

**Teacher of Business Studies (full-time)**

Due to an increase in student numbers in the department, an exciting opportunity has arisen for a well-qualified, innovative and motivated full-time Teacher of Business Studies. The role will be required from **26th August 2025** within the vibrant and successful Accounting, Business and Economics department. Applications will be considered from candidates wanting to work both full-time or wishing to have some flexibility to work substantial part-time.

We would expect the successful candidate to teach a mix of Applied and A Level business courses.

It is hoped to recruit an enthusiastic and dedicated teacher who would want to contribute to the future success of the department and be fully involved in the delivery of courses for the 16-19 age group. They should aim to make their teaching an exciting experience for students and to engage them in a wide range of activities which enhance their understanding and commitment.

Applications will be most welcome from both experienced teachers of 16-19 education and those newly qualified. Training and support will be offered to allow the development of ECTs during their early career, together with a validated scheme for those preparing for ECT induction.  They will receive their own personal mentor as well as a subject specialist mentor to help further develop their skills and experience.  The College’s ‘Teaching and Learning Group’ will also provide opportunities to develop their teaching strategies through the sharing of good practice and observation of the lessons of experienced practitioners.

**Within this pack or online (**[**www.wsfc.ac.uk**](http://www.wsfc.ac.uk) **under Job Vacancies) you will find:**

1. An introduction to the College
2. Conditions of employment and department description
3. Salary structure for teaching staff
4. Job descriptions and person specifications (teacher)
5. Teacher person specification
6. An application form with equal opportunities monitoring form
7. Policy Statement on the recruitment of ex-offenders and guidance to applicants on disclosing information
8. Code of Conduct for staff

## Applications

Please complete the College application form including a supporting statement giving details of reasons for your application including experience, skills, training and achievements and how these are particularly suited to the needs of the post. Please refer to the job description, person specification and/or job details as applicable. Please do not write more than two sides of A4. We regret that CVs are not accepted in place of the application form.

**Application forms** are available at [**www.wsfc.ac.uk**](http://www.wsfc.ac.uk) **under Job Vacancies** and should be returned with the equal opportunities monitoring form by **Noon on Monday 24th February 2025.**

**Interviews** are currently scheduled to take place during week commencing **Monday 3rd March 2025** and candidates will be notified by email and/or phone. The selection panel will be chosen in terms of their availability on the relevant dates and their current/designated roles.

If you do not hear from us, we regret that you will not have been included on the shortlist and we would like to thank you for your interest in the College.



**DEPARTMENT OF ACCOUNTING, BUSINESS & ECONOMICS**

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**Head of Department:** Sybanne King

# Courses offered:

**Accounting**

AQA A Level

**Business**

Eduqas: A Level

Business Level 3 OCR Cambridge Technical (Applied)

BTEC Level 2 Technical in Business Enterprise by Pearson (Applied)

We plan to introduce T level Business in 2026.

**Economics**

AQA: A Level

Staff in the department have a strong commitment to encourage students to work outside of class and developing literacy and numeracy skills. Increasingly Moodle / Teams is used to set work out of class and provide students with resources for homework, assignments and revision. All classes are of mixed ability and a differentiated approach to learning is encouraged, with all students having individual target grades. Staff are expected to be friendly and approachable and to be able to work in teams with regular subject and departmental meetings held.

All subjects (Accounting, Business and Economics) have been running for several years. They are well established and prove popular, offering students an insight to the real world. We have a strong team of teachers who work together to help develop resources and promote engagement and success. A Level Business, Accounting and Economics are assessed fully via exams. In addition, we offer Applied Business which has grown in popularity, offering students a different approach to assessment and study.

For Level 3 Applied Business, we offer a 1 block (1 A level equivalent) and a 3 block (3 A level equivalent) course, the assessment on these courses is a mix of course work and external assessment.

The Applied Business Level 2 course is the equivalent of two GCSE’s and provides a successful progression route for students onto our level 3 programmes.

The department also offers Young Enterprise as an enrichment activity, with recent successes including participation in the national finals.



| **CONDITIONS OF EMPLOYMENT**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
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| **General Conditions** | Conditions of employment for teaching staff are as agreed between the Sixth Form Colleges Association and staff representatives at national and local level. Pay and conditions for teachers are similar to, but not the same as, those for school teachers. |
| **Start Date** | 26th August 2025 |
| **Status** | Full-time, permanent post in the College’s teaching staff structure |
| **Teachers’**  **Salary** | The salary structure consists of a 9 point main scale. Appointment will be to the individual’s relevant point on the Main Scale. Further details are enclosed. Annual pay progression, where relevant, will be directly linked to acceptable appraisal outcomes via the colleges’ annual appraisal process. |
| **Hours of Work** | Full time consists of 1425 minutes of teaching per week and 1265 directed hours per annum worked over 195 days of which 190 are teaching days with a commitment of 23.75 hours per week contact time. The College day for daytime students starts at 8.50 am and ends at 4.10 pm. |
| **Pensions** | There is automatic entry to the Teachers’ Pensions Scheme. Employee contributions are tiered and based on actual part-time earnings and employer contributions are 16.48%. Further details can be found at [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk) |
| **Induction** | There is a programme of support for all staff new to the College. We recognise that commencing a teaching career is both an exciting and challenging time. Training and support will be offered to allow the development of ECTs during their early career, together with a validated scheme for those preparing for ECT induction.  They will receive their own personal mentor as well as a subject specialist mentor to help further develop their skills and experience.  The college’s ‘Teaching and Learning Group’ will also provide opportunities to develop their teaching strategies through the sharing of good practice and observation of the lessons of experienced practitioners. |
| **Holidays** | Details of holiday periods will be made available to you.  The College year is similar to the Local Authority’s academic year with some variations. |
| **Child Protection/**  **Safeguarding** | The College and all its personnel are committed to safeguarding and promoting the welfare of children, young persons and vulnerable adults. This position is subject to an Enhanced Disclosure and Barring Service (DBS) check.  Where you have lived overseas in the last 5 years the College is required to evidence an overseas check in addition to the DBS check. Please refer to <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants> for further information as to how you can apply for a ‘certificate of good character’ if you are appointed. Where there is a charge applicants will be required to pay for this themselves. |
| **Equality and Diversity** | The College is an equal opportunities employer and staff, students, volunteers and workers are expected to respect the principles of open access and opportunity for all regardless of age, disability, gender identity, marital status, pregnancy and maternity, race, religion or belief, sex and sexual orientation. Applications from members of the ethnic minorities would be particularly welcome as they are currently under represented in our workforce. |
| **Disability** | Where a disabled candidate is placed at a substantial disadvantage in comparison to a non-disabled applicant consideration will be given to any reasonable adjustments required to enable them to do the job after an offer of employment has been made.  HR will discuss any reasonable adjustments required for the recruitment process with candidates shortlisted for interview. The selection process for this position will include a teaching activity. |



**Sixth Form Colleges: Salary Structure for Teaching Staff**

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| --- | --- | --- | --- |
| **SFCA Pay Spine Point Sept 24** | |  | |
| NSP1 | £32,178 |  |  |
| NSP2 | £33,415 |  |  |
| NSP3 | £35,306 |  |  |
| NSP4 | £37,476 |  |  |
| NSP5 | £39,590 |  |  |
| NSP6 | £42,226 |  |  |
| NSP7 | £43,941 |  |  |
| NSP8 | £46,860 |  |  |
| NSP9 | £49,725 |  |  |



**JOB DESCRIPTION**

It must be recognised that this job description is likely to change as the circumstances of the College change and the post holder must recognise and actively adapt to these changes as they affect the job described.

**JOB TITLE:** Teacher

**JOB PURPOSE:** To teach students according to the College timetable so as to ensure excellent success rates and Value Added

**RESPONSIBLE TO:** Head of Department

**MAJOR TASKS**

1. To know and understand the aims and objectives of the College and the department, the relevant examination syllabus or specification and the schemes of work for each of the courses taught.

2. To contribute to the policy-making process of the department and the College through staff, department or other meetings.

3. To gather and record information about the experience and entry qualifications of students following the courses taught.

4. To record the issue of books and other College equipment to students at the start of the course and to collect them in as necessary.

5. To prepare appropriate materials and activities to ensure high-quality learning opportunities for all students following the courses taught and to teach in a way designed to motivate the students.

6. To complete a register of attendance at all lessons taught and to contact tutors or Heads of Year as appropriate.

7. To set and mark work on a regular basis in accordance with the College and department assessment policy.

8. To give students an opportunity to review their work on a regular basis, and to discuss their progress with them.

9. To keep a record of students' progress and marks in all assessed work, and to write reports to parents and for other staff as the need arises.

10. To produce marks and other information for examination boards as necessary, and confirm the entry of students for public examinations.

11. To attend Parents' Evenings and inform parents of the progress and prospects of their sons/daughters.

12. To be informed about progression from the courses being taught and to advise students about the opportunities which are available to them on completion of the course, or to refer them to other sources of information.

13. To review all aspects of the teaching role, especially teaching strategies used.

14. To contribute to all appropriate Quality Assurance processes.

15. To contribute as appropriate to the presentation of the department at Open Events and other similar functions.

16. To maintain teaching rooms used in as attractive a state as possible and to report any defects in fabric or equipment to the appropriate Head of Department or Health and Safety Officer.

17. To refer to the Head of Department, tutor or Head of Year any student who causes particular concern.

**GENERAL RESPONSIBILITIES**

1. To be responsible for and committed to promoting and safeguarding the welfare of children, young persons and vulnerable adults whether responsible for, or in contact with them.

2. To observe the College Health and Safety policy at all times, taking responsibility within own areas as set out in the policy.

3. To be fully aware of and implement College policies relating to equality and diversity and actively promote positive practice.

4. To comply with all other College policies and procedures.

5. To undertake continuing professional development

6. To undertake any other duties commensurate with this post as the Principal may from time to time decide.

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**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **Requirements** | **Essential/Desirable** | **Assessment methods** |
| **Education / training** | **Essential**  A degree or equivalent academic qualification in the relevant subject  A Level 5 teaching qualification eg PGCE, DTLLS | A, Q |
| **Knowledge/ Experience** | **Essential**  A good knowledge of the relevant subject matter  Successful professional training or commitment to the process  Excellent teaching skills and successful classroom management  A record of good success rates and value added or evidence of skills and knowledge likely to promote these | A, R, I, T  A, R, I  A, R, I, T  A, R, I  A, R, I  A, R, I |
| **Desirable**  Successful experience in using Microsoft Teams  Knowledge of T Level development |
| **Skills/**  **Aptitudes** | **Essential**  Ability to relate to and an interest in the welfare, growth and development of 16-19 year old students.  Ability to support students/respond to parents through fluent and accurately spoken English  Ability to work successfully with others individually and as part of a team  Consistent approach to dealing with staff and students  Commitment to the use of ICT to enhance learning | R, I, T  R, I, T  R, I, T  R, I, T  R, I, T |
| **Other factors** | **Essential**  Demonstration of effort and commitment  A reflective approach to teaching & learning  Ability to carry out administration effectively  Willingness to take full part in extra-curricular activities including trips and visits  Initiative, drive and enthusiasm  A willingness to actively promote equality and accept and value individual differences. | R, I  A, R, I  A, I  A, I  A, R, I  R, I |

Key: A = Application form, R = Reference, I = Interview, T = Teaching activity/discussion Q = Qualification evidence

When shortlisting the panel will seek evidence of the criteria above. In exceptional circumstances, where there is evidence to demonstrate that the candidate has very strong potential or relevant overall experience, this might compensate for the inability to demonstrate a single essential criterion. In such circumstances the panel has the discretion to shortlist a candidate.

If candidates are shortlisted any relevant issues arising from references will be taken up at interview.

In line with the updated Keeping Children Safe in Education guidance, we will also carry out an online search on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which again would then be explored with the applicant at interview.

In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of young people including: motivation to work with them, ability to form and maintain appropriate boundaries and emotional resilience when dealing with issues of student discipline.

If you do not hear from us, we regret that you will not have been included on the shortlist and we would like to thank you for your interest in the College.