APPLICATION PACK



Teacher of Business

Working at St Joan of Arc Catholic School

St Joan of Arc Catholic School is a comprehensive, Catholic, 11-18 co-educational school of 1250 students, including 200 in the Sixth Form. Academic results are consistently high and the school is heavily oversubscribed. At our most recent Ofsted inspection we were rated “a good school” with the behaviour and attitude towards learning of the students identified as “outstanding”. The last Diocesan inspection confirmed that the school is an “outstanding Catholic school”. As a large secondary academy we have many opportunities for both teaching and support staff.

An attractive and easily accessible location in south west Hertfordshire

Situated on a greenbelt site in Rickmansworth, St Joan of Arc Catholic School is a 10 minute drive from the M25 motorway and there is ample parking for cars on site .The school is only a 5 minute walk from Rickmansworth station which is served by the Chiltern overground line (Aylesbury-Marylebone) and the Metropolitan underground line (Amersham - Aldgate). The school site is very attractive and is close to the town centre where there are numerous shops and services.

A strong ethos with clear vision and values

The ethos of St Joan of Arc Catholic School is epitomised by the school’s mission statement – ‘Love Christ- Inspire Others’. Students and staff commit to the acts of love, service, respect, justice and faith. As members of the school community we are committed to serving each other, the pupils and the wider community. Spiritual, moral, social and cultural attitudes are “outstanding”.

Committed and friendly staff

Our dedicated staff work hard, share a positive outlook and enjoy working and engaging with the students. New members of staff are made welcome and settle in quickly. There is a low turnover of staff each year although some move on due to advance their careers or to relocate. We provide in-house training for staff and combine this with access to external training courses as appropriate. Socially, the staff run a ‘Comforts Fund’, staff teas are held every Friday afternoon and there are regular social events. In addition staff are encouraged to support events run by the PFA.

Talented, committed and friendly students

The students are from a diverse range of backgrounds and from a wide catchment area. At our most recent Ofsted inspection behaviour at the school was found to be ‘outstanding’. Students of all abilities make good or better progress throughout the school. Standards are identified as significantly above average because students have outstanding attitudes towards their learning and are keen to make the most of the opportunities that the school gives them. The school aims to develop each student to reach their potential and to develop into caring, active and well-rounded citizens. Students get on very well with each other because of the school’s emphasis on care and respect, they feel safe and pastoral systems are effective.

Our commitment to the staff

The governors, headteacher and senior leadership team remain committed to recruiting high quality staff to the school. They are committed to supporting continuing professional development and to ensuring that St Joan of Arc Catholic School remains a stimulating and pleasant environment in which to work. The success of our students is underpinned by the strong partnership that is nurtured between school, parents, governors, trustees, past students and the local community.

JOB DESCRIPTION



Teacher of Business

Line Managed by: Director of Sixth Form

Salary: Salary to be discussed at interview and placement on St Joan of Arc Catholic School pay scale will depend on qualifications and experience

Purpose of Role:

- To deliver the taught elements of the various Business department courses as directed
- To support the work of the Sixth Form department staff and students

Role & Responsibilities

- To meet the statutory Teachers' Standards
- To teach Business as directed on the Business department qualification courses; currently GCSE and A Level Business qualifications
- To implement assessment, recording and reporting systems to monitor student progress in accordance with national, school and departmental policy
- To undertake all necessary exam preparation and administration as required by the line manager
- To share in the supervision of Business areas including arrangements made for the extended day
- To attend school and departmental meetings and INSET
- To work evenings during open days, Business department and whole school events as directed
- To undergo any training required in order to perform duties efficiently
- To engage actively in the Performance Management Review process
- To maintain appropriate records and to provide relevant accurate and up-to-date information for Management Information Systems (MIS), registers etc
- To complete the relevant documentation to assist in the tracking of students
- To track student progress and use information to inform teaching and learning
- To communicate effectively with the parents of students as appropriate
- To be a form tutor to an assigned group of students
- To promote the general progress and well-being of individual students and of the form tutor group as a whole
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in order aspects of school life

JOB DESCRIPTION

- To alert the appropriate staff to issues experienced by students
- To contribute to PSHEE and Citizenship according to school policy
- To apply the Behaviour Management systems so that effective learning can take place
- To teach students according to their educational needs, including the setting and marking of work
- To mark, assess and give written verbal and diagnostic feedback as required
- To engage actively in the performance management process
- To continue personal development as identified
- To undertake any other duty as specified by School Teachers' Pay & Conditions Body (STPCB) not mentioned in the above
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate
- To show a record of excellent attendance and punctuality
- To adhere to the School's Dress Code
- To exercise a commitment to the school's missions statement and stated ethos including the equal opportunities policy, health and safety policy and all other current school policies
- To undertake any other duties or one-off tasks at the reasonable request of the Headteacher / SLT

February 2017

PERSON SPECIFICATION



Teacher of Business

It is expected that the person appointed will have the following qualifications, experience, knowledge / skills and personal qualities and / or special requirements for the post

1. Qualifications

- A good Honours degree or higher qualification
- Qualified Teacher Status or currently completing a course of professional training leading to QTS
- Any other relevant qualifications specific to this post

2. Experience

- A proven record of successful classroom teaching
- Experience of teaching across the full age and ability range
- School experiences which have provided a thorough preparation for this post
- Experience of monitoring and evaluating students' progress
- Experience of initiating, implementing and managing developments within the subject area would be desirable
- Form tutor experience would be desirable

3. Knowledge / Skills

- Knowledge of current educational issues
- Ability to teach up to Advanced Level is desirable, but not essential
- Administrative skills to support the work of the department
- Excellent classroom management skills
- The ability to communicate effectively with students and adults
- Secure knowledge of current curriculum developments
- Understanding of the learning process

4. Personal Qualities

- Commitment to the best interests of the students
- Willingness to take responsibility
- Enthusiasm and sense of humour
- An ability to co-operate with colleagues
- Reliability and resilience
- Ability to use a variety of teaching strategies
- Ability to monitor and evaluate students' progress
- Excellent written oral and communication skills
- Excellent presentation skills and smart appearance
- Excellent organisation, prioritisation and time management skills
- Excellent classroom behaviour management skills
- Ability to use ICT to enhance teaching and learning

PERSON SPECIFICATION

5. Special Requirements

- Sympathy with the aims of a Catholic School
- Commitment to raising standards
- Commitment to safeguarding and promoting the welfare of children and young people
- An enthusiastic and effective team player

February 2017

DEPARTMENT INFO



Business

The Business department is well established, exclusively KS5, and has a proven record of exam success. Students are prepared for the new AQA linear 'A' Level course. The specification demonstrates the interrelated nature of commerce using business models, theories and techniques to support analysis of contemporary business issues and situations. The dynamic nature of business is inherent in the course design, and students are engaged through topics that are relevant in today's society including such contemporary developments as digital technology, business ethics and globalisation.

Development Priorities

The department aims to keep abreast of developments in Business and its teaching. Members of the department will have every opportunity to contribute to the formation of policy and practice. Particular areas of interest currently include the use of data tracking to secure progress for all and the upcoming changes to the curriculum across all key stages.

February 2016

HOW TO APPLY



Business

When making an application candidates should complete a copy of the Catholic Education Service (CES) Application Form for Teachers. Regretfully, CV's cannot be considered. To access the latest version of the application form please either go to the St Joan of Arc Catholic School website: **www.joa.herts.sch.uk** and select the 'Vacancies' Link. Here you will find the CES Application Forms link which will take you directly to the CES website. Alternatively, please go to **www.catholiceducation.org.uk**

The following documents should be completed:-

- **Teacher Application Form**
- **Recruitment Monitoring Form**
- **Rehabilitation of Offender Act 1974 Disclosure Form**

Please also read the 'Notes to Applicants' available on the CES website.

A supporting statement (letter of application) of no more than 2 sides of A4 should be submitted with your application.

Documents may be returned electronically to: **vacancies@joa.herts.sch.uk** or posted to: **St Joan of Arc Catholic School, High Street, Rickmansworth, Hertfordshire, WD3 1HG**.

Please note that references will be obtained before interviews take place.

If you require further information regarding the post or your application please contact School Reception on **01923 773881** or email **vacancies@joa.herts.sch.uk**

February 2017