

ENFIELD GRAMMAR SCHOOL

Founded 1558



An Academy Trust
(Company No. 07697044)

TEACHER OF BUSINESS STUDIES

INFORMATION FOR CANDIDATES

June 2017

ENFIELD GRAMMAR SCHOOL

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Headteacher: Mr C Lamb B.A. Hons



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Dear Applicant

May I thank you for your interest in this post. I hope that the information provided, alongside the school website, is sufficient to enable you to make your application.

Your written application is an important part of the selection process and you are strongly advised to give careful consideration to the job description and person specification when completing your application form.

I recognise that preparing an application is a time consuming process. Consequently, I should like to thank you in advance for submitting your application. If you are not successful in being shortlisted for interview, may I wish you every success in the future in your search for a suitable job.

Should you require further details please do not hesitate to contact Mrs. E Carberry, School Business Manager, who will be pleased to be of assistance.

Yours sincerely

C Lamb
Headteacher



ENFIELD GRAMMAR SCHOOL

Enfield Grammar School is rightly proud of its fine traditions and examination achievements. We are also a school which is intent on ensuring that the breadth and quality of education will, as far as is possible, equip all of our pupils to meet the rapidly changing demands of the future.

We are a Specialist Sports College and converted to Academy status in August 2011. The School has achieved the 'NACE Challenge' and 'Investors in People' awards. There is a strong commitment to supporting staff development through INSET and CPD both internally and externally.

The School is based on two sites. The Upper School is a mixture of original 16th and more recent 20th Century buildings and is situated just off the Market Square in the centre of Enfield Town. The Lower School, some five minutes walk from the Upper School, is a 17th Century listed building which houses Years 7 and 8. The school roll is approximately 1100 boys, of whom some 210+ are in the Sixth Form.

The School has a strong commitment to extra-curricular activities of all forms and it is expected that all potential members of staff would be willing to support this commitment. As a comprehensive school dedicated to serving the local community, as it has done since 1558, we admit 180 boys each year, representing the full range of ability from diverse ethnic and cultural backgrounds.

BUSINESS STUDIES & ECONOMICS DEPARTMENT

DEPARTMENTAL AIMS

1. To provide an interesting, relevant, successful and balanced range of courses in Economics, Business and Finance, to meet the needs of pupils of all abilities and which prepares them for the Economic Society, in which they are to live and work.
2. To provide the quality of teaching which, together with appropriate resourcing and a conducive learning environment, will create an opportunity for every pupil to achieve a level of success in the attainment of qualifications which matches both his ability and capability.

CURRICULUM PROVISION

The Department offers a variety of courses to cater for a wide range of ability and interest amongst students. A majority of staff teach a combination of courses. Therefore, staff have the opportunity to gain experience of teaching Level 3 BTEC Business and GCSE Applied Business as well as the traditional A Level and GCSE programmes. In both Key Stage 4 and 5 there are several vocational options including **BTEC** and **LIBF** courses, for example.

COURSES OFFERED (currently)

KS4	Year 10/11	Certificate	Personal Finance	(LIBF)
		GCSE	Business Studies	(OCR)
KS5	Year 12/13	GCSE	Applied Business Studies	(Edexcel)
		A level	Business Studies	(AQA)
		A level	Economics	(AQA)
		A level	Applied Business	(AQA)
		Diploma	Financial Studies	(LIBF)
		Certificate	Financial Studies	(LIBF)

RESOURCES

Resources within the Department include:

Five base rooms, a departmental office, a range of text books and materials, and an interactive whiteboard. All colleagues have a laptop computer.

ICT PROVISION

The Department has its own PCs and printer. It also has the use of the School's cross-curricular ICT rooms, where whole class provision is available including Internet access.

FIELD VISITS

KS4	Field visits have included trips to: Thorpe Park and Tottenham Hotspur Football Club.
KS5	Visits to the Bank of England, Waitrose, as well as subject specific conferences.

STAFF TRAINING

The Department fully supports the School HR Policy and encourages staff to stay up to date with developments in the curriculum and actively participate in CPD opportunities.

EXTRA CURRICULAR

The Department currently runs the Young Enterprise Scheme in Year 9 with students in Year 10 taking part in the LIBF Young Investor Challenge and the Premier League Enterprise Challenge.

ENFIELD GRAMMAR SCHOOL JOB DESCRIPTION

TEACHER OF BUSINESS STUDIES AND ECONOMICS

Purpose of the job:

The teaching of pupils, and the associated pastoral duties in respect of those pupils in accordance with the aims and objectives of the school.

Responsible to: The Headteacher and Governing Body

Main Duties and Responsibilities:

This post is subject to the current conditions of employment of teachers contained in The School Teachers' Pay and Conditions Document.

Planning

- Identify clear teaching objectives and specify how they will be taught and assessed
- Set tasks which challenge pupils and ensures high levels of interest
- Set appropriate and demanding expectations
- Set clear targets for pupils building on prior attainment
- Identify SEN and more able pupils and differentiate work accordingly
- Provide clear structures for lessons, maintaining motivation, pace and challenge
- Select and prepare and organise resources with the help of support staff where appropriate
- Make effective use of assessment and ensure coverage of the scheme of work/programme of study

Teaching and Learning

- Establish a purposeful learning environment where pupils feel secure and confident
- Teach clearly structured lessons which interest and motivate pupils
- Organise teaching and learning time effectively
- Organise and manage the physical teaching space, tools, materials, texts and other resources safely and effectively with the help of support staff where appropriate
- Set high expectations for pupils' behaviour and manage pupils' behaviour constructively

- Use ICT effectively
- Provide homework and other out-of-class work which consolidates and extends work carried out in class
- Work collaboratively with other colleagues
- Evaluate teaching in order to improve effectiveness
- Consult with subject leader and staff development manager about professional development

Monitoring and Assessment

- Make appropriate use of a range of monitoring and assessment strategies to evaluate pupils' progress towards planned learning objectives
- Monitor and assess pupils' work giving constructive feedback that supports pupils as they learn and enables them to progress
- Set challenging targets for progress
- Assess pupils' progress accurately, using, as appropriate, National Curriculum, requirements of Awarding Bodies, etc.
- Record pupils' progress and achievements systematically
- Use records as a basis for reporting on pupils' attainment and progress orally and in writing for parents, carers other professionals and pupils

ENFIELD GRAMMAR SCHOOL

POST: Teacher of Business Studies and Economics

Selection Criteria/Person Specification

Key:

E = Essential

D = Desirable

A = Letter of Application

I = Interview

ATTAINMENT

Qualified teacher status

Degree which includes a substantive element for Business Studies

KNOWLEDGE OF

Business Studies to GCSE

Applied GCSE Business

Business Studies to 'A' level

Economics to A Level

BTEC Business

GCE Applied Business

UNDERSTANDING OF

the issues concerning raising the achievement of boys

the issues regarding the teaching of Business Studies to both able pupils and pupils with SEN

the needs of a diverse comprehensive school community

ABILITY TO

co-operate effectively with colleagues

support the school policy of recording and reporting

accept advice and criticism and act accordingly

form effective relationships with pupils and staff

employ effective strategies of classroom control and management

COMMITMENT TO

raise the achievement of all pupils

high expectations for all

teach all ages and abilities

contribute to curriculum development

support the School's equal opportunities policy

contribute to extra-curricular activities

QUALITIES

enthusiasm for Business Education

sense of humour

E	D	How assessed
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IF YOU ARE CALLED FOR INTERVIEW

Our intention is to inform the chosen candidate of their success on the day of the interview. For this reason, we would ask all candidates to bring the following with them:

1. Certificates to support your qualifications
2. Your DfE registration Number
3. Immigration details and work permit (if applicable)
4. Your bank details including bank sort code, account name and number
5. Documents to support your Enhanced with Barred List check through the Disclosure and Barring Service (DBS)
6. Three most recent salary slips.