



**(HMC & IAPS, CSA, Co-educational, Boarding & Day)
(Church of England Foundation)**

Appointment of Head of Business and Economics (Full Time) From September 2019

THE SCHOOL

St Edmund's School is a co-educational day and boarding school with c. 570 pupils from the ages of 3 to 18. The Pre-Prep, Junior, and Senior Schools are on the same site and are closely integrated, using the same Chapel, music and art facilities, dining hall, science laboratories and sports hall. The school prides itself on its friendly, family environment where every pupil is known and valued.

The school is officially designated "a school of religious character". The Choristers of Canterbury Cathedral, who are full members of the Junior School, were incorporated into St Edmund's in 1972 and the Archbishop of Canterbury is Patron of the school. The Head is a member of the Headmasters' and Headmistresses' Conference (HMC) and the Master of the Junior School is a member of the Incorporated Association of Preparatory Schools (IAPS) and of the Choir Schools' Association (CSA).

Although the majority of children are day pupils, one quarter of the school's pupils are boarders, from a wide range of backgrounds. The school operates a five-day teaching week, but also runs a Saturday morning activities programme which is optional for Senior School day pupils. All boarders participate in both Saturday and Sunday activities programmes.

All full-time members of the Senior School teaching staff are expected to offer and contribute to the full programme of extra-curricular activities and study opportunities on Saturday mornings on a rotational basis.

The school adjoins the University of Kent and is able to make use of many of the University's facilities: the Templeman Library, the Gulbenkian theatre and the public lectures amongst others. London's West End is within easy reach. Further information about St Edmund's may be found on the school's website: www.stedmunds.org.uk.

THE DEPARTMENT

The Economics and Business department of St Edmund's School has seen significant growth in recent years. From a point where Business Studies A level was the sole offering, the department now features Economics A level (AQA), Business A level (Edexcel) and Economics GCSE (AQA). The most recent development has been the addition of a second group for A level Business; necessitated due to the growing success and popularity of this course within the school.

Reflecting this growth, the department has grown from a one-person operation to become a team of two. Each member of the department has their own, dedicated classroom. The range of resources fully meets the needs of the curriculum but there is scope for the new post holder to further develop not only the physical spaces used but also the resources available.

Results are consistently strong. In Economics, A* - B performance at A level typically exceeds 65% with positive value-added outcomes. In Business, reflecting a slightly different intake, A* - C performance at over 75% is the norm. If this is achieved, Business produces highly positive value-added residuals as a result.

THE APPOINTMENT

Job Specification

In addition to the responsibilities of a teacher, as Head of Department, the successful applicant for this post will be expected to:

- lead a vibrant department and continue to attract interest in both subjects from a wide range of both internal and external entrants on to the courses offered
 - enhance the excellent reputation and results of the department, with a particular focus on achieving positive value-added residuals
 - devise and execute an inspiring strategic development plan for the department
 - review, maintain or develop schemes of work for A Level and GCSE teaching
 - undertake or fairly delegate all the necessary administration of academic courses, including exam entries, results enquiries, reporting etc.
 - lead the extra-curricular life of the department, through clinics and extension programmes, speakers, seminars, competitions, trips, open days etc.
 - enhance the quality of teaching and learning in the department through sharing resources and good practice, lesson observation, collaborative teaching, mentoring and active participation in continuing professional development
 - guide the professional development of staff in the department
 - develop the physical facilities and resources of the department
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- plan and monitor budgets to meet the requirements of the department in line with whole school budgeting policy
- making full use of available data sources, devise programmes to stretch and challenge abilities of all students studying the subjects offered
- act as the point of contact for all those wishing to pursue any university studies and careers linked to the subject and act as a source of advice for those pursuing EPQ projects in relevant topic areas

As a teacher, the successful applicant for this post will also be expected to:

- teach both Business Studies and Economics
- safeguard and promote the welfare of children
- support the school's aims and objectives for teaching and learning

PERSON SPECIFICATION

The ideal applicant will be able to demonstrate:

- Secure knowledge up to A level of the content of both Economics and Business courses
 - The ability to inspire and enthuse students of all abilities
 - The ability to plan, co-ordinate and ensure delivery of the curriculum to meet the needs of the pupils
 - The ability to carry out all administrative functions involved in running a medium sized department in an Independent School
 - Complete understanding of the role of and uses of educational data in helping to deliver positive outcomes for pupils of all abilities
 - The vision to chart the future of the department and how this might contribute to wider school development plans
 - Complete reliability to communicate with other internal parties – Examinations Officer, Head of AEN etc. – to ensure best possible provision for pupils following all courses of study
 - The ability to act as an ambassador or standard-bearer for the department. This is most evident during Open Days and other recruitment events. The ability to communicate with complete professionalism with parents as and when required
 - Experience of managing or potential to manage other staff and ensure a balance between oversight and acknowledgement of that person's own skills and attributes
 - The ability and enthusiasm to participate in a range of the wider aspects of life in an Independent School – sport, DofE, CCF are just some of the areas that might merit involvement
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CONDITIONS OF SERVICE

The school is a member of the Teachers' Pension Scheme and it is assumed that all teaching staff will continue as members of this pension scheme unless they inform the school otherwise. Subject to spaces being available, fee remission is available to members of staff. Lunch is offered free-of-charge for all staff whose working hours encompass the time of school lunch and who accept the necessary supervisory role of staff and pupils during this period.

All members of staff are expected to contribute to the wider life of the school community and are personal tutors to some 8 to 10 pupils. All full-time members of staff contribute to the games and/or activities programmes.

St Edmund's School Canterbury is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

Personal information provided by candidates will be kept on a secure file in the school in line with GDPR legislation and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do.

APPLICATIONS

Applications must take the form of a completed Teaching Staff Application for Employment Form, full curriculum vitae, and a concise covering letter outlining the candidate's suitability for the post. The names and contact details (including emails) of two referees are required.

The deadline for receipt of applications is **9.00am Monday 20th May 2019** with interviews will taking place that week. Applications should be emailed to:

email: slh@stedmunds.org.uk

Sarah Hudson
HR Manager
St Edmund's School Canterbury
St Thomas Hill
Canterbury
CT2 8HU

Pre-Prep | Junior | Senior | Sixth Form

www.stedmunds.org.uk | preprepschool@stedmunds.org.uk | juniorschool@stedmunds.org.uk | seniorschool@stedmunds.org.uk | **01227 475600**

St Edmund's School Canterbury, St Thomas Hill, Canterbury, Kent CT2 8HU

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