Business Teacher

### Candidate Pack

**Welcome from the Headteacher**

**Thank you for your interest in the role of BusinessTeacher.**

**This is an exciting opportunity for an exceptional candidate to make a real difference in our**

**academy. Co-op Academy Bebington is at an exciting stage of its development, having recently**

**been judged ‘Good’ in all areas by Ofsted - we are now aiming for ‘Outstanding’. We became**

**part of the Co-op Academies Trust in April 2019 and as such we are fully committed to placing**

**our Co-operative values and ‘Ways of Being’ at the forefront of our ambition to deliver**

**outstanding provision for our community.**

**We pride ourselves on delivering an ambitious curriculum for all children, including those with**

**additional needs. We incorporate a small Enhanced Resourced Provision for students with**

**moderate learning difficulties and we also have an extensive student support department in order to better engage students who find school more challenging. The successful candidate will be instrumental in our future development and success as an academy.**

**Should you wish to arrange a visit before applying you will find our Academy calm and**

**purposeful. Like all who visit us, you will notice how wonderful our pupils are, the positive team**

**ethos amongst staff and how welcoming and friendly we are. To arrange a visit, please contact**

**stephanie.turner@coopacademies.co.uk**

**We are committed to improving outcomes for every student and this is encapsulated in our core professional purpose: “Shaping Exceptional Futures”, which is underpinned by our 8 principles:**

* **Placing our students at the heart of everything we do.**
* **Removing the barriers to learning so that all students and staff are provided with a vision of what they can be and supported to achieve that vision.**
* **Embracing healthy living so that all are physically, emotionally and mentally enabled to excel and achieve their dreams.**
* **Respecting everyone in the whole school and local community, so that we are recognised as a family school within an extended community, which supports and cares for each other.**
* **Recognising and celebrating student achievement, academically, socially, physically, mentally and inclusively.**
* **Encouraging everyone in the school community to excel and achieve, in whatever form that may take.**
* **Providing our students with a spiritual vision for the future and the appropriate  
  learning pathway.**
* **Being relentless in our determination for each others’ success.**

**Best wishes,**

**Catherine Kelly, Headteacher**

**Our Co-op Academies Trust**

**Dear Applicant,**

**Thank you for showing interest in our academy and our Trust.**

We are a large Multi Academy Trust spanning the North and West Midlands of England.  
Our Trust includes a wide variety of schools, from small and large primary schools to secondary schools, a college, and special schools that offer all-through, primary, and secondary education. We are currently based in Leeds, Bradford, Kirklees, Staffordshire, Stoke, Wirral, Manchester, Oldham, and Salford, structured into four regional hubs.

We are focused on growing the Trust to ensure that all our schools are strong, reliable, and offer exceptional pupil experiences that positively impact our communities. It’s the quality of our schools that matters, not the quantity.

We have the highest ambitions for the communities we serve. Our commitment to school-to-school collaboration drives continuous improvement across our schools. We are also dedicated to investing in our staff, with a strong CPD programme and succession planning that provides clear pathways for career progression.

We are looking for staff who are passionate about making a difference and transforming our communities through their daily work, embodying our “Ways of Being.” These core values -  
Do What Matters Most, Succeed Together, Be Yourself Always, and Show You Care -  
are evident in everything we do.

What sets our Trust apart is our sponsorship by the Co-op Group. Co-op values are also embedded in how we work, and our close relationship with the Co-op means we benefit from the expertise that has made it one of the most respected and ethically driven businesses in the country. Since our founding in 2010 with just two academies, we have taken a pragmatic approach to growth, always working collaboratively to improve every academy in our Trust.

By providing a great education, we are changing the lives of young people. Grounded in cooperative principles, we empower both staff and students to work together for a better education and stronger communities.

We are proud of the rich diversity across our Trust, which strengthens our ability to make a real difference. We are committed to ensuring that each student receives an excellent, memorable school experience that prepares them for future success, while also instilling a strong sense of moral integrity and responsibility.

**Best wishes,**

**Dr Chris Tomlinson |** Chief Executive Officer

**Our Values**

Co-op Academies Trust is committed to the values shared by co-operatives everywhere:

**Self-help** – we support learners, parents, carers and staff to help themselves

**Self-responsibility** – we encourage learners, parents, carers and staff to take responsibility for, and answer to their actions

**Democracy** – we give our learners, parents, carers and staff a say in the way we run our schools

**Equality** – we believe that the voice of each individual should be heard

**Equity** – we run our schools in a way that is fair and unbiased

**Solidarity** – we share interests and common purposes with our learners, parents, carers and staff, and with other schools in the communities we serve

We strive to demonstrate the following ethical values in  
everything we do:

**Openness** – we believe in being open with colleagues in our schools and beyond, children and their families, sharing information and ideas to raise standards and life chances

**Honesty** – we act in a professional and respectful manner in our dealings with everyone

**Social responsibility** – we maximise our impact on the people in our communities while minimising our footprint on the world

**Caring for others** – we treat everyone as we wish to be treated ourselves, understanding that children only have one childhood

We use our simple ‘Ways of Being Co-op’ to demonstrate  
our values:

* Do what matters most
* Be yourself, always
* Show you care
* Succeed together

# Job Description

**Business Teacher**

Co-op Academy Bebington

| **Salary:** MPS / UPS  **Location:** Bebington, Wirral  **Start date:** September 2025 |
| --- |

| **Purpose of the role**  Main purpose of the job:   * Be responsible for the learning and achievement of all pupils in the class(es) ensuring equality of opportunity for all * Be responsible and accountable for achieving the highest possible standards in work and conduct * Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position * Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils * Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards* * Take responsibility for promoting and safeguarding the welfare of children and young people within the school |
| --- |

# Key Accountabilities

## Qualities & Knowledge / Leadership / Specific Responsibilities

## Duties and responsibilities

All teachers are required to carry out the duties of a school teacher as set out in the current [*School*](https://www.education.gov.uk/publications/)

[*Teachers Pay and Conditions* *Document.*](https://www.education.gov.uk/publications/) Teachers should also have due regard to the Teacher Standards. Teachers’ performance will be assessed against the Teacher [Standards](https://www.education.gov.uk/publications/standard/publicationDetail/Page1/DFE-00066-2011) as part of the appraisal process as relevant to their role in the school.

## Teaching

* Deliver an engaging and progressive curriculum as relevant to the age and ability group/subject/s that you teach
* Be responsible for the preparation and development of teaching and learning materials, teaching programmes and pastoral arrangements as appropriate
* Be accountable for the attainment, progress and outcomes of pupils’ you teach
* Be aware of pupils’ capabilities, their prior knowledge and plan teaching and learning experiences, differentiating appropriately to build on these
* Demonstrating knowledge and understanding of how pupils learn and use his to inform effective classroom practice
* Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them
* Demonstrate an understanding of, and take responsibility for, promoting high standards of literacy including the correct use of spoken English.
* Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives and targets for all pupils, monitoring learners’ progress and levels of attainment
* Make accurate and productive use of assessment to secure strong pupils’ progress
* Give pupils regular effective feedback and ensure pupils respond to feedback
* Use relevant data to monitor progress, set targets, and plan subsequent lessons
* Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
* Participate in arrangements for examinations and assessments within the remit of the *School Teachers’ Pay and Conditions* *Document*

**Behaviour and Safety**

* Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for behaviour with a range of strategies, using praise, sanctions and rewards consistently and fairly
* Manage classes effectively, using approaches which are appropriate to pupils’ needs in order to inspire, motivate and challenge pupils
* Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
* Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
* Have high expectations of behaviour, promoting self-control and independence of all learners
* Carry out playground and other duties as directed and within the remit of the current *School Teachers’ Pay and Conditions* *Document*
* Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

## Team working and collaboration

* Participate in any relevant meetings/professional development opportunities at the academy and across the Trust, which relate to the learners, curriculum or organisation of the academy including pastoral arrangements and assemblies
* Work as a team member and identify opportunities for working with academy and Trust colleagues and sharing the development of effective practice with them
* Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments
* Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
* Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the academy

## Fulfil wider professional responsibilities

* Work collaboratively with others to develop effective professional relationships
* Deploy support staff effectively as appropriate
* Communicate effectively with parents/carers with regard to pupils’ achievements and wellbeing using school systems/processes as appropriate
* Communicate and cooperate with other schools and colleagues within the academy and relevant external bodies
* Make a positive contribution to the wider life and ethos of the school and across the Merseyside hub of the Co-op Academies Trust.

## Administration

* Register the attendance of and supervise learners, before, during or after school sessions as appropriate
* Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers’ Pay and Conditions* *Document*

## Professional development

* Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils’ progress, attainment and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues
* Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
* Proactively participate with arrangements made in accordance with current Appraisal Regulations

## Other

● To have professional regard for the ethos, policies and practices of the school in which you teach and maintain high standards in your own attendance and punctuality

● Perform any reasonable duties as requested by the Headteacher

## Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.

Co-op Academies Trust is committed to safeguarding and protecting the welfare of children. This role is subject to an enhanced DBS disclosure and other employment checks required for the role. Please contact us if you require further details of any of these requirements

## Students & Staff

# Working with Staff

The post holder will promote positive and professional working relationships between all staff within the Department and academy. They will also be expected to:

Support the implementation of the academy’s Performance Management policy.

Follow the academy’s quality assurance processes.

Liaise with appropriate colleagues to ensure that individual needs of students are identified and met.

Promote an inclusive environment and support the development of strategies to improve attendance.

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# Effective Deployment of Staff and Resources

The post holder will make a significant contribution to the effective deployment and development of resources. They will also be expected to:

Take advice on establishing priorities for expenditure and the cost-effective use of resources.

Work within the academy’s Quality Assurance framework.

## Core Duties

* All teachers are required to carry out the duties of a school teacher as set out in the current [*School Teachers Pay and Conditions* *Document.*](https://www.education.gov.uk/publications/) Teachers should also have due regard to the Teacher Standards. Teachers’ performance will be assessed against the Teacher [Standards](https://www.education.gov.uk/publications/standard/publicationDetail/Page1/DFE-00066-2011) as part of the appraisal process as relevant to their role in the school.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used under which the detailed routines are assumed to be included in the job description.

Staff should not refuse to undertake work, which is not specified on this form, but they should record what they consider to be additional duties they are required to perform, and these will be taken into account when the post is reviewed.

# Person Specification

**Business Teacher**

Co-op Academy Bebington

**App – Application form**

**SP – Selection process (which could include a range of exercises, including an interview)**

| **Competency** | **Essential** | **Assessed** | **Desirable** | **Assessed** |
| --- | --- | --- | --- | --- |
| **Qualifications** | * Qualified Teacher Status * Degree * Recent participation in a range of relevant in-service training/professional development | **App/Sp** |  |  |
| **Experience** | * Deliver an engaging and progressive curriculum as relevant to the age and ability group/subject/s that you teach * Be responsible for the preparation and development of teaching and learning materials, teaching programmes and pastoral arrangements as appropriate * Be accountable for the attainment, progress and outcomes of pupils’ you teach * Be aware of pupils’ capabilities, their prior knowledge and plan teaching and learning experiences, differentiating appropriately to build on these * Demonstrating knowledge and understanding of how pupils learn and use this to inform effective classroom practice * Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them * Demonstrate an understanding of, and take responsibility for, promoting high standards of literacy including the correct use of spoken English. * Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives and targets for all pupils, monitoring learners’ progress and levels of attainment * Make accurate and productive use of assessment to secure strong pupils’ progress * Give pupils regular effective feedback and ensure pupils respond to feedback * Use relevant data to monitor progress, set targets, and plan subsequent lessons * Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate * Participate in arrangements for examinations and assessments within the remit of the *School Teachers’ Pay and Conditions* *Document* | App/Sp | * Experience of teaching KS3 computing * Experience of teaching KS4 business * Experience of teaching KS5 business | App/Sp |
| **Behaviour and Safety** | * Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for behaviour with a range of strategies, using praise, sanctions and rewards consistently and fairly * Manage classes effectively, using approaches which are appropriate to pupils’ needs in order to inspire, motivate and challenge pupils * Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary * Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils * Have high expectations of behaviour, promoting self-control and independence of all learners * Carry out playground and other duties as directed and within the remit of the current *School Teachers’ Pay and Conditions* *Document* * Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures | App/Sp |  |  |
| **Team working and collaboration** | * Participate in any relevant meetings/professional development opportunities at the academy and across the Trust, which relate to the learners, curriculum or organisation of the academy including pastoral arrangements and assemblies * Work as a team member and identify opportunities for working with academy and Trust colleagues and sharing the development of effective practice with them * Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments * Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil * Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the academy | App/Sp |  |  |
| Fulfil wider professional responsibilities | * Work collaboratively with others to develop effective professional relationships * Deploy support staff effectively as appropriate * Communicate effectively with parents/carers with regard to pupils’ achievements and wellbeing using school systems/processes as appropriate * Communicate and cooperate with other schools and colleagues within the academy and relevant external bodies * Make a positive contribution to the wider life and ethos of the school and across the Merseyside hub of the Co-op Academies Trust. | App/Sp |  |  |
| Administration | * Register the attendance of and supervise learners, before, during or after school sessions as appropriate * Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers’ Pay and Conditions* *Document* | App/Sp |  |  |
| Professional development | * Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils’ progress, attainment and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues * Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal * Proactively participate with arrangements made in accordance with current Appraisal Regulations | App/Sp |  |  |
| Other | * To have professional regard for the ethos, policies and practices of the school in which you teach and maintain high standards in your own attendance and punctuality * Perform any reasonable duties as requested by the Headteacher | App/Sp |  |  |

## Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.

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**Role would ideally suit someone who is:**

* Passionate about delivering the best possible outcomes for the academy’s learners and its community
* Genuinely interested in helping teachers to teach better and for students to gain a lifelong love of learning
* An effective team leader
* Interested in and sympathetic towards co-operative values and co-operative education
* Able to champion the needs of the community
* Interested in developing professional expertise with other trust academies in the area
* Able to build strong networks
* Totally committed to creating the best possible opportunities for students

**How to apply**

All applications must be made using the Trust’s application form.

For an informal chat about the role and the academy, and/or to arrange a visit, please contact [stephanie.turner@coopacademies.co.uk](mailto:stephanie.turner@coopacademies.co.uk) Completed applications should be submitted to

Closing Date for applications: 23/04/2025

**Interview timetable**

Interviews will take place on: **TBC**

**What we offer:**

* Excellent opportunities for personal and career development within the Co-op Academies Trust;
* Employee benefits such as retail discounts, reduced gym membership, cycle to work scheme and much more;
* Free access to a confidential 24/7 Employee Assistance Programme;
* Effective, supportive and dynamic leadership;
* A superb, school building with a flexible and creative ICT rich working environment;
* A welcoming, friendly, supportive, effective and efficient professional/Continuing professional development.

**Co-op Academies Trust**One Angel Square; Manchester; M60 0AG

*Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.*

*Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.*