

# Wilmslow High School

## Teacher of Business Studies

Dear Applicant

Thank you for your interest in this post at Wilmslow High School.

This is a permanent, full-time position and we are seeking to appoint from 1 September 2021.

A package of information is enclosed in this booklet. In addition, the school website [www.wilmslowhigh.com](http://www.wilmslowhigh.com) might be helpful.

I hope that you will find the material interesting and that you will decide to apply for what we regard as an exciting post.

Further information will be sent to those applicants called for interview. Should you require any further details in the meantime, please do not hesitate to contact our Personnel Assistant, Debra Acton.

I look forward to receiving your application.



James Pullé

Head teacher



# **Wilmslow High School**

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## **Section 1: Wilmslow High School**

### **Our Improvement Vision**

Young people only get one chance at education; therefore, at Wilmslow High School we are committed to the pursuit of excellence for every student, every day. We do this through our dedication to learning, by being guided by values and in striving to serve.

We are committed to preserving a happy and caring environment that is rooted in our core values, and in which staff and students can flourish, whilst challenging ourselves to pursue excellence for all our students.

This is a time of growth and development for our school, and we look forward to the future with excitement.

### **What does the pursuit of excellence look like at Wilmslow High School?**

#### **A whole curriculum**

We are committed to a broad and balanced 'whole' curriculum delivered by knowledgeable subject specialists, which offers all our students a rich diet of scholastic, creative, practical and sporting opportunities. We are proud of our wide range of both curricular and extra-curricular provision (over 30 subjects at GCSE and A Level and over 50 extra-curricular activities) and the variety of opportunities that we are able to offer our students to grow and excel at school, regional and national level. Our sports specialism remains at the heart of our culture and ethos in raising participation, expectations and standards. We are also looking to develop further as a Reading School.

#### **Research-based teaching**

A great strength at Wilmslow High School is our excellent subject knowledge, but we are keen to challenge ourselves and raise attainment by developing our pedagogical expertise further. We are currently working across the school to deepen our understanding of 'Big Ideas' and effective assessment. We are looking to develop further our knowledge of 'what works and why' through our growing range of CPD, book clubs, lesson study and action research.

#### **High expectations**

We aim to grow young people of character who will flourish in their futures. We want each and every one of our students to have a worthwhile ambition for their future that we can help them to achieve. We expect the highest standards of courtesy and respect from our students and are rarely disappointed. We also expect all our staff to support the maintenance of our high standards, but we are looking to develop further the resilience of our students to demand more challenge in their learning.

#### **Commitment to every child**

Every child matters at Wilmslow High School so we were very proud to be the first school in the country to be accelerated to Inclusion Quality Mark Flagship Status in 2015. We are very proud of our House system that lies at the heart of 'The Wilmslow Way.' We have a range of innovative strategies that we use to support our students but we are looking to develop our range of teaching and learning strategies further so that all our students can fulfill their

potential. Particular areas that we are keen to develop are the performance of our low attaining students and 'hard to reach' students.

### **Commitment to the wider educational community**

We are a thoughtful, reflective, innovative community, keen to build 'professional capital' at a local and national level. We are strongly committed to the Whole Education Network, as a pathfinder school and inaugural member of the Northwest regional network. We are also proud of our contribution to the educational community both through our contribution to local Teach Meets and subject hubs, and our involvement presenting at national conferences and ResearchEd events.

### **Commitment to the wider community**

We see our school as being at the heart of the local, regional, national and global community for all our students. We have excellent links through the KPMW soft federation with other local secondary schools (Knutsford, Poynton and Middlewich). We also have strong and developing connections through the Wilmslow Education Partnership with our partner primaries. We are keen to work with our local community, and were proud to be highly commended in the TES Community and Collaboration Awards (2015) for our links to local businesses through our Achievement Partners Programme.

In the Appendix you will find Our Improvement Vision, which outlines our ambitions as we move forward.

### **School performance**

Wilmslow High School has been inspected by Ofsted on four occasions since 2011 and has been graded at least "good" on each of these. Our most recent inspection in May 2019 has resulted in "good" grades for each of the separate areas for judgement: quality of teaching, learning and assessment, personal development and behaviour, outcomes of pupils, quality of 16-19 study programmes, leadership and management, and overall effectiveness.

Examination results at GCSE and A-Level are strong, with attainment data being consistently impressive within the school performance tables and progress data now recorded as being "above national average".

Nevertheless, we recognise that there is more to be done in both embedding the gains that we have made and raising attainment further. We look forward to working together to achieve this.

### **About our school**

Wilmslow is a pleasant commuter town with a population of about 30,000. Our school is the only state secondary in the town, drawing from a catchment of Wilmslow, Handforth and Alderley Edge. We are heavily oversubscribed due to the excellent reputation that the school enjoys. We are a large school, with approximately 2000 students on roll, including a sixth form of almost 500 students; however, due to our strong sense of community, we are a school in which every child is known.

Our intake of high attaining students is significantly above national average, though our intake of top attaining students is average. We have a higher percentage of boys than average and, as part of our commitment to inclusion, we host two LA-funded resource provisions for Hearing Impairment and Autistic Spectrum Condition. The social composition of our catchment is extremely wide, ranging from students with the lowest IDACI score possible to students from

areas within the top 20% of deprivation in the country. Approximately 16% of our students are disadvantaged, and narrowing the aspiration and attainment gap for these students remains a priority for us.

### **Professional Development**

We are keen to develop our teaching and support staff whatever their career stage. We run induction programmes for new staff and for newly qualified teachers, and are extensively involved in initial teacher training through university-led PGCE courses. We have close links with the 'Whole Education' professional learning network and work with the Research Schools movement to support evidence-informed practice across the school system. Targeted mentoring is also provided for those eligible to apply for pay progression. Our middle leadership meetings are open to all teachers and we are happy to provide coaching and leadership opportunities for teachers who are keen to progress their careers. Our local and national links mean that there are plenty of opportunities for those who wish to 'make their mark' in education.

## Section 2: The Post, Person Specification and Context

### The Post

Title: Teacher of Business Studies

Salary: Main or Upper Pay Ranges

Date of Appointment: 1 September 2021

Information relating to the school generally may be accessed through the school's website at [www.wilmslowhigh.com](http://www.wilmslowhigh.com)

### Person specification

The post would suit either a newly trained teacher or an experienced teacher of Business seeking a stimulating working environment. The teacher appointed will be - or have the capacity to become - an excellent practitioner with flair and ambition, able to engage and challenge students to enable them to achieve their best. They will possess the following qualities:

- A high degree of subject competency and personal organization with a continuing personal interest in, and commitment to Business Education.
- An innovative and progressive approach to curriculum development, working practice and teaching.
- The flair and ambition to motivate students of all abilities and to develop the profile of Business Education within the school and wider community.
- An ability to teach at all levels.
- Effective and appropriate student management with high expectations evident in all lessons.
- An ability to take responsibility and achieve success.
- The ability to work as a member of a team and to contribute to that team in a creative and purposeful manner.
- Rigorous professionalism in everything, accepting nothing but the best in a culture of excellence.
- A willingness to embrace new technology and techniques for promoting Business Education, engaging students and encouraging an international perspective.
- An understanding of and willingness to take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever their specialist subject.
- An ability and suitability to safeguard and promote the welfare of children.
- A good attendance record and the stamina required to cope with the demands of the post.

## **Context**

The role requires an inspirational teacher of Business. The post holder will need to have excellent subject knowledge, a drive to achieve outstanding results and the ability to provide the best opportunities in a changing world. In order to achieve this, the post holder will need to ensure that barriers to learning are eradicated, allowing students to achieve the very best outcomes. This important role must ensure all students are prepared for the future world of work as well as nurture a life-long enjoyment of this subject. The ability to deliver GCSE Business at KS4 is essential and experience of A level Business, A level Economics, BTEC Enterprise, BTEC Marketing or BTEC ICT would be desirable.

The post holder will be joining an experienced, highly motivated and well organised Business, Economics, Enterprise and ICT team, which enjoys and is committed to delivering an engaging and varied experience across KS4 and KS5. The ability to engage with and challenge students across the full ability range is essential and classes are mixed ability. The department has flexible teaching spaces and ample ICT facilities. We place great importance on teamwork and effective classroom pedagogy, which enables students to gain in-depth knowledge and to develop a sound work ethic. The timetable of the successful applicant is likely to include GCSE Business and BTEC Enterprise at KS4; and KS5 subjects depending on experience .

The team make significant extra-curricular contributions across the school and the successful applicant would be expected to engage fully with this process which ranges from Young Enterprise to organising visits and competitions throughout the year.

## **Wellbeing and safeguarding of children**

Wilmslow High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates are subject to an enhanced disclosure from the Disclosure and Barring Service. A consideration of the person's suitability to work alongside children is part of the selection process. Applicants will be required to undertake pre-employment checks which will include References, Health, Right to Work in UK, DBS and a Declaration that neither they nor anyone who lives in the same household is a disqualified person under the Childcare (Disqualification) Regulations 2009.

Current or previous employers will be contacted as part of the verification process pre-appointment checks if the applicant is short-listed. Information requested will include:

- Disciplinary offences relating to children, including any for which the penalty is 'time expired'
- Whether the applicant has been the subject of any child protection concerns
- The outcome of any enquiry or disciplinary procedure

Any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview.

## Section 3: Job Description

Title: Teacher of Business Studies

Salary: Main or Upper Pay Ranges

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### **Purpose of Post**

To teach within the Business Education team, to carry out such associated duties as are reasonably assigned by the Head teacher and to contribute to the promotion of a culture which celebrates both learning and achievement.

### **To whom responsible**

Curriculum Team Leader – Business Education and ICT

### **Principal Duties**

You are required to carry out the duties of a school teacher and to meet the Teachers' Standards as set out in the current School Teachers' Pay and Conditions Document.

With particular reference to the role of Form Tutor and of Classroom Teacher, you are expected to meet the expectations outlined in the Staff Handbook and set out below.

### **Notes**

#### **Health and Safety**

To take all reasonable steps to ensure the Health and Safety of students and staff within the teaching base environment.

To promote and safeguard the welfare of students in accordance with the school's child protection policy.

#### **Local Authority Flexibility Policy**

Notwithstanding the detail in this job description to undertake, in accordance with the Policy, such work as may be determined by the Head teacher from time to time, up to or on a level consistent with the Principal Duties of the job.

#### **'No Smoking' Policy**

The school is an entirely 'no smoking' environment.

### **Review**

This job description will be subject to review annually at the end of the academic year or earlier if necessary.

In addition, it may be amended at any time after consultation with you.



## **Expectations of Form Tutors and Subject Teachers**

### **(a) Form Tutor - somebody who will:**

#### **Relationships and Ethos**

establish effective and positive relationships to help all students be happy and on course.

lead by example.

encourage and show interest and involvement in students' development, both in and out of school.

have an approachable, friendly and firm demeanour.

effectively promote moral values such as tolerance, trustworthiness and courtesy.

encourage the development of the personality of the individual.

#### **Organisation**

establish the correct tone and ethos for the day ahead, via a daily tutorial activity and an annual form assembly.

consistently outline, apply and reinforce all school policies and expectations to students, on such issues as uniform punctuality, attendance behaviour, and learning.

as and when appropriate, provide support, advice and guidance on issues such as revision, options, examination technique, and higher education.

be involved in Tutorial day and target setting.

participate in and deliver the PHSCE curriculum.

check and comment on students' end of year reports.

monitor student planners on a weekly basis.

be an effective administrator - register, notes, reply slips, certificates, free lunch tokens, etc.

### **(b) Subject Teacher - somebody who will:**

#### **Relationships and Ethos**

encourage students to experience success in, and enjoyment of the subject and have high expectations.

be imaginative and passionate so as to challenge and inspire.

consistently outline, apply and reinforce all school policies and expectations to students, on such issues as uniform, punctuality, attendance, behaviour and learning.

create a positive, safe and disciplined learning environment where respect and understanding are valued.

act as an enthusiastic and positive role model who treats students as individuals.

be resilient with difficult groups and consistent with discipline.

#### **Teaching and Learning Issues**

encourage students to achieve their full potential in lessons and public examinations.

consistently mark and assess work with positive and constructive feedback, on a regular basis.

be a good team member who contributes to the department.

maintain and keep up to date their own subject knowledge and professional development.

have clear aims and objectives.

plan and be well prepared and organised for every lesson.

create differentiated, stimulating and accessible lessons which employ a range of teaching styles, and cater for the needs of all students.

foster student learning and communication skills.

### **Support and Monitoring**

be the first point of contact for liaison with, and support for, parents and staff.

be the focal point of all channels of communication which effectively include all concerned parties, regarding all relevant issues.

be a recipient of transfer information from the primary school.

be the first to flag up, deal with, and follow up, all pastoral issues such as bullying and teasing.

reward, praise and communicate all achievements to all relevant parties.

### **Staff Generally - people who will:**

be supportive of all the school's structures once established.

encourage sensible behaviour around the school.

encourage students to be sensitive as they move around the school - e.g. by holding doors open.

encourage respect for the environment.

safeguard and promote the welfare of students.

## Section 4: Arrangements for the Application

### Application details

Please apply by uploading a completed application form through [www.tes.com](http://www.tes.com) (please note that the application form must be completed in full before it can be considered). We use the official tes application form.

If you experience any problems with this or require further information please contact our Personnel Administrator, Debra Acton, [dacton@wilmslowhigh.com](mailto:dacton@wilmslowhigh.com) or 01625 441085.

**Closing Date:** Monday 12 April 2021 at 12 noon

**Formal Interview Date:** Wednesday 21 April 2021

Applicants invited for interview will be contacted by telephone. If you have not heard from the school by **Friday 30 April** please assume that on this occasion your application has been unsuccessful.

Our school community places the highest priority on keeping our children safe. Applicants for all posts will be subject to stringent vetting and induction processes.

### Asylum and Immigration Act

If successful with this application you will be asked to confirm, in advance of taking up the appointment, that you are eligible to work in the United Kingdom. In order to establish this you will be asked to provide us with documentation showing your National Insurance number, or to provide copies of Tax Forms P45 or P60, or other evidence of your entitlement to work.

### The Rehabilitation of Offenders Act

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than two years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence has never occurred. This is known as a spent conviction.

The holder of this post will be required to work with children under the age of 18 in a position of trust and is, therefore, exempt from the Rehabilitation of Offenders Act. Applicants must therefore disclose whether they have any previous convictions, whether or not they are spent. Failure to disclose any conviction could lead to an application being rejected, or, if appointed, may lead later to dismissal.

### Disclosure and Barring Service Check (DBS, formerly CRB)

Successful applicants will be subject to a Disclosure and Barring Service Check (Disclosure). These were previously known as CRB checks. There are three levels of Disclosure: Basic, Standard and Enhanced.

This job is subject to an Enhanced Disclosure.

*Standard disclosures* provide details of all convictions held on the Police National Computer, including current and spent convictions as well as details of any cautions, reprimands or final warnings. If a job involves working with children, the disclosure will indicate whether information is held on government department lists. *Enhanced disclosures* involve an

additional level of check to those above and also include a check on local police records. Further information about the Disclosures scheme can be found at [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk)

**If invited for interview, please bring with you as much of the following as possible so that we can complete the necessary identity check and, if your application is successful, a DBS check:**

**Your passport and/or driving licence (if you have both, you MUST provide both), your original birth certificate and one piece of recent documentation (such as a utilities bill) which shows your current address. If you have changed your name, you will need to provide evidence of that change, such as a marriage certificate. One document should contain photographic evidence of your identity.**

If you are appointed, you will be required to complete part of your DBS disclosure application online at home. Please keep the identity documents you have supplied at interview handy, as you will need to input information from these as part of the process.

The DBS certificate will be sent to you. If the DBS certificate contains information, the school will need to see the original document in order to decide whether the appointment can proceed.

### **Qualifications**

Please also bring, if invited for interview, original copies of the certificates which awarded your degree(s) and QTS status.

### **Occupational Health**

The appointment is subject to satisfying the County's appointed Occupational Health Physician of your medical suitability for appointment to this post.

### **Recruitment Data Privacy Notice**

We collect a range of information about you during our recruitment process, including:

- Your name and contact details
- Your qualifications, experience, skills and employment history
- Whether you have the right to work in the UK
- Your current salary
- Whether you have a disability for which we need to make reasonable adjustments during our recruitment procedure

We will collect this information from your application form and, if called for interview, the documents you bring in. If your application is unsuccessful, we will store your application form on our internal computer network and in hard copy in our personnel records for six months from the date of interview. If your application is successful, we will store this information within your own personnel file and issue you with a new privacy notice setting out how long we keep your personal information.

If called for interview we will obtain relevant information from former employers/ referees and store it for six months as above. If you are appointed, we will also obtain information from the Disclosure and Barring Service to carry out the necessary background and criminal record checks. We will not store the DBS information but we will record that we have received it.

### **Why We Handle Your Personal Data**

We need to process various types of information about you to:

- Manage the recruitment process fairly and consistently, assess your suitability for the role and decide whether to employ you
- Take the necessary steps before entering into a contract with you

- Comply with our legal obligations, such as checking your right to work in the UK before employment starts
- Make reasonable adjustments to the recruitment process in response to information about disabilities
- Collect data for equal opportunities monitoring
- Provide evidence, if necessary, that the recruitment process has been managed fairly, consistently and legally

Without the data itemised above we will not be able to process your application properly, if at all.

We have strict controls in place to prevent the loss, accidental destruction, misuse or disclosure of your data.

**Automated Decision Making**

We do not base our recruitment process solely on automated decision making.

## Section 5: Statistical Profile

Details of the most recent GCSE and A level performance data are available through the following link:

<http://www.wilmslowhigh.com/about-us/school-performance/>

Applicants for this post might also be interested in reviewing the information about the school which is published on the Schools Financial Benchmarking website.

<https://schools-financial-benchmarking.service.gov.uk/school/detail?urn=111443>

This website makes it possible to:

- view the school's financial data
- see how similar schools manage their finances

### **Our Improvement Vision: Wilmslow High School**

All young people only get 950 days of secondary education; therefore, at Wilmslow High School we are committed to the ***pursuit of excellence*** for every student, every day.

We do this:

- through our dedication to learning,
- by being guided by values and
- in striving to serve.

We are committed to:

- maintaining a strong, happy and caring school community that is rooted in our core values, and in which staff and students can flourish, whilst
- challenging ourselves to pursue excellence for all our students.

This is a time of growth and development for our school, and we look forward to the future with excitement.

#### **What does the pursuit of excellence look like at Wilmslow High School?**

The pursuit of excellence will see each and every one of our students **participating fully and performing highly throughout a rich and deep curriculum.**

#### **High performance by all groups of students will be seen in the following three dimensions**

- academic attainment and progress that are significantly above average.
- interpersonal skills and qualities that are widely recognised as exemplary.
- an ability to produce highly effective responses to a wide range of competitions, projects and tasks.

We will achieve these ambitions through:

- 1. A powerful curriculum**
- 2. Strong leadership and systems**
- 3. A professional learning school**
- 4. Young people of character**
- 5. A school at the heart of its community**

#### **1. A powerful curriculum**

Our students are entitled to develop the powerful knowledge, skills and qualities that will allow them to flourish in life, learning and work.

As we move forward, we are committed to:

- using our time and resources optimally to build further a deep, broad and balanced 'whole' curriculum;
- providing across the formal and wider curriculum a rich diet of

- scholastic,
- creative,
- practical,
- sporting and
- character-building experiences;
- ensuring our students develop as
  - effective communicators
  - safe and healthy decision makers
  - ambitious and independent learners,
  - confident leaders
  - empathetic thinkers
  - knowledgeable and responsible citizens
  - active participants
  - resilient and courageous team players

## **2. Strong leadership and systems**

Our students deserve leadership that is founded in sound judgement, determined in its pursuit of excellence and strongly guided by moral purpose.

As we move forward, we are committed to building further the strong and sustainable leadership and systems that our school deserves through:

- well-planned staff, leadership and resource stewardship and development aligned to key areas of school improvement
- the further implementation of efficient and effective systems and structures that optimise performance
- using our contribution to a school-led education system.

## **3. A professional learning school**

Our students need us to work smarter not harder, developing our pedagogical expertise and knowledge of 'what works and why'.

As we move forward, we are committed to:

- developing further as a mutually supportive, collaborative and professional community of enquiring, thoughtful and well-informed practitioners.
- seeking out and sharing innovation and expertise, both within and beyond the school community, for the benefit of all young people.
- engaging fully in a thriving programme of professional learning, book clubs, lesson study and action-research that involves all staff working with our students.

## **4. Young people of character**

Our students should be young people of character who:

- have a 'do more and be more' approach.
- are guided by moral purpose, intellectual engagement and a spirit of enquiry.
- are determined to succeed through hard work and effort.

As we move forward, we will:

- continue to expect the highest standards of courtesy and respect from all our students, and to provide a happy and caring environment in which they can flourish.
- develop further and celebrate more powerfully, the resilience, responsiveness to challenge, and effort of all our students.



- ensure that all our students have a worthwhile ambition for their future and are engaging fully with the learning process that will help them to achieve this.

### **5. A school at the heart of its community**

Our students deserve to feel a sense of belonging to their full community: local, regional, national and global.

As we move forward, we will continue to

- develop knowledge and understanding of these communities through our powerful curriculum
- build further sustainable, mutually reinforcing and effective partnerships across and beyond the Wilmslow community that will help our students to flourish in life, learning and work.
- shape our school so it responds to the evolving needs of our growing community.