be good or outstanding, we want all of it to be so. Whilst our results are good, we want them to be even better. We were particularly pleased that the inspectors’ views as to how we can improve totally matched our own improvement plan: their priorities are our priorities. Our students have every right to be proud. The inspectors saw them both in the classroom and around the school; their conclusion was very clear, they found their behaviour and general manner to be outstanding.

Teaching and Learning

Purposeful learning is at the heart of everything we do. Our dedicated and hardworking teaching staff ensure that students are engaged, challenged and able to succeed within a culture that values both tradition and innovation. We encourage a range of approaches to teaching that ensures that students have a rich and varied learning experience.

It is important that teachers have time to reflect, share ideas and develop their own practice. We have a structured programme of Continued Professional Development, offering a range of ongoing opportunities. For example, our lesson study programme provides an opportunity for colleagues to work collaboratively and reflect upon the impact of research-based strategies on their own teaching. This is supplemented by external courses and trainers. Lesson observations are geared to improving practice and offering professional support and development opportunities appropriate to individual needs.

We encourage teachers to share their expertise through mentoring trainee teachers, NQTs and those who have taken on new roles and responsibilities. We are also developing a coaching programme.

Staff

The Knights Templar School currently employs 114 teaching staff and 60 support staff, many of whom have positively contributed to the school for a number of years. Many of the staff have children who are currently at the school or have passed through our school system. There are also members of staff who are past students.

Community

The Priority Area for the School consists of Baldock, and surrounding villages. We are fortunate to have good relationships with the primary schools in the area with teachers and students from The Knights Templar School regularly running events for our primary partners. Our primary schools will often visit for a variety of activities in PE, music, drama, dance, maths and science to name but a few.

The Business Studies Department

Edexcel GCSE Business Studies - class sizes have grown over the last few years with around 140 students studying the subject from September 2021. Partly because of the way our option system works, and partly from choice, these are taught as mixed ability groups and, given the intake of the school, these are genuine mixed ability groups with representatives of all ability ranges. The results reflect this from across the whole range of marks.

From September 2019 we added to our KS4 options and started our new technical award in enterprise and marketing, following the OCR Cambridge National Level 1 and 2 in Enterprise and Marketing, which again has proved a popular choice with students.

In the Sixth Form we teach Edexcel Business. In Business we have two groups in year 12 and two in Year 13. Again, we teach a wide range of abilities, with A and even A* grades achieved by some in most years.

We also teach the new OCR Cambridge Technical Diploma (double award) at KS5 with one group in each year and have run a GCE Business vocational course in every year for the last few decades. Over the last 3 years, these courses have grown in popularity with large cohorts in each year group.

We also offer the IFS level 3 certificate in financial studies course at AS level as part of the 6th form enrichment pathway, which has proven to be popular.

The department is staffed by teachers, who are also either part time or who have significant responsibilities elsewhere in the school. This has proved viable because there have only been modest changes to specifications and all the staff are experienced in their different fields, tending to specialise in the delivery of particular courses.

The current teaching staff are:

- Miss N McGuigan: Year 10/11 GCSE Business Studies, AS and A Business studies, IFS at AS level and OCR Technical Diploma
- Mr A Catlin: Year 10/11 GCSE Business Studies, Year 10/11 Enterprise and Marketing, AS and A Business studies, IFS at AS level and OCR Technical Diploma and IFS at AS level
- Mr S Ahmed: Year 10/11 GCSE Business Studies, Year 10/11 Enterprise and Marketing, AS and A Business studies, IFS at AS level and OCR Technical Diploma
- Mrs G Hopkins (Head of Sixth Form): AS and A Business studies, IFS at AS level and OCR Technical Diploma

The department currently has a suite of rooms for Sixth Form teaching, including a dedicated room for laptops based in the new 6th form block opened in 2013.

All students are provided with a main course textbook and we have a good range of other resources to supplement these.

The school enjoys good links with local firms and we hope that the successful candidate might wish to get involved in this area.

Teacher of Business - Job Description

Reports To: Head of Business Studies

Purpose of the Job: To prepare and teach appropriate lessons in accordance with the policies of the school and the department using appropriate resources

Key Responsibilities:

- To encourage students to achieve the highest standards of work possible
- To set and mark students' work regularly and in accordance with the department's and school's policy; to record marks, monitor progress and write reports as required.
- To participate in the arrangements for preparing and assessing students' work for examinations and to supervise students during such examinations.
- To co-operate in developing appropriate departmental teaching materials and to contribute to the development of new courses.
- To review from time to time methods of teaching and programmes of work and to participate in arrangements for further training and professional development.
- To participate in the agreed performance management process.
- To share in the pastoral responsibility for students in their teaching groups and where appropriate liaise with the Form Tutors and Year Leaders.
- To maintain good order and discipline among students and to safeguard their health and safety at all times when they are the responsibility of the School.
- To ensure that the learning environment for their lessons is neat and well organised.
- To share in supervisory and general duties during the working day.
- To cover classes for absent colleagues in accordance with the School's policy.
- To attend staff and departmental meetings.
- To undertake professional development as appropriate.
- To undertake any designated Form Tutor responsibilities.
- To attend assemblies.
- To attend Parent Consultation Evenings and to communicate with parents when appropriate.

Review of Duties:

- The specific duties attached to any teacher are subject to annual review and may, after discussion with the teacher, be changed.

Teacher of Business - Person Specification

Qualifications:

- Qualified Teacher Status (or working towards QTS)
- Evidence of continuing professional development where relevant

Professional Experience:

Essential:

- Ability to teach Business Studies to KS4 and KS5
- Committed to comprehensive education and the entitlement of all students to succeed
- Passionate about your subject
- An excellent classroom practitioner
- Enthusiastic and able to make teaching and learning in Business Studies interesting and enjoyable
- An up to date knowledge of recent trends in the teaching of Business Studies
- A well-organised, efficient team worker
- To be able to get the best out of students at all levels of ability
- Good knowledge of and confidence in the use of student performance data to be able to get the best out of students at all levels of ability
- Excited by opportunities to learn from colleagues, and also to share your expertise with them
- Committed to your own professional development
- Committed to the important role of Form Tutor
- ICT literate, making appropriate use of IT as a teaching and management tool

Personal Qualities:

- Willing to actively support and contribute to the school's ethos
- Excellent communication and interpersonal skills
- A willingness to participate in trips and other extra-curricular activities
- Approachable and flexible
- An excellent record of personal attendance, punctuality and health
- High personal standards – dress, conduct and presentation

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Business Studies Department

Edexcel GCSE Business Studies - class sizes have grown over the last few years with around 140 students studying the subject from September 2021. Partly because of the way our option system works, and partly from choice, these are taught as mixed ability groups and, given the intake of the school, these are genuine mixed ability groups with representatives of all ability ranges. The results reflect this from across the whole range of marks.

From September 2019 we added to our KS4 options and started our new technical award in enterprise and marketing, following the OCR Cambridge National Level 1 and 2 in Enterprise and Marketing, which again has proved a popular choice with students.

In the Sixth Form we teach Edexcel Business. In Business we have two groups in year 12 and two in Year 13. Again, we teach a wide range of abilities, with A and even A* grades achieved by some in most years.

We also teach the new OCR Cambridge Technical Diploma (double award) at KS5 with one group in each year and have run a GCE Business vocational course in every year for the last few decades. Over the last 3 years, these courses have grown in popularity with large cohorts in each year group.

We also offer the IFS level 3 certificate in financial studies course at AS level as part of the 6th form enrichment pathway, which has proven to be popular.

The department is staffed by teachers, who are also either part time or who have significant responsibilities elsewhere in the school. This has proved viable because there have only been modest changes to specifications and all the staff are experienced in their different fields, tending to specialise in the delivery of particular courses.

The current teaching staff are:

- Miss N McGuigan: Year 10/11 GCSE Business Studies, AS and A Business studies, IFS at AS level and OCR Technical Diploma
- Mr A Catlin: Year 10/11 GCSE Business Studies, Year 10/11 Enterprise and Marketing, AS and A Business studies, IFS at AS level and OCR Technical Diploma and IFS at AS level
- Mr S Ahmed: Year 10/11 GCSE Business Studies, Year 10/11 Enterprise and Marketing, AS and A Business studies, IFS at AS level and OCR Technical Diploma
- Mrs G Hopkins (Head of Sixth Form): AS and A Business studies, IFS at AS level and OCR Technical Diploma

The department currently has a suite of rooms for Sixth Form teaching, including a dedicated room for laptops based in the new 6th form block opened in 2013.

All students are provided with a main course textbook and we have a good range of other resources to supplement these.

The school enjoys good links with local firms and we hope that the successful candidate might wish to get involved in this area.

Teacher of Business - Job Description

Reports To: Head of Business Studies

Purpose of the Job: To prepare and teach appropriate lessons in accordance with the policies of the school and the department using appropriate resources

Key Responsibilities:

- To encourage students to achieve the highest standards of work possible
- To set and mark students' work regularly and in accordance with the department's and school's policy; to record marks, monitor progress and write reports as required.
- To participate in the arrangements for preparing and assessing students' work for examinations and to supervise students during such examinations.
- To co-operate in developing appropriate departmental teaching materials and to contribute to the development of new courses.
- To review from time to time methods of teaching and programmes of work and to participate in arrangements for further training and professional development.
- To participate in the agreed performance management process.
- To share in the pastoral responsibility for students in their teaching groups and where appropriate liaise with the Form Tutors and Year Leaders.
- To maintain good order and discipline among students and to safeguard their health and safety at all times when they are the responsibility of the School.
- To ensure that the learning environment for their lessons is neat and well organised.
- To share in supervisory and general duties during the working day.
- To cover classes for absent colleagues in accordance with the School's policy.
- To attend staff and departmental meetings.
- To undertake professional development as appropriate.
- To undertake any designated Form Tutor responsibilities.
- To attend assemblies.
- To attend Parent Consultation Evenings and to communicate with parents when appropriate.

Review of Duties:

- The specific duties attached to any teacher are subject to annual review and may, after discussion with the teacher, be changed.

Teacher of Business - Person Specification

Qualifications:

- Qualified Teacher Status (or working towards QTS)
- Evidence of continuing professional development where relevant

Professional Experience:

Essential:

- Ability to teach Business Studies to KS4 and KS5
- Committed to comprehensive education and the entitlement of all students to succeed
- Passionate about your subject
- An excellent classroom practitioner
- Enthusiastic and able to make teaching and learning in Business Studies interesting and enjoyable
- An up to date knowledge of recent trends in the teaching of Business Studies
- A well-organised, efficient team worker
- To be able to get the best out of students at all levels of ability
- Good knowledge of and confidence in the use of student performance data to be able to get the best out of students at all levels of ability
- Excited by opportunities to learn from colleagues, and also to share your expertise with them
- Committed to your own professional development
- Committed to the important role of Form Tutor
- ICT literate, making appropriate use of IT as a teaching and management tool

Personal Qualities:

- Willing to actively support and contribute to the school's ethos
- Excellent communication and interpersonal skills
- A willingness to participate in trips and other extra-curricular activities
- Approachable and flexible
- An excellent record of personal attendance, punctuality and health
- High personal standards – dress, conduct and presentation

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

How to apply

Complete the **Application Form**, and please *fill it in fully*. You must include a **Letter of Application**. This does not in fact have to be in the form of a letter; a document using bullet-points will be very acceptable. It should be no more than two sides of A4.

Finally, complete also a **Person Specification**.

Please send your application to the school, by post or email to kdavis@kts.school

Further notes for applicants

Visits

If you wish to visit the school, you will be made welcome, though this is not a requirement at this stage. Please telephone to make an appointment; your chances of getting the post will not be affected by whether or not you make such a visit. Those invited for interview will, of course, be given plenty of chance to see the school.

Moving house

If you would need to move nearer, consider investigating property prices before deciding whether to apply: information is readily available via the web. You might also be interested to look at the website of North Hertfordshire District Council (www.north-herts.gov.uk)

The Knights Templar

The school is named to commemorate the connection between Baldock and this ancient Order, which founded the town in the twelfth century. Readers of *The DaVinci Code* and similar works may be disappointed to find that we have no other connection with Templar organisations!