**Job Description**

|  |  |
| --- | --- |
| **Job Title:**  | Business Teacher |
| **Date:**  | January 2020 (or April 2020) |
| **Department:**  | Economics and Business |
| **Reports To:** | Head of Business |
| **Responsible For:** | Teaching of Business |

|  |
| --- |
| **Purpose of the Position:** |
| An opportunity has arisen at Wellington College for a teacher of Business with a passion for teaching and learning to join its Economics and Business Department.To fulfil the teaching requirements as directed by the Head of Department, according to the overall aims of the school. To offer support to the learning, pastoral and co-curricular needs of individual students through the school’s pastoral policy, core values and Wellington identity. The College is guided by the Five College Values: Respect, Responsibility, Courage, Integrity and Kindness and we are looking for a candidate with these values who is committed to the College, and wishes to continue to develop professionally throughout their time in their post. |

|  |
| --- |
| **Departmental Information** |
| The Economics and Business department at Wellington College is a thriving, popular and successful department.We currently teach nearly 300 pupils across our four subject areas; A level Economics (Edexcel), A level Business (Edexcel), IB Economics and IB Business and Management. Our numbers make us the largest optional subject in the 6th form by a considerable margin. Our results have been improving year on year, and put the department among the top few in the College every year. The department currently has nine teachers. Four of these teachers are full time; five others have additional responsibilities that allow for reduced timetables and half our teachers focus on Economics with the other half teaching a combination of Economics and Business. The department is housed in the Queens Court area of the college with six dedicated classrooms, departmental office, HoD Office and a newly refurbished independent study room. The department is well resourced; all our classrooms are fitted with Harkness tables and we greatly encourage this method of teaching. The department runs a number of additional activities beyond our day-to-day teaching including: Economics Magazine; Book Club; Current Affairs Society; Oxbridge Extension Classes; Essay Competitions; and other external competitions in both Business and Economics; and we organise a number of speakers across the year as well visit to outside conferences. The department has also been building close links with local state schools and the Wellington Academy.The provision of the Business curriculum at Wellington is extensive and should offer our students an inspiring and enriching range of activities which helps them to develop fully as rounded individuals. Within this context, the Teacher of Business must be able to offer support to the learning, pastoral and co-curricular needs of individual students. They will be a committed and professional member of the Economics and Business department, enhance the excellent reputation and results of the Economics and Business department through exciting, engaging and informative teaching.***Principles and Aims*** *Lessons are to be a positive, learning experience. This is achieved by conveying to the students the teacher’s enthusiasm for the subject, by a willingness to digress, by group discussion, by avoiding the marginalisation of students and varied delivery methods.* *Learning to learn. It is vital that the department prepares students for their onward journey from school, for most involving university. This is achieved by an increasing emphasis on independent learning, discussion-led learning and continuous discussion within the department about learning.* *Students to achieve high grades in their examinations.****Distinctive Characteristics of the Department*** *We only teach Senior School students which insulates the department from Lower School curriculum pressures. This engenders a more adult environment which marries with the aims above.* *The teaching team is committed to exploring new ways of delivering the subject material and challenging our students to be innovative. This is an ongoing process.* *The teaching team contains a considerable breadth of experience both international and from outside teaching.* |

|  |
| --- |
| **Main Tasks and Responsibilities:** |
| In addition to the general duties of a teacher at Wellington, as described below, the successful applicant for this post will be expected to:* teach both year 12 and 13 for IB and A-Level in Business;
* play an active role in the extra-curricular life of the Department, including contributing to off-timetable workshops, extension programmes, pre-university seminars, competitions, trips, open days, prep school events, and so on;
* make a positive contribution to the efficient running of the Department, including setting and marking examinations, assisting in moderation of coursework, attending departmental meetings, and undertaking administrative and other tasks as delegated by the Head of Department;
* enhance the quality of teaching and learning in the Department and wider College through sharing resources and good practice, lesson observation, collaborative teaching, mentoring and active participation in continuing professional development;
* support the College’s aims and objectives for teaching and learning.
* teach a standard timetable allocation (currently around 36 lessons of 55 minutes in a twelve-day timetable cycle)
* actively safeguard and promote the welfare of children
* adhere to and promote all College policies and procedures
 |

|  |
| --- |
| **Beyond the Classroom** |
| All teachers at Wellington are expected to contribute fully to the extra-curricular and pastoral life of the College. It is the norm for teachers to coach sport at the appropriate level and to help deliver service or CCF activities on Wednesday afternoons. As tutors, teachers are allocated to a Boarding or Day House and are responsible for monitoring and enhancing the academic and pastoral welfare of a group of pupils within that House. This involves meeting the pupils regularly both individually and as a group, liaising between teachers and parents, taking supervision duties in the house and being involved generally in the House community.The College expects its teachers to contribute whole-heartedly to other aspects of school life by drawing upon their own interests and enthusiasms. The richness of the school depends upon teachers who, for example, coach games, direct plays, support and organise Society meetings and take pupils on trips to concerts/theatre locally and in London.A full seven-day-a-week boarding school such as Wellington must obviously look after and cater for the pupils entrusted to it at weekends. Staff should be aware that Wellington teaches on Saturday mornings and expects teachers to participate enthusiastically in the activities that are offered to pupils during weekends including; sport, social events, Chapel services, musical rehearsals and many other things. |

|  |
| --- |
| **Person Specification:** |
| **Educational Attainment*** Good level degree (First or 2:1) in a directly related subject (essential)
* Master’s or Post-Graduate qualification in a related subject (desirable)
* 3 A Levels, IB or equivalent
* 8+ GCSE A\*-C (English and Maths essential) or equivalent
 |
| **Knowledge and Experience** |
| **Essential** | **Desirable** |
| * Thorough knowledge of the (16-18) subject Curriculum – A level/IB
* Teaching experience at A/IB level
* Involvement in extra-curricular activities (professional, amateur or voluntary)
 | * Recognised teaching qualification, such as a PGCE, or equivalent experience
* Awareness of Safeguarding requirements and good practice within a boarding school setting
* High level of IT literacy
 |
| **Skills and Personal Qualities*** be capable of delivering inspirational and informative lessons to the full age and ability range of the sixth form pupils at the College
* an Intellectual / academic interest in the role of classroom research in enhancing teaching.
* an interest in enhancing the role of Business in the community
* be able to demonstrate a positive and authoritative rapport with all pupils
* excellent and effective classroom management skills
* have excellent communication skills to enable effective dialogue with pupils, parents, staff and visitors
* be organised and self-motivated, with a proven record for meeting targets and deadlines
* have a sharp and progressive vision of the subject and of teaching and learning in a successful and dynamic school
* able to perform well and remain professional whilst under pressure
* be a dedicated team-player, who strives for excellence and leads by example
* be committed to boarding school life and willing to engage in a range of extra-curricular activities
* be tactful and discreet, whilst mindful of observing Safeguarding and professional standards
* demonstrate a strong commitment to personal continuous professional development
* display a smart and professional appearance, representing the College in a positive manner

**Essential Values, Behaviours and Attitudes**All employees are expected to actively promote and demonstrate the five core values of the College:* Kindness
* Integrity
* Respect
* Responsibility
* Courage

In addition, the College expects all staff to show ambition and display curiosity both personally and professionally with a focus on encouraging these behaviours within the pupil body. |

The College reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the College’s business.

In exceptional circumstances, the Post holder will be required to undertake other duties and responsibilities of a similar post in order to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the College Statement of General Policy. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the College, including personal protective equipment in accordance with training and instruction.