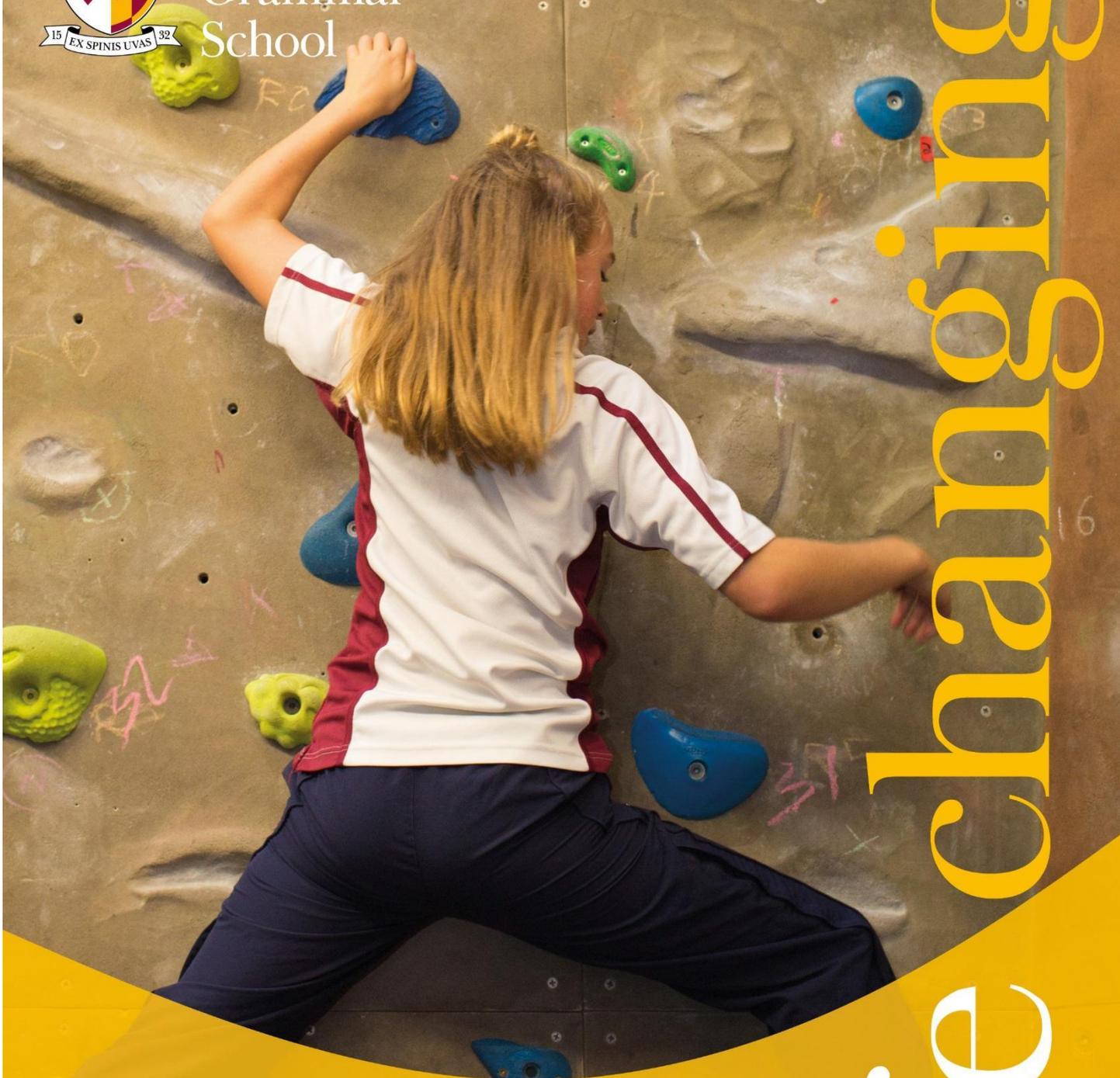




Bristol
Grammar
School



Life changing

Job Description

Teacher of Economics
and Business Studies

Life

Job Role Specification

Post: Teacher of Economics and Business Studies

Line Manager: Head of Economics and Business Studies

Anticipated start date: 01 September 2018 (or 10 April 2018 if available)

Outline of Department

The successful candidate will join a department of two other full-time members that nurtures a vibrant interest in the subjects and has a strong, sustained record of academic achievement. Economics and Business Studies are popular subjects both at GCSE and A level with healthy numbers of students. For instance we have approximately 60 students studying Economics and Business across L6th / U6th. At A Level, the department offers Edexcel Business Studies and OCR Economics. Our average A* / B pass rate for Business Studies over the past three years has been 86% and for Economics 85%. Many students go on to study these subjects (or closely related courses) at prestigious universities.

In Years 9 to 11, we teach CIE IGCSE Business Studies where our three year average at A*-C stands at 98% (A* / A at 63%). These results are good but the department knows that there is no room for complacency so we are constantly seeking ways of improving learning and teaching.

The department itself is currently situated in the Sixth Form Centre and has two dedicated teaching rooms. All rooms have both dry-wipe boards and Interactive SMART whiteboards. The department has 24 laptops all of which have wireless connection to the school network and internet. The department is well stocked with textbooks and other media resources. In addition all staff and students have their own iPad for use in school and at home.

Professional development is considered to be very important and all teachers are encouraged to take the opportunity to attend internal and external courses to enhance their professional skills, linking in with our annual Professional Review cycle. Five days every year are directed to whole-school Inset.

We are looking for an ambitious graduate with an excellent academic background. The successful candidate will be expected to teach a mixture of Economics and Business Studies. The allocation will include both GCSE and A Level teaching, with the balance between Economics and Business Studies depending on the strengths of the successful candidate and the needs of the department. There is also the possibility of delivering the IB Economics programme from 2018. The successful candidate should be capable of teaching these subjects to able pupils including those looking for Oxbridge entry with enthusiasm using a range of methods and resources.

As a department we offer a variety of co-curricular learning to complement academic lessons including the BGS Economics Society, Young Enterprise, BASE and numerous other external events; the successful candidate will be expected to contribute towards this provision.

Duties and Responsibilities

Particular duties of all teachers at BGS include:

- Keeping up-to-date with developments of their subject particularly having regard to matters relevant to the secondary school curriculum
- Planning lessons carefully and ensuring that appropriate resources are available
- Maintaining good classroom discipline having regard to the behaviour policy of the School
- Regularly marking work in accordance with the marking policy of the department
- Providing assessment information, report grades and feedback for learning as required by the assessment and reporting schedule
- Observing School policy on health and safety requirements and being aware of any subject specific health and safety requirement and ensuring that they are implemented appropriately at all times
- In the first year at BGS, attending the induction programme meetings

- Taking part in the appraisal procedures
- Acting as a Form Tutor unless other duties preclude this
- Acting as a House Tutor and supporting the Head of House in as wide a variety of House activities as possible
- Taking note of the special educational and health needs of individual students, following advice from the Director of Studies for Students' Learning Needs or Head of House or Director of Studies or School Nurse
- Referring concerns about the performance of students to the Head of Department
- Contributing to discussions of individual students or giving written advice on request from Form Tutors, Heads of Department, Director of Studies or Heads of House
- Attending Charter Day Service, Open Day, Entrance Exams, Prize Giving and other major School events
- Developing and maintaining good relationships with parents / carers and the local community
- Contributing fully to the life of the School and to the co-curricular programme of the School
- Conforming to the School's Code of Conduct
- Adherence to the School's safeguarding and child protection procedures.

All teachers at BGS commit themselves to contribute fully to the life of the School in and outside the classroom. In addition to being an energetic and enthusiastic teacher, the person appointed will also be expected to make a contribution to school games and / or activities which can include almost anything of interest to both staff and students. Applicants should indicate their areas of interest and expertise.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

Candidate Specification

It is expected that the Teacher of Economics and Business Studies will possess the following attributes:

L = assessed through evidence from application form, references and letter of application	I = assessed at interview	E / D = Essential / Desirable	
A highly skilled and competent teacher who is energetic and totally committed to the ethos of the School and department	L	I	E
Have experience of teaching KS4 and KS5 and of preparing students for Oxbridge entrance	L		D
Have experience of teaching IB Economics	L		D
Be a graduate in Economics or a closely related discipline	L		E
An enthusiastic and approachable nature		I	E
A sense of humour and an optimistic, resilient style when faced with pressure		I	E
The ability to develop good working relationships with all members of the School community	L		E
A well organised and resourceful approach to their work and have the ability to meet deadlines	L	I	E
Be able to create a challenging and effective learning environment for all students	L	I	E
Plan a sequence of engaging lessons that builds on previous learning, with clear objectives and that encourages student progress and a sense of adventure		I	E
Commitment to the ethos and holistic education provided by BGS and to the maintenance of BGS as a leading independent school	L		E
Ensure that a range of teaching strategies are used that enables all learners to be highly motivated, enthusiastic and respond positively to challenge and high expectations	L	I	E
Use assessment data to challenge and motivate students of all abilities and inform future planning and targets	L	I	E
Be able to communicate well with children and young people and in particular be prepared to demonstrate: <ul style="list-style-type: none"> ● Motivation to work with children and young people ● Ability to form and maintain appropriate relationships and personal boundaries with children and young people ● Emotional resilience in working with any challenging behaviour ● Professional attitudes to use of authority and maintaining discipline ● Understanding of safeguarding / child protection and promoting the welfare of young people 	L	I	E

Working hours and conditions

Working Hours	Normal working hours will be those necessary to carry out the duties of the post as Teacher Economics and Business Studies.
Salary	The salary will be determined by the BGS Teachers' Scale.
Pension	The School is part of the Teachers Superannuation Scheme and all teachers are automatically included in the Scheme.
Lunch	School lunch is provided during term time.
Education	At present the School's policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subjects to their children meeting the academic entry requirements and subject to a place being available.
Sports Facilities	Free use of school sports facilities.
Library	Free use of the school Library.
Car Parking	No car parking is provided during term time.

Equal Opportunities

The School is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

How to apply

Application forms should be accompanied by a *brief* covering letter addressed to the Headmaster, Mr R I MacKinnon, and should be sent to Miss Rose Moscrop, HR Administrator, Bristol Grammar School, University Road, Bristol, BS8 1SR, bgshr@bgs.bristol.sch.uk

The closing date for applications is Monday, 12 February 2018, at 9am.

Interviews will follow shortly after.

Bristol Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Headmaster' which will only be opened should the candidate be shortlisted. The successful applicant must obtain List 99 clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.