



## **Job Application Pack**

### **Teacher of Business Studies**

Permanent, Full Time

Salary: MPS/UPS

Start 1<sup>st</sup> January 2020

## Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of Trust's.

*S. Hampton*

## About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. The Trust comprises of Bluecoat Aspley Academy which includes the Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, The Nottingham Emmanuel School and Bluecoat Primary Academy.

Our aim as a Trust is to be recognised nationally and internationally as we develop our innovative approach to inclusive, enriching and balanced cross curricular teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.



Bluecoat Aspley Academy



Bluecoat Beechdale Academy



Bluecoat Primary Academy



Bluecoat Wollaton Academy



Nottingham Emmanuel School

## Bluecoat Beechdale Academy – Principal

Bluecoat Beechdale Academy offers a professional and caring learning environment that enables every member of our Academy to be the best they can be. We have high aspirations for ourselves, our students and the community we serve. Bluecoat Beechdale Academy is a truly diverse Academy that welcomes students and staff from all backgrounds. Becoming a member of Bluecoat Beechdale Academy means a welcome into the Archway family. The Academy has grown to become a strong member of the Archway Learning Trust, playing our part in continuing the tradition of excellent education for children from the City of Nottingham and beyond.



We are thrilled that, in February 2017, Ofsted recognised the many wonderful opportunities that we are providing for our students. In particular Ofsted acknowledged the tremendous progress that has been made at the school since the last inspection of our predecessor school in 2013. It is a great source of pride for everyone connected with Bluecoat Beechdale Academy that we have made huge strides to improve in all key areas and received **‘Good’** judgements in teaching and learning, outcomes, leadership and the overall effectiveness of the Academy. We make no apologies for the high standards that we have here at Bluecoat Beechdale Academy. We expect our staff to role model excellent behaviour, attendance and attitudes to learning for our students. This was evident to the Ofsted inspection team who made the following observations:

*“All pupils are being well prepared for [the] next stage of their education, training and employment, because the school ensures that they leave with the skills they need to prosper”*

*“Teachers have good subject knowledge, which they use to enthuse pupils. They have high expectations of what pupils can achieve and work hard to ensure that pupils share these aspirations.”*

*“Extra-curricular opportunities are extensive and exemplary.”*

*“The school has a clear behaviour policy, which sets high standards for pupils’ conduct.”*

**Ofsted, February 2017**

As further recognition of the improvements made at the academy, in November 2017 Bluecoat Beechdale was named as **‘School of the Year’** in the Nottingham Post Education Awards.

Unlike other academies within Archway Learning Trust, Bluecoat Beechdale is not formally designated as a Church of England academy, but shares the ethos and many of the Bluecoat values.

As Principal, I am passionately committed to excellence for all. I believe that all students have three fundamental rights when they come to school: The right to feel happy, the right to feel safe, and the right to learn. We make no apologies for the unequivocally high standards that we have here at Bluecoat Beechdale Academy; we expect students to have excellent behaviour, attendance and attitudes to learning following role modelled behaviours from our staff. We also expect our staff to be excellent too, by delivering inspirational teaching that ignites a love of learning and instils a belief in learners that anything is possible. A similar commitment to increasing the cultural capital of our students is vital.

## The Vacancy

We invite applications for the post of Teacher of Business Studies from enthusiastic and successful teachers who are committed to planning and delivering inspirational lessons to our students. The post offers opportunity for continued professional development and provides an excellent platform for further career development. An ability to teach other subjects is desirable however not essential. Since joining becoming the Bluecoat Beechdale Academy and a strong member of the Archway Learning Trust, pupil numbers have risen year on year. We were again oversubscribed for admissions in September and by 2021 will be at full capacity. Increasing numbers of pupils are choosing to study our vocational courses when taking their options and we are seeking to increase our expertise to support them in preparing for the next stage in their education and employment. We already deliver a number of vocational courses and are looking to expand these further.

As a valued member of the Vocational Education team the post holder will be responsible for the teaching and learning of students throughout the academy. The post would suit an experienced or newly qualified teacher and the successful candidate will be an integral part of the department and can expect the support needed to develop his/her career.

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience. The role is based at the Trust's Bluecoat Beechdale Academy but the post holder may at any time be required to support or work at any of the sites within Archway Learning Trust.

## Vision & Ethos

The vision statement of the Trust demonstrates its Christian ethos and faith foundation. Bluecoat Beechdale is not formally designated as a Church of England academy, but shares the ethos and many of the Archway Learning Trust values.

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.

### **We believe:**

- That the focus of the Trust is to promote collaboration between schools within a strategic locality in order to secure mutual improvement
- That through managed collaboration between academies there will be increased and improved opportunities for the development of all staff, students/children, parents and community
- In the development of a broad and balanced curriculum that supports young people's personal development and preparation for life
- That the family of academies within the Trust, working together, will secure continuity and progression for all
- That there should be high expectation for all children/students and young people whatever their circumstances or starting point and addressing disadvantage
- That, through its structures and work, the Trust can create and support effective Governance for all members
- That, through the Trust's work across its academies, expertise and capacity will be developed so that they can be supported with their development needs and economies of scale achieved

## Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)

## Applications

For more information about Bluecoat Beechdale Academy, please visit [www.bluecoatbeechdale.co.uk](http://www.bluecoatbeechdale.co.uk) . To apply for the role please download the 'Teacher Application Form' from the 'Vacancies' section on our website and submit to [recruitmentbba@archwaytrust.co.uk](mailto:recruitmentbba@archwaytrust.co.uk) clearly demonstrating your suitability for the role.

**Closing Date: 9am, Friday 27<sup>th</sup> September 2019**

**Interview Date: Wednesday 2<sup>nd</sup> October 2019**

If you have any queries, wish to discuss the role informally or undertake a visit to the Trust, please do not hesitate to contact us via email [recruitmentbba@archwaytrust.co.uk](mailto:recruitmentbba@archwaytrust.co.uk) or telephone 0115 913 5211

Due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from the HR Department within two weeks of the deadline, please assume that on this occasion your application has unfortunately not been successful.



## Job Description

<b>POST TITLE:</b>	<b>Teacher of Business Studies</b>
<b>GRADE:</b>	<b>MPS/UPS</b>
<b>MAIN PURPOSE:</b>	<b>Teaching</b> <b>Promoting the highest standards of behaviour in order to promote a calm working environment in the Academy, and to create an atmosphere conducive to learning</b>
<b>RESPONSIBLE TO:</b>	<b>Head of Vocational Education</b>
<b>RELATIONSHIPS WITH:</b>	<b>Heads of Subjects</b> <b>Year Leaders</b> <b>Local community and educational providers</b> <b>SENCo / Teaching Assistants</b> <b>Support Staff</b> <b>Other teachers</b> <b>Parents</b>

### GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Acceptable Use of IT Policy
  - Code of Conduct
  - Extremism & Radicalisation Policy
  - Health, Safety and Security Policy & Guidance
  - Keeping Children Safe in Education (Part 1) Guidance
  - Safeguarding Policy and Training Slides
  - Whistleblowing Policy
  - IT Pack including Acceptable Use Statement
  - Health, Wellbeing and Benefits Policy
  - Finance Policy
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans
5. To develop and implement own professional development and skills
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

### INTRODUCTION

Each teacher is responsible for all aspects of teaching and learning for those classes and students assigned to them. This involves the organisation and administration of classes, the preparation of lesson plans and teaching within faculty guidelines and schemes of work. Each member of staff has a responsibility to promote high quality throughout their work and that of the faculty, Academy and Trust as a whole. In particular it is important to maintain high standards of achievement and to encourage all students to fulfil their potential through effective teaching and high expectations. In teaching at Archway Learning Trust importance is attached to:

- Team work
- Open consultation and participation in decision making including good communication
- A mutually supportive approach - sharing responsibility, success and problems
- Exercising positive leadership with students
- Maintaining high personal and professional standards and being forward looking and anticipating change

## MAIN RESPONSIBILITIES

As Teacher of Business, you are responsible to the Principal/Head of School, through the line manager, for:

- 1) Teach students of the full range of age and ability;
- 2) Contribute to the development of the Department's curriculum;
- 3) Attend and contribute to school assemblies and acts of worship, as applicable;
- 4) Follow Academy and departmental procedures on assessment, recording and reporting, including communication with parents at consultation evenings;
- 5) Take part in departmental activities such as field trips;
- 6) Undertake such departmental responsibilities as are delegated by the Director of Learning;
- 7) Act as form tutor to a group of students
- 8) Carry out a share of supervisory duties in accordance with published rotas;
- 9) Set and mark home learning in accordance with Academy and departmental policies;
- 10) Participate in meetings with colleagues and/or parents/carers with regard to the above responsibilities.

## TEACHER RESPONSIBILITIES

- 1) Have a thorough and up to date knowledge of their subject(s) and should take account of wider curriculum developments that are relevant to their work;
- 2) Consistently and effectively plan lessons and sequences of lessons to meet students' individual learning needs, including students with special educational needs, and gifted or talented students. They should be aware of, and take proper account of the strategies agreed in IEPs (Individual Education Plans) and IBPs (Individual Behaviour Plans);
- 3) Keep an attendance register of students in every lesson and following up absence when necessary;
- 4) Consistently and effectively use a range of appropriate strategies for teaching and classroom management;
- 5) Consistently and effectively use information about prior attainment to set well-grounded expectations for students, and monitor progress to give clear and constructive feedback;
- 6) Be able to make use of the performance data available in the Academy in order to determine how much progress their students are making;
- 7) Take responsibility for their own professional development and use the outcomes to improve their teaching and students' learning;
- 8) Make an active contribution to implementing the policies and aspirations of the Academy and Trust;
- 9) Be effective professionals who challenge and support all students to do their best;
- 10) Set and maintain high expectations for student behaviour;
- 11) Set a good example to students, for example in terms of appropriate dress, standards of punctuality and attendance;

## GENERAL NOTES

- 1) The aforementioned responsibilities are subject to the general duties and responsibilities contained in the School Teachers' Pay and Conditions Document and the Conditions of Service ("Burgundy Book") and are additional to the general duties and responsibilities of a Teacher;
- 2) These accountabilities do not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed;
- 3) These accountabilities are not necessarily a comprehensive definition of the post. It will be reviewed at least once per year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

## STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

## DRESS CODE

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.



**PERSON SPECIFICATION – Teacher of Business**

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Relevant 'A' Levels (or equivalent) and degree;</li> <li>• Qualified Teacher Status.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Good honours degree (2:1 or better)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Relevant teaching experience or teaching practice;</li> <li>• Experience of working with students of a wide range of abilities;</li> <li>• Experience of teaching one or more of Business Studies.</li> </ul>	<ul style="list-style-type: none"> <li>• Currently working or training in UK secondary school or FE College;</li> <li>• Relevant 'life experience' e.g. time working in business or industry.</li> <li>• The ability to teach other subjects</li> <li>• A proven track record of excellent results</li> </ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• An understanding of current educational developments and a clear grasp of issues relating to education in general and their subject specialism(s)</li> <li>• The theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies);</li> <li>• Statutory National Curriculum requirements at the appropriate key stage;</li> <li>• The monitoring, assessment, recording and reporting of pupils' progress;</li> <li>• The statutory requirements of legislation concerning Equal Opportunities, Health &amp; Safety, SEN and Child Protection;</li> <li>• The positive links necessary within the Academy and with all its stakeholders;</li> <li>• Effective teaching and learning styles.</li> </ul>	<ul style="list-style-type: none"> <li>• The integration of ICT into all courses</li> <li>• Raising achievement in these subject areas</li> <li>• EAL</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to use innovative, active teaching methods;</li> <li>• Ability to use ICT as a learning/admin tool;</li> <li>• An ability to work in collaborative partnership with the full range of people associated with the Trust</li> <li>• Effective communication skills, written and verbal;</li> <li>• Good organisational skills;</li> <li>• Ability to work with students with special needs or who are Gifted and Talented.</li> <li>• Ability to develop literacy, including EAL, resources across the curriculum.</li> <li>• Commitment to offering effective extra-curricular activities</li> </ul>	

<b>Personal Characteristics</b>	<ul style="list-style-type: none"><li>• An empathy for children from a wide variety of social and cultural backgrounds;</li><li>• Ability to support the important Christian values of the Trust;</li><li>• A willingness to work hard with enthusiasm and vision;</li><li>• Tact and sensitivity;</li><li>• Integrity and good judgement;</li><li>• Confidence, independence and flexibility;</li><li>• Able to motivate self and others;</li><li>• Calm under pressure;</li><li>• Well-organised.</li></ul>	
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