Francis Combe Academy



Application Pack

Teacher of Business & Finance

Welcome

Dear Candidate

I am delighted that you have expressed an interest in working at Francis Combe Academy.

If you were to be successful in your application, you would be joining an Academy that is showing excellent improvement and is really going places. Results are on an upward trend, and we achieved our best results as an Academy this summer. We are also very fortunate in benefiting from a major new building,which opened in 2012. This £25 million investment has cutting edge technology, flexible learning areas, inspiring internal and external spaces, and real links with the local community. All in all, it will be a wonderful place in which to work and learn.

Our sponsors, the Mellor Educational Trust (MET), bring expertise and provision in a range of areas, allowing us to broaden our already impressive offer.

We are keen to recruit high calibre, forward-thinking staff who wish to be part of the current and future success story of Francis Combe Academy. You would be joining an exceptional team and fantastic students who inspire each other and visitors to the Academy as we raise aspirations, exceed potential and further the culture of developing successful, well-rounded young people who are building the personal, vocational and academic tools that will enable them to make the most of their lives.

If you are passionate about working within education, and really believe that you can make a difference, then I warmly encourage you to take the time to complete our Academy Application Form.

I look forward to receiving your application.

Yours faithfully

Deborah Warwick
Principal

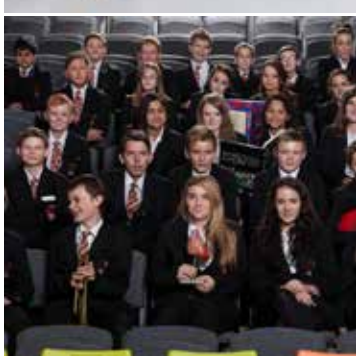














Francis Combe Academy

Transforming lives through learning

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Job Description

Job Title: Teacher of Business & Finance

Line Managed by: Raising Standards Leader

Line Manager for: N/A

Purpose:

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students as a teacher/form tutor.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the Academy's responsibility to provide and monitor opportunities for personal and academic growth.

MAIN/CORE DUTIES

Operational / Strategic Planning:

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the subject area.
- To contribute to the subject area's Improvement Plan and its implementation.
- To attend all appropriate meetings.
- To plan and prepare courses and lessons.
- To contribute to the whole Academy's planning activities.

Curriculum Provision:

To assist the Assistant Principal, Curriculum Leader and Assistant Curriculum Leader to ensure that the curriculum area provides a range of teaching which complements the Academy's Strategic Objectives.

Curriculum Development:

To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the Academy's Aim and Strategic Objectives.

Staff Development: Recruitment / Deployment of Staff

- To take part in the Academy's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the Academy.

Quality Assurance:

- To help to implement Academy quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the subject area in line with agreed Academy procedures, including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To review from time to time methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy.

Management Information:

- 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.

Communications:

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the Academy.
- To follow agreed policies for communications in the Academy.

Marketing and Liaison:

- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

Management of Resources:

- To contribute to the process of the ordering and allocation of equipment and materials.

- To assist the Curriculum Leader to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, subject area and the students.

Pastoral System:

- 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 liaise with the Curriculum Leader and Assistant Curriculum Leader to ensure the implementation of the Academy's Pastoral System.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of Academy life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of Action Plans and progress files and other reports
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate staff.
- To contribute to PSHE and Citizenship according to Academy policy.
- To apply the Behaviour Management systems so that effective learning can take place.

Teaching:

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in the Academy and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and Academy subject specialism(s) are reflected in the teaching/ learning experience of students.
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the Academy's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, the subject area and Academy procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

Other Specific Duties:

- To continue personal development as agreed at appraisal.
- To engage actively in the performance review process.
- To address the appraisal targets set by the line manager each Autumn Term.
- To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above.
- To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To promote actively the Academy's corporate policies.
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy's Dress Code.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	• Qualified Teacher Status	• Relevant subject degree
Professional Development	• Evidence of Continuous Professional Development and commitment to furthering this	
Experience	• Expertise in teaching the relevant subject • Teaching experience across the key stages • Experience of monitoring and evaluating students' progress	• Experience of initiating, implementing and managing developments within the subject area • Form tutor experience
Knowledge	• Excellent subject knowledge • Good knowledge of current curriculum developments within the subject area • Understanding and knowledge of developments in learning and teaching • Understanding of the learning process	• Understanding of SEN/AEN provision
Skills and abilities	• Ability to use a variety of teaching strategies • Ability to monitor and evaluate students' progress • Excellent written and oral communication skills • Excellent presentation skills • High level ICT skills • Excellent interpersonal skills and smart appearance • Excellent organisational, prioritisation and time management skills • Good classroom behaviour management skills • Ability to use ICT to enhance teaching and learning • Ability to form trusting relationships with pupils and parents.	
Personal	• Commitment to raising standards • Commitment to furthering the achievement of all students • Commitment to safeguarding and promoting the welfare of children and young people • An enthusiastic and effective team player	

How to Apply

Interviews:



To apply, candidates should submit the following:

- Completed Application Form, which must be completed in full. We regret we cannot accept CVs
- Supporting statement (letter of application) of no more than two sides of A4

The application form is available in electronic format and can be downloaded from our website www.franciscombeacademy.org.uk

Please save your application form and supporting statement in Word (.doc) format.

For more information about this position or to have an informal discussion about your application, or if you require any assistance, please contact Jacqui Hurst (email J.hurst@franciscombeacademy.org.uk) or telephone (01923 620747).

NB We will request references for those selected to interview within two days of finalising the shortlist.

All completed application forms and supporting statements should be emailed as applicable no later than 12.00 noon 17th Feb 2019.

We look forward to hearing from you.











Facilities

Francis Combe Academy boasts state of the art facilities

The cutting-edge facilities offered by our brand-new £25 million building mean that both students and members of staff work and learn in an environment that inspires creativity and achievement, and creates an array of avenues for success through learning.

A flavour of our facilities include the following areas of the Academy, and we look forward to showcasing the rest of our facilities if you wish to visit the Academy prior to application, or as part of the interview process.

Brand *new* **and bang** *up to date*



The Agora: outside ampithreatre which is an excellent space for outside learning and productions.



Sports hall - State of the art sports facilities and fabulous grounds.



The Plaza - our fantastic Plaza offers a wealth of learning resources and laboratories including a wonderful central open plan learning space.



Art & Design - An amazing space creating 5 classrooms, over two open plan floors, 2 food tech rooms and outstanding design and technology suite.



WHAT'S GREAT ABOUT WATFORD

Watford is a compact and prosperous town whose economic fortunes and lifestyle opportunities have undoubtedly been influenced by its big brother16 miles down the road, London.

As Hertfordshire's largest town, situated in the south of the county between the M25 and M1 motorways, Watford is well-served by a network of communication links that make it appealing both for everyday commuters and for those contemplating moving away from the overcrowded conurbations of the capital.

Getting around Watford

Watford is one of the most well-connected towns in Britain , located equidistant from the M25 orbital ring road and the M1 motorway along with the main A41 trunk road that runs through the town from Aylesbury to the north west and the centre of London 16 to the south east.



Watford Junction is the main train station and is conveniently located a short distance from the town centre which links the town with nearby St Albans, Hemel Hempstead, Bushey, Harrow & Wealdstone and Kings Langley. The Metropolitan line of the London underground also stops in Watford , the station being located in Cassiobury Park Avenue. Not forgetting London Euston.

Alternatively, all major bus routes that serve the town centre pass through the main bus station close to the train station, with services run by a number of bus operators.

Eating, drinking and shopping in Watford

Watford is a major retail hub and at the heart of the town is the Intu Shopping Centre. With over 140 shops and several



restaurants, the Intu is Watford's premier shopping offering and is home to a number of leading high street names, including John Lewis, Marks & Spencer, Zara, H & M, BHS, River Island and Next.

And when it's time for some respite, Watford has its fair share of coffee shops in and around the town centre.

Watford's restaurants are never too far from the rest of the town's nightlife, with High Street, Intu Centre and The Parade having the lions share of eateries with the usual culinary delights – Indian, Chinese, Italian and Greek.

Live entertainment is provided by the Palace Theatre, and various clubs who welcome the best from London `s thriving stand-up scene. Elsewhere, the Pumphouse Theatre and Arts Centre hosts a number of performances and exhibitions. And there is a Vue multi-screen cinema and a bowling alley in the Woodside Leisure Park in Garston.
When it comes to sport, the town is home to Watford FC and Saracens Rugby Club

WATFORD FAIRTRADE

play in the Guinness Premiership. But if you prefer to participate rather than spectate there are a number of leisure centres in the area along with several private health and fitness clubs.

Housing

Whether you want a flat or house, town centre or countryside, to buy or to let, Watford has the ideal place for you to live. Watford has everything from modern town centre flats to large, spacious, family homes in the countryside all easily accessible through the great transport links.

Residential

Watford is an ideal place to purchase a property that is well connected to both



the centre of London and the open countryside giving an enjoyable mix of both lifestyles. There is a great mix of housing with everything from stunning homes to flats in the town centre.

Lettings

Watford has a wide range of properties that are available to let to suit all budgets. Whether you are looking to rent a family home or a town centre flat, Watford has something to suit your requirements.

A list of a few local estate agents (This list is not exhaustive)

Aitchisons
Telephone 01923 231662

Claytons
Telephone: buying 01923 599041, letting 01923 599040

Connells
Telephone: buying 01923 599022, letting 01923 230403

Lettings Plus Property Management Services Ltd
Telephone: 01923 608636

The Academy's HR Department is always on hand to assist new members of staff with any accomodation/housing reqiurements, to ease your transition into your new role.



Selection Process

The process is split into three stages:

1 Application

Through your application form we are looking for:

- Previous experience as a good to outstanding teacher
- Your experience of implementing strategies to improve student achievement and successfully raising standards
- What positive impact you could have on our Academy

2 Interview tasks

Shortlisted candidates will be asked to carry out the following tasks:

- Deliver a lesson
- Learner discussion activity

3 Interview

TBC

11th = 17th Feb	Potential candidates have an opportunity to contact the Academy to find out more information about the role.
17th Feb	Deadline for Applications is noon. Applications should be emailed to j.hurst@franciscombeacademy.org.uk
TBC	Candidates will undertake two tasks prior to the formal interview stage. All candidates will be contacted – both those successful and those not successful.

If anyone wishes to visit the Academy prior to shortlisting please contact Jacqui Hall via e-mail at j.hall@fcacademy.org.uk