



Applications are invited for the post of

**Teacher of Business & Management**

Information Pack

Starting September 2019

CHARTERHOUSE

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## The Charterhouse Business & Management Department

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### *Business and Management*

The Business and Management sectors are key drivers in the world economy; they create jobs, growth and wealth, and help to improve our quality of life and living standards. The Department's aim is to provide a thorough understanding of the techniques and practices that lie behind making informed business decisions and so equip pupils with a series of invaluable life skills and enhanced university and career prospects.

Business is offered as a Sixth Form Subject at Charterhouse with up to 70 pupils studying Business across the two final years. The Department offers a range of courses to pupils; OCR A Level in Business, and a two-year Business Management option choice for the IB Diploma at both higher level and standard level.

Both courses provide an in-depth understanding of how business dynamics influence society and everyday life. They augment the study of other disciplines and widen our pupils' understanding of what awaits them in the future careers and lives. Business and Management is one of the most popular courses chosen by Carthusians for study at university either within its own right, jointly across the Arts and Social Science disciplines, or to add breadth to the study of Science, Engineering and Mathematics.

The OCR A level syllabus has been chosen for its emphasis on the range of strategic approaches that different business organisations may need to adopt dependent on whether they are a local, national or global business. The A Level provides a comprehensive course of study of both Business and Management, and the course offers academic rigour allied to the development of practical business skills. We analyse contemporary business issues as well as the fundamentals behind China and India as influential world powers. Particular attention is paid to developing communication and presentation skills, and lessons focus on debate, argument and counter-argument; there is also a strong element of numerical work to develop understanding of the quantitative methods used by businesses to research and measure objectives and performance.

The two-year option choice for the IB Diploma offers a similar core to the Business A Level and is equally rigorous and challenging. It offers a holistic view of the world of business that encourages pupils to think critically about individual and organisational behaviour, as well as exploring national and global business issues, and appreciating how different cultural perspectives influence business decision-making. This integrates the Business Management option very well within the Individual and Societies area of the IB diploma as pupils study the importance of the interaction of individuals and groups within an organisation and how they can be successfully managed and ethically optimised.



The Business Department has four members of staff and is a friendly and welcoming environment with a tradition of high standards of learning and teaching. We have a wealth and variety of experience spanning both commerce and education, and this expertise enables the department to offer rigorous theoretical business analysis allied to a real-world context. The department is committed to academic excellence combined with an innovative and creative approach to teaching, and all members are supported wholeheartedly in their professional development. Best practice is promoted by holding regular meetings so that pupils benefit from our varied backgrounds and are provided with a stimulating and interesting curriculum. Relevant external speaker events and outside business visits also play a major supportive role to our courses, reinforcing pupils' appreciation of the relevance and significance of studying this subject.



In addition, September 2019 heralds a new direction to further broaden and develop pupils' understanding and appreciation of business issues, with the launch of:

- Our Charterhouse MBA programme
- A business-focused elective and entrepreneurship programme
- The EPQ, a new qualification for our pupils, which is already well received by many universities and increasingly included as part of their offers to pupils.

## The Role – Overall Purpose

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We aim to appoint an innovative and ambitious practitioner who is passionate about education, and who can work both autonomously and in close liaison with the Head of Department. The successful candidate will wish to take a strong lead in new department initiatives and to help build the profile of the subject throughout the whole School.

A teacher of Business & Management is responsible, through the Head of Department to the Deputy Head (Academic) and, ultimately, to the Headmaster for the academic performance, organisation and administration of the teaching to pupils according to a set timetable and curriculum. Integral to this is the need to promote the values of Charterhouse in order that pupils acquire the values, attitudes, skills and knowledge needed to make a positive contribution to society.

The successful candidate will have relevant teaching experience at Sixth Form level, will be an energetic and dynamic presence, well-qualified in their subject area, likely to hold a teaching qualification, though experience in the world of business would be equally valued. He or she should expect to, and be expected to:

### **Curriculum**

- Teach (or be available for Private Study supervision or emergency cover) a set timetable per week
- Set and mark work in accordance with School and department policies
- Support the specific targets of the School Development Plan through the implementation of the departmental development plan
- Use Schemes of Work, to guide opportunities for stretching the most able, SEN considerations and the setting of Banco (prep) and regular testing
- Deliver coursework for the chosen syllabus, ensuring it is conducted within examination board guidelines, completed by any prescribed deadline, and properly assessed, and that marks are submitted to the examination board on time.
- Maintain accurate records of pupils' attainment and academic progress
- Order, issue and ensure return of department materials and other subject-specific materials required by pupils
- Be available to provide extra teaching outside the timetable where appropriate and as reasonably required by the Deputy Head (Academic)

### **Rooms and Resources**

- Ensure that departmental areas provide a stimulating and attractive learning environment which project a positive image of the department

- Ensure classrooms and associated areas are secure, safe, and orderly for pupils
- Be aware of and ensure compliance with all Health and Safety requirements
- Assist in the development, delivery and supervision of academic enrichment activities such as extra-curricular projects and subject-related societies

### ***Communication***

- Write reports on pupils as required and contribute to their regular assessments
- Monitor the progress of all pupils, giving constructive feedback from oral, written or examinable tasks
- Maintain up-to-date written documentation of such monitoring
- Attend meetings, including (but not limited to) staff meetings, chapel services, INSET days, and parents' briefings
- Communicate with parents over pupil progress both at planned school events (such as Parents' Briefings) and on an 'as-needs-be' basis (either by email or face-to-face)
- Liaise with other staff as necessary and following protocols over pupils who decide to change their option subjects
- Actively participate in the promotion of the School eg on open days

### ***Departmental Handbook***

- Contribute and assist the Head of Department to keep up-to-date the on-line departmental handbook. This handbook is kept on the School's intranet site (Greyhound) and regular updates should be made at least annually

### ***Professional Development***

- Show evidence of and a continuing interest in professional and personal development
- Participate in the Brooke Hall Professional Development (appraisal) system
- Provide support and guidance to colleagues in the department for the maintenance of good order and discipline
- Ensure that lessons are covered and work is set when absent, in conjunction with the Head of Department
- Share resources and 'best practice' with the rest of the department

### ***Additional Responsibilities***

- Be available to cover for absences both inside and outside the department as reasonably required by the Head of Department and/or the Second Master
- Act as a tutor to a group of pupils
- Invigilate exams (internal and external) as reasonably requested by the Examinations Officer and in accordance with the regulations of the Examining Boards

## *Safeguarding of Children*

- ♦ Demonstrate the highest levels of commitment and compliance to safeguarding and promoting the welfare of children and young people.



## Person Specification

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### **Qualifications**

#### ESSENTIAL

- a good Honours degree relevant to the teaching aspects of the role

#### DESIRABLE

- a recognised teaching qualification, such as a PGCE
- prior business experience

### **Relevant Experience/Knowledge & Technical Competencies**

The successful candidate will possess a strong track record or potential for achievement in:

- the outstanding teaching of Business & Management at secondary or tertiary level, with excellent subject knowledge, classroom management skills and an appropriate rapport with pupils
- problem solving – analysing the task to be undertaken, together with reviewing and evaluating the outcomes
- communicating concepts in Business, Management articulately, positively and sensitively to pupils of different ability and age, developing a working relationship of mutual trust and respect
- being able to design every lesson individually, to a high standard, conforming to the scheme of work laid out in the department's working document
- working with others to achieve goals by negotiating and allocating tasks
- nurturing and supporting pupils' wellbeing with well-developed pastoral instincts
- possession of keyboard skills and an ability to demonstrate a working knowledge of *Microsoft Office*, or equivalent, and constructive use of other technology
- ability to use an appropriate range of resources and strategies in teaching, to facilitate good learning
- ability to organise and manage time effectively to meet the demands of the teaching week
- awareness of different pupils' educational needs and able to direct teaching and learning appropriately
- knowledge of the International Baccalaureate Diploma Programme would be particularly helpful





### Personal Competencies / Skills

- enthusiasm and confidence
- capability to turn a vision into results
- ability to use initiative
- able to inspire and motivate others through verbal and written communications
- high levels of literacy
- well-developed time management and organisational skills
- proactivity and assertion
- patience and enjoyment of attention to detail
- willingness to accept that the role will require a significant amount of work outside 'normal hours' during term time
- a genuine preparedness and desire to contribute to the wider life of the School, with the ability, skills and experience to contribute to the School's co-curricular activities.

## Application Process

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Applications should be made in accordance with the School's application and safer recruitment procedures (available on the website) and emailed to:

[headmaster\\_hr@charterhouse.org.uk](mailto:headmaster_hr@charterhouse.org.uk)

**Closing date for applications is:  
12 noon on Tuesday 26 February 2019**

Interviews will take place shortly thereafter (although early applications will be considered and interviews may take place before the closing date)

*All successful job applicants will be required to undertake a Criminal Record check and to undergo child protection screening.*





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