GRESHAM'S



Recruitment Information Pack

Teacher of Economics

Location - Holt, North Norfolk, UK

Required for: September 2020

Gresham's School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Message from Douglas Robb, Headmaster

I am delighted that you are considering Gresham's as an employer and hope that you will want to apply for this position once you have found out a little more about us.

Gresham's is an independent co-educational boarding school based in the beautiful Georgian town of Holt, in North Norfolk. The School occupies a large campus across three sites: Nursery and Pre-Preparatory, Preparatory and Senior Schools, with approximately 800+ pupils ranging from 2 years to 18 years. We currently employ almost 400 staff in positions such as teaching and pastoral care, finance, information technology, administration, site services and maintenance, and catering.

We take great pride in our reputation and recognise that this is built on the commitment and skills of our staff. The success of the School and the well-being of staff and its pupils depends very largely on co-operation, trust and respect between us.

We recognise that much time and thought goes into preparing an application, and we in turn, will give your application serious consideration, should you decide to apply.

If you would like to visit the School before sending in your application, please do not hesitate to contact our HR department (01263 714623) who will make the necessary arrangements.

With best wishes,





JOB DESCRIPTION AND PERSON SPECIFICATION

The Job Description contains the main details of the tasks and responsibilities of the post.

The Person Specification lists the criteria that applicants are required to demonstrate in order to be successful in undertaking the role. These are listed in terms of qualifications, personal qualities and professional experience and skills, and will be used in the shortlisting process and to form the basis for questions asked at interview**.**

JOB DESCRIPTION: Teacher of Economics

REPORTING TO: Deputy Head (Academic)

The Role: Teacher of Economics

Required for: September 2020

We are looking for an outstanding teacher of Economics to join a thriving and successful department. The successful applicant will need to be an excellent classroom practitioner who has a significant interest in Economics and is excited at the prospect of joining a strong academic team. Teaching Economics will be required for Years 12 and 13, including both A-level and the IB Diploma.

The role is suitable for an NQT or recent graduate who is keen to start a career in the independent boarding sector. The ability to teach Business Studies will be considered an advantage.

Gresham's has a strong history of producing prominent business leaders worldwide. It comes as no surprise therefore that the Economics Department is well respected within the school and is pedagogically focussed. There is a strong record of pupils studying Economics and commerce-related degrees at Russell Group universities. The department sets high standards for its pupils and prides itself on its varied and modern approach to teaching the Edexcel A level and IB syllabuses to years 12 and 13.

Job Description

- Plan lessons carefully and deliver them professionally in accordance with the departmental schemes of work and regulatory standards
- Develop strong and sympathetic relationships with pupils, and plan and teach in light of pupils' educational needs. Appropriate setting and marking of work will be carried out, with a strong focus on the efficacy of feedback
- Grade and record pupils work, assessing progress, attainment and attitude to learning of pupils in order to ensure pupils fulfil their potential
- Write individual and formative reports and offer thoughtful remarks to the Head of Department and Deputy Head (Academic) when relevant
- Have high expectations of the pupils, and uphold the behaviour of all pupils at all times, with particular focus on attitudes to learning
- Incorporate resources into teaching, including use of ICT to effectively promote learning
- Contributing to the academic enrichment of pupils, the extension of the most able and preparation of students for tertiary education., including electives in GAPS time.
- Assist with academic surgeries (Electives), Supervised Studies, revision sessions, and the like under the direction of the Head of Department and Deputy Head (Academic)
- Attend Parents' Receptions

Pastoral Role

- In addition to having a professional role in the welfare of all pupils, particularly those regularly taught or supervised, all academic staff are expected to act as a tutor in one of the seven boarding houses. The role of the tutor comprises:
- Developing excellent relationships with each tutee, becoming the leading role in the overseeing of the day-to-day wellbeing and progress of the tutee through the school, including subject choices at GCSE, 6th form and tertiary education
- Developing excellent relationships with the parents or guardians of each tutee so that the information and collective support for each pupil is of the highest order.
- Promoting the general progress and well-being of individual pupils and of the tutor group, offering thoughtful feedback for guidance and sharing key elements of pupil's progress with the appropriate staff.
- Offer guidance and advice on educational and social matters, monitoring their welfare and making relevant records and reports in accordance with the school policies
- Focusing on PSHE material or issues as directed by the Housemaster or Housemistress, or Deputy Heads.
- Complete a weekly duty in a house, including late duties with the House tutor team.
- Attend the weekly tutors' meeting
- Complete school duties as directed by the Housemaster or Housemistress during the appropriate duty week
- Support House events and tutees performances wherever possible

Wider expectations

- Attend staff briefings, INSET and staff meetings.
- Take an active role in own professional development, attending courses as required, sharing information with colleagues as appropriate to encourage development of other members of staff.
- Cover lessons when requested, and invigilate exams when requested.
- Make good use of school email, replying to colleagues, pupils and parents appropriately and in a timely manner.

The post holder will be expected to contribute significantly to the co-curricular life of the School as appropriate.



PERSON SPECIFICATION

Qualifications	**Essential**	**Desirable**
Educated to Degree level or equivalent in a relevant subject	✓	
PGCE (NQT/QTS)		✓
Professional Experience	**Essential**	**Desirable**
Experience of teaching Economics at 6th form level	✓	
Experience of teaching Business Studies		✓
Personally committed to continuing professional development	✓	
Personal Competencies and Skills	**Essential**	**Desirable**
Be committed to safeguarding the physical, emotional and mental well-being of young people	✓	
An outstanding teacher	✓	
Excellent presentation and verbal communication skills	✓	
Professional appearance and manner	✓	
Ability to inspire in pupils an interest in language and literature	✓	
Well established and demonstrable CPD	✓	
Appropriate attitudes to the use of authority and maintaining discipline	✓	
Ability to maintain confidentiality appropriate to the setting	✓	
Able to exercise good motivational skills	✓	
Awareness of health and safety requirements	✓	
An ability to communicate effectively with pupils, parents and staff	✓	
Physically, emotionally, resilient and grounded	✓	
Enthusiasm and willingness to contribute fully to the life of a busy boarding school	✓	
Good organising and personal planning ability	✓	
Patience and a sense of humour	✓	
Driving licence		✓
Excellent ICT skills	✓	

REMUNERATION AND OTHER BENEFITS

The salary band for this position is based on our Gresham's Academic Staff Pay Structure.

- TPS (Teachers' Pension Scheme)/APTIS (Aviva Pension Trust for Independent Schools)
- Fee Remission
- Private Health Scheme
- Free school lunch during term-time (supper may also be taken for those who are working)
- Free hot drinks, fruit and biscuits available in the common room
- Free car parking on site is widely available

PERSONAL DETAILS

Eligibility to work

For all posts, we are legally obliged to confirm that the appointee is eligible to work in the UK before they start working for us. When you apply for positions it is important that you are aware of your eligibility status as government restrictions apply to the employment of migrant workers. If an applicant selected to be appointed requires permission to work in the UK, Gresham's may issue a conditional offer of employment subject to the School being able to sponsor the applicant.

For more information, visit the Home Office website at http://www.bia.homeoffice.gov.uk/workingintheuk/

Equal Opportunities Monitoring Form

In order that we can continue to develop our commitment to equal opportunities you are asked to complete the Monitoring Form. This will be detached from your application on receipt and kept securely within the HR Department. It is used purely for monitoring the effectiveness of the School's Equal Opportunities Policy Statement and will not be seen by those responsible for shortlisting and interviewing. A copy of the School's Equal Opportunities Policy Statement is available on request.

Retention of Records

The application forms of unsuccessful candidates will be held confidentially in the HR Department and destroyed after three months.

All documents resulting from the interview process will be retained on file by the HR Department and destroyed after six months. (The Data Protection policy is available on our website: www.greshams.com.)

Disclosure and Barring Service: Gresham's aims to promote equality of opportunity for all and therefore welcomes applications from a diverse range of candidates. Criminal records will be taken into account for recruitment purposes only where the conviction is relevant.

As the School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, your offer of employment will be subject to an enhanced disclosure from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

Interview Process

If you are invited to attend an interview you will be required to provide evidence of identity, from the following examples:

- **passport and/or UK driving licence (including a photo-card);**
- **a UK birth certificate;**
- **UK firearms licence;**
- **EU photo identity card;**
- **a utility bill or bank/building society statement showing your name and home address (less than three months old);**
- **documentation confirming your National Insurance Number (P45, P60 or National Insurance Card);**
- **original documents confirming any educational and professional qualifications referred to in your application form.**

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, and statutory declaration) you will be required to provide documentary evidence of the change.

In advance of your interview you will be asked to complete an application form for an enhanced Disclosure which you should bring with you, along with your identity documents. In the event that you are unsuccessful please be assured that your DBS application form and photocopies of documents taken will be destroyed immediately.

For Teaching Posts: You will be contacted prior to your interview with the details of at least one teaching lesson that you will be expected to take. The interview process will involve a number of interviews with different members of staff and a tour of the School and/or department.

Support Posts: As well as a face to face interview, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation, etc.

Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon the following:

- receipt of a minimum of two satisfactory references;
- verification of identity and qualifications;
- a satisfactory DBS (Disclosure and Barring Service) disclosure;
- verification of professional status such as Qualified Teacher Statues (QTS), where required, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance;
- verification of medical fitness. Completion of a medical declaration and satisfactory medical examination in certain circumstances;
- completion of Educare Child Protection Training.

Safeguarding

All adults working at Gresham's should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional, both inside and outside the school. This involves ensuring that pupils are protected from significant physical or emotional harm and having a positive commitment to ensure the satisfactory development and growth of the individual. Everyone working in the School should be aware of, and when necessary, follow the School's Child Protection Guidelines, which are in line with the Safeguarding Children's Board (OSCB's) practice and procedures.

Gresham's has a Child Protection Policy, and guidelines to follow in the event of being told of, or becoming aware of child abuse. It is a mandatory requirement that all staff are trained in generalist safeguarding as part of their terms and conditions of employment.

Warning

Where a candidate is found to be on the DBS Children's Barred List or the Protection of Children Act List, or the DBS disclosure shows he/she has been disqualified from working with children by a court; or found to have provided false information in, or in support of, his/her application; or the subject of serious expressions of concerns as to his/her suitability to work with children, the facts will be reported to the Police and/or the DfES Children's Safeguarding Operation Unit.

Queries

If you have any queries at all about your application or the recruitment process, please contact the HR Department on 01263 714623 or email hr@greshams.com.

HOW TO APPLY

Teacher of Economics

If you would like to apply for the position of Teacher of Economics, you will need to complete an application form. Completing the application form is the first stage of the selection process. The information you provide will be used to decide whether or not you will be shortlisted for further stages/an interview. It is therefore very important that you complete your application form accurately and as fully as possible, including all the information you think is relevant.

Completing your application form

- Please read through all information provided before completing your application form;
- We require information about all applicants to be presented in a consistent format. Please include a CV if you wish, however this must not be submitted in place of the application form;
- Complete all sections; do not leave any blanks enter N/A if not applicable and provide as much information as possible;
- Continue on a separate sheet if you require more space to complete any section.

Guidance for the completion of the section 'Statement of Qualities/Attributes'

This is an important section of the application form as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. Please provide clear examples when outlining all your experiences whether relevant or not.

For teaching staff it is important that you use this section of the application form to outline how you will contribute to extra-curricular activities at Gresham's.

References

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children (this applies to teaching posts). **Neither referee should be a relative or someone known to you solely as a friend**.

- Shortlisted applicants for teaching posts are advised that references will be taken up **prior to interview**.
- Shortlisted applicants for support posts are advised that references **may be taken up prior to interview**.

Please note, unless you ask us not to we will assume it is acceptable to contact your referees at any time.

Submission of applications - All application forms should be returned to, applications@greshams.com or by post to:

HR Department
Gresham's School
Old School House
Church Street
NR25 6BB

Please submit your application by **12 noon on the closing date of Monday 27th January 2020.** If your application is submitted after this time, we will not be able to accept it. **Interviews** will be held on **Friday 31st January 2020**.

Required for: September 2020

Please note: We reserve the right to interview, and appoint during the period up to and including 31st January 2020.

Please be aware that if you have not heard from us within 21 days of the closing date, unfortunately, your application has been unsuccessful. Due to the overwhelming response we receive to our vacancies, we provide feedback only to those applicants who are interviewed.



THE GRESHAM'S ETHOS IS THAT RESPECT SHOULD BE SHOWN TO ALL:
TEACHER TO PUPIL, PUPIL TO TEACHER, AS WELL AS PUPIL TO PUPIL AND TO THE WIDER COMMUNITY.

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Registered Charity No: 1105500