



The John Bentley School

An Outstanding Centre for Learning

Principal: Mr Jason Tudor

RECRUITMENT PACK



TEACHER OF IT & BUSINESS STUDIES

Teacher of IT & Business Studies

Recruitment Information Pack

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Please also find our full Safeguarding Policy on our website: www.johnbentleyschool.com/policies

The Application Process

We hope that this application pack and our website www.johnbentleyschool.com inspires you to apply for this post.

If you have any questions regarding any aspect of the application process or need additional information please contact Debbie Tillyer, PA to Senior Leadership Team at dt@johnbentley.wilts.sch.uk.

How to apply

Please complete an application form and return together with a covering letter, which should include:

- Experience, knowledge, skills and personal qualities that will equip you for this post

It is expected that applicants will make links between their experience and the details contained in the job information/person specification. Please ensure that your letter of application does not exceed two sides of A4.

Our preferred method of application is by email to dt@johnbentley.wilts.sch.uk

It should be noted that it is a requirement of the Governors of The John Bentley School that candidates should, whenever possible, name as referees current and former employers (via Heads or Principals where employment at educational institutions is concerned).

Important Dates

Closing date for receipt of applications: 9.00am Monday 18th March 2019

Interview Date: Week commencing 25th March 2019

Teacher of IT and Business Studies

Full Time and Permanent

MPS/UPS

TLR 2a (£2775) for the right candidate

Appointment Date: September 2019

We are looking to appoint an effective, innovative and experienced teacher to join our Enterprise and Creative Technology department to teach IT and Business Studies. We welcome applications from all excellent classroom practitioners, particularly those who are keen to inspire students through teaching exciting lessons, implementing creative and personalised activities and supporting progress through high quality assessment and feedback.

The John Bentley School is an ambitious state funded academy and sixth form located in an enviably beautiful location in the town of Calne in Wiltshire. In 2018, we were recognised as the most improved school in Wiltshire and one of the most improved schools in the country following a record- breaking year in terms of GCSE results. These results place JBS amongst the highest achieving schools in the county and that is all down to our amazing staff.

To further develop our ability to deliver a first class education, we are joining the Royal Wootton Bassett Academy Trust from April 1st 2019. This move will secure a vast number of opportunities for JBS students and staff alike and we are looking forward to making a positive contribution to this new partnership. As part of this process, we are changing the identity of our school to better match the ethos, values and vision of the Trust. From September 2019, we will be known as Kingsbury Green Academy and we hope to discuss this exciting development with forward-thinking candidates.

We are looking to appoint an enthusiastic and committed colleague who will:

- be an effective and innovative teacher with a passion for learning
- raise achievement through high quality teaching and learning in IT and Business Studies
- be passionate about teaching IT and Business Studies and will bring energy, enthusiasm and new ideas to the classroom
- be an enthusiastic professional committed to providing our students with an outstanding education
- have the ability to write engaging and structured schemes of learning
- have the ambition and desire to play a significant role in the further development of the Enterprise and Creative Technology Department

The John Bentley School is a great place to teach IT and Business Studies. We are continually raising standards to produce the highest levels of student achievement.

Applications will be considered from both experienced and newly qualified teachers.

For further information and an application form, please phone (01249 818100), email Mrs Debbie Tillyer (PA to Senior Leadership Team) on (dt@johnbentley.wilts.sch.uk) or visit our website (www.johnbentleyschool.com)

Closing date for receipt of applications:

9:00am Monday 18th March 2019

Interview Date:

Week Commencing 25th March 2019

We look forward to receiving your application should you be interested. If you have not heard from us by the interview date, you may assume that your application has been unsuccessful on this occasion. Unfortunately we are unable to offer feedback on individual applications that are not shortlisted for interview.

This 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 applicants will need to undertake an enhanced DBS disclosure.

JOB DESCRIPTION

Purpose:		<ul style="list-style-type: none"> To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate To monitor and support the overall progress and development of students as teacher/Form Tutor To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential To contribute to raising standards of student attainment To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
Reporting to:		Curriculum Leader of Enterprise and Creative Technology
Responsible for:		The provision of a full learning experience and support for students
Liaising with:		Principal, Deputy Headteacher, Assistant Headteachers, Curriculum Leaders/Directors, Heads of Key Stage, teaching/support staff, external agencies and parents

All employees of The John Bentley School are required to understand and contribute to the school's Objectives and Core Values.

Principle (Core) Responsibilities	
Operational/ Strategic	<ul style="list-style-type: none"> To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area To contribute to the curriculum area SDP and its implementation To plan and prepare courses and lessons To contribute to the whole school's planning activities
Teaching, Learning and Curriculum:	<ul style="list-style-type: none"> To assist the Curriculum Leader of Enterprise and Creative Technology and Deputy Headteacher to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives To assist in the process of curriculum development and change to ensure continued relevance to the needs of students, examining and awarding bodies and the school's aims To assist the Heads of Key Stage in the process of curriculum development for Personal Development Time (PDT), Personal, Social, Health and Economic Education (PSHE) and other tutor group and year group provision
Staff	<ul style="list-style-type: none"> To take part in continuous professional learning, utilising the school's self-evaluation processes To maintain good subject knowledge and an awareness of excellent, current practice in teaching To engage actively in the Appraisal and Review Process To ensure the effective and efficient deployment of classroom support To work as a member of designated teams and to contribute positively to effective working relations within the school
School Self Evaluation	<ul style="list-style-type: none"> Support the Curriculum Leader, Heads of Key Stage and other post holders in meeting the expectations described in the School Self Evaluation handbook, including reporting procedures and deadlines.
Communications	<ul style="list-style-type: none"> To communicate effectively with the parents of students, as appropriate Where appropriate, communicate and work with persons or agencies outside the school

	<ul style="list-style-type: none"> • To maintain appropriate student records • To complete relevant documentation in support of student tracking • To track student progress and use information to inform teaching and learning, engaging with whole school assessment, recording and reporting procedures (including Parents Evenings and other consultations)
Resources	<ul style="list-style-type: none"> • To work productively with the Curriculum Leader of Enterprise and Creative Technology to ensure effective ordering and management of resources
Student Guidance	<ul style="list-style-type: none"> • To be a Tutor • To promote the general progress and well-being of individual students and of the tutor group as a whole • Under the leadership of the Heads of Key Stage, ensure implementation of the school's pastoral and guidance systems • To register students, and encourage their full engagement in all aspects of school life • To contribute to the teaching of, and deliver, PDT and PSHE in line with school policy and work with the Heads of Key Stage to plan an appropriate, differentiated PDT and PSHE curriculum • To apply behaviour for learning systems so that effective learning can take place • To liaise with other staff, as appropriate, in response to problems experienced by students across the curriculum • To play a central role in managing the learning of students in the tutor group
Other specific responsibilities	<ul style="list-style-type: none"> • Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description • To be responsible for promoting and safeguarding the welfare of children and young persons she/he is responsible for, or comes into contact with • This job description may be changed by the Principal in consultation with you to reflect or anticipate changes in the job commensurate with the grade and job title. Such variations would not justify the re-evaluation of a post

The post holder may be required to perform duties other than those given above. These may vary from time to time without changing the general level of responsibility. Such variations would not justify the re-evaluation of a post.

PERSON SPECIFICATION

Attributes	Essential	Desirable	Evidence
Personal	<ul style="list-style-type: none"> ▪ Be passionate about teaching IT and Business Studies ▪ Possesses a 'can do' attitude ▪ Creative and proactive in finding solutions ▪ Flexible and adaptive to changing needs and priorities ▪ Resilient, calm and tenacious under pressure ▪ Passionate about inclusive practice and equality of opportunity ▪ Relentless in finding ways to remove any barriers to success ▪ Excellent communication skills and evidence of being able to build and sustain effective working relationships with staff, students and parents ▪ Commitment to the protection/safeguarding of all students ▪ Self-reflective practitioner who always seeks to improve ▪ Willingness to contribute to the extra-curricular life of the school ▪ Sense of humour 		Application form Letter References Lesson Observation Interview Student Panel
Competence Knowledge Abilities Skills Experience	<ul style="list-style-type: none"> ▪ Be an effective and innovative IT and Business Studies Teacher with evidence of impact on student outcomes ▪ A proven track record of total commitment to helping every student achieve their very best and make good progress ▪ Have very high expectations of the learning of all students at all times ▪ Have a good understanding of how data supports and enhances student progress and achievement ▪ Be a positive team player with a strong commitment to professional development ▪ Embrace new technologies and ideas that enhance the learning of IT and Business Studies ▪ Highly self-motivated ▪ Able to prioritise workload and work well under pressure with competing deadlines ▪ Good ICT skills 	<ul style="list-style-type: none"> ▪ Experience and evidence of teaching effective and innovative lessons 	Application form Letter References Results Certificates* Interview Student Panel
Qualifications and Training	<ul style="list-style-type: none"> ▪ Degree ▪ Qualified Teacher Status (QTS) 	<ul style="list-style-type: none"> ▪ Potential for future career in middle leadership 	Application Form & Letter References Certificates*

*You will be required to provide original certificates at Interview Stage.