



# Teacher of Business Studies/Economics

## Candidate Information Pack



**Sackville School**

TOGETHER WE ACHIEVE

Dear Applicant,

We are delighted that you are looking to join our team.

Sackville is a vibrant school, with supportive colleagues and families. Our students behave well and are a genuine delight to be around. This is a warm and friendly place to work, with colleagues who want the very best for our students and work hard to achieve it. Our motto of 'Together We Achieve' very much resonates throughout the school.

Our academic standards are high, and our students make good progress with progress consistently being above national averages. We regularly have students achieve places at Oxbridge, with many more going on to Russell Group and other universities. However, as a truly inclusive and comprehensive school, we are equally proud of our students who successfully move on to apprenticeships, and into employment or training to meet their personal ambitions.

Pastoral care and the support we give students to achieve in life and in learning is of equal importance to us. We believe that every member of our team has a part to play in this and is central to the success of our smaller Communities system where student belonging, wellbeing and personal success are at the heart of all that we do and aspire to achieve.

We believe in offering a broad and balanced curriculum in which trips, visits, clubs, charity work and competitions play a vital part. Our ambition is for our students to leave us with the best grades possible to support the next step of their journey, but we will only have fully achieved our vision if they also leave as well rounded, confident and curious young adults who believe in themselves, that anything is possible and go on to achieve great things in their future.

We are a 'Leading Edge' school, with awards from the SSAT for our work on Professional Learning, Principled Curriculum Design, Engaging with Evidence and Research and Leadership Through Moral Purpose. The provision of high quality teaching and learning is fundamental to our success and colleagues really value the collaborative opportunities for professional dialogue and training, both within our own school, across our Federation of schools and through national networks such as the SSAT, Challenge Partners and PiXL.

**"Our vision is for a safe and inclusive community that enables every student to reach their full potential, develop a love of learning and live our values every day".**

Our fundamental belief is that every student has gifts, talents and endless potential. It is our job, no matter what role we have in school, to provide the opportunities, challenge, guidance, and support that enables them to truly flourish. We have high expectations of our students who we expect to work hard, live our values and fully engage in school life.

If you think this could be the role and school for you, we encourage you to come and visit to see for yourself or arrange to have an informal conversation with us. Visits can be arranged by contacting my PA, Katie Dawson [kdawson@sackvilleschool.org.uk](mailto:kdawson@sackvilleschool.org.uk) or telephoning 01342 414900.

Yours faithfully



Jo Meloni  
**Headteacher**

#TogetherWeAchieve

## Teacher of Business Studies/Economics

Required for September 2026

Full or Part time MPS/UPS (Recruitment and Retention payment available)

Required for September 2026, a permanent, enthusiastic and talented Teacher of Business Studies and/or Economics (part time or full time). You would form a valuable part of our large and successful Business, Economics and Law department and teach classes across Key Stages 4 and 5. You would be joining a thriving team of experienced teachers who have a proven track record of supporting our students in achieving great outcomes.

Our Business GCSE results are consistently strong with well above average progress 8 scores and our average grade for A level is grade B. Business, Economics and Law is a consistently high-performing team at GCSE and A level with large uptake numbers for each subject area within the department.

The department is well resourced and has its own suite of classrooms. There is strong collaboration and support amongst the team, with joint planning and CPD at the centre of team meetings.

Sackville is a popular, mixed, 11-18 comprehensive school with 1550 students on roll. We are looking for someone with the skills, enthusiasm, and ambition to join our team and to achieve our ambitious aims for all our students.

We are proud of our friendly and supportive community built on strong relationships which allow every student to thrive. We invest in our staff, enabling them to pass on their knowledge and love of their subject such that our students are given the very best experience and opportunities to succeed. We have acquired a deserved reputation for fighting for every child, to support every student in achieving their full potential and developing a lifelong love of learning.

We welcome applications from experienced colleagues looking for a new challenge in a large and popular school, as well as ECTs looking for a school that will provide excellent support so that you can really flourish at the start of your career. The school has an outstanding induction programme for new staff and bespoke CPD opportunities for career progression.

The school has an outstanding and bespoke CPD programme for career progression and high value is placed on providing opportunities for professional dialogue and engaging in educational research.

**Closing Date:** Tuesday 5 May at 8.00am **Interview date:** Friday 8 May

**We reserve the right to shortlist and interview prior to the closing date, so early applications are encouraged.**

Further details are available on our website [www.sackvilleschool.org.uk](http://www.sackvilleschool.org.uk) or from Mrs K Dawson PA to the Headteacher, on 01342 414900. An application form, safer recruitment form and letter of application addressed to the Headteacher, should be sent to the Headteacher's PA via [kdawson@sackvilleschool.org.uk](mailto:kdawson@sackvilleschool.org.uk)



Sackville School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post is covered by the Protection of Children Act and any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service. It should be noted that it is a requirement of the Governors of Sackville School that candidates should, whenever possible, name as referees current and former employers (via Heads or Principals where employment at educational institutions is concerned).

# JOB DESCRIPTION - TEACHER

## CORE PURPOSE:

- To develop and enhance the teaching and learning of your subject.
- To raise levels of attainment and progress of all students in your subject.

## TEACHING:

- Deliver high quality lessons that meet the needs of all students.
- Ensure subject knowledge is up to date and refreshed as necessary.
- Participate in all internal CPD sessions and attend external CPD as required to develop pedagogy.
- Participate in the appraisal review process following the completion of the ECT induction process.

## MONITORING STUDENTS' EXPERIENCE:

### Attendance:

- Ensure effective practice in accordance with the school policy.

### Behaviour:

- Effectively manage students' behaviour in accordance with the school Culture for learning policy, applying appropriate departmental rewards and sanctions, including promoting the use of restorative approaches to behaviour management and establishing positive relationships with students and families.

### Records:

- Ensure that students' records are accurate, updated and accessible e.g. attendance registers, internal communications, and reports.

### Reporting:

- Complete effective report writing to parents, as identified in the school calendar.
- Record attainment and progress data as required.
- Attend parent/carers Consultation and Information Evenings as required.

### Uniform

- Monitor the standard of uniform in accordance with school policy and deal with any uniform variations.

## CURRICULUM:

- Attend subject meetings.
- Contribute to the planning for departmental improvement and cross curricular links.
- Contribute to the development and regular revision of appropriate schemes of learning showing adaptive teaching and assessment in accordance with school guidelines.
- Contribute to the wider life of the school through extra-curricular activities.
- Liaise closely with Community Teams and Form Tutors to monitor student progress and agree interventions to raise achievement.

## ASSESSMENT:

- Contribute to the clear and effective methods of assessment in line with national and school policies.
- Use all relevant prior and current performance data to monitor individual student progress in your classes.
- Ensure KS3, KS4 and KS5 attainment targets are met using all appropriate strategies for improvement and student support.

## **HEALTH AND SAFETY:**

- To ensure the health and safety of all students and to report concerns to the line manager promptly.

## **SAFEGUARDING**

- Follow all school safeguarding procedures and policies.

*To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending School is promoted and safeguarded and to report any child protection concerns to the designated Child Protection Officer using safeguarding policies, procedures and practice.*

*Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.*

*Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.*

*This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with, 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers'.*

This job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

# PERSON SPECIFICATION

## Teacher of Business Studies/Economics

You will be required to have full commitment to all school policies and to safeguarding and protecting the welfare of children and young people.

<b>Education and Training</b>	<b>Essential</b>	<b>Desirable</b>
Graduate (with a good honours degree)	✓	
Qualified teacher status	✓	
Willingness to develop own expertise	✓	
Knowledge of all recent developments in your subject area	✓	
Recent relevant in-service training	✓	
<b>Experience</b>		
Secondary school teaching	✓	
Understanding of curriculum design		✓
Involvement in extracurricular activities		✓
<b>Abilities and aptitudes</b>		
Clear communication skills (spoken, written and use of ICT)	✓	
Good organisational skills	✓	
Good interpersonal skills	✓	
Ability to work well as part of a team	✓	
Ability to plan and manage work effectively	✓	
Willingness to make a positive contribution to the wider life of the school	✓	
<b>Other requirements</b>		
Commitment to promoting our school vision and values	✓	
Commitment to the school and Local Authorities Equal Opportunities Policy and Practice	✓	
Excellent attendance and punctuality record	✓	
A commitment to ongoing personal development and willingness to undertake appropriate training	✓	

Appointment to the post is subject to a satisfactory enhanced DBS check. The post is exempt from section 4(2) of the Rehabilitation of Offenders Act 1974, as the duties give access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes

# Business, Economics and Law Department

## Our team

The department is made up of well-qualified and experienced colleagues who work together to share best practice and to deliver a broad and exciting curriculum offer. We have 3 full-time and 2 part-time teachers. ICT is used to support lesson delivery including the use of interactive whiteboards.

The department very much works as a team and colleagues work together in meeting our department priorities and in supporting the whole school's vision and values. We are proud of our department and of the outcomes achieved by our students are testament to the expertise and commitment of our team.

## Our facilities and resources

The Business department is accommodated in 3 main classrooms. It is normal for each full-time teacher to teach most or all their lessons in one room. Rooms have access to their own set of Chromebooks and each classroom has its own interactive whiteboard, projector and desktop computer.

## Our Curriculum

Economics comes under a thriving Business department. In KS4 we offer both Edexcel GCSE Business and BTEC Enterprise qualifications to approximately 4 classes of students in year 10 and year 11 and achieve excellent results

At KS5 we offer A level courses in Business, Law and Economics and BTEC level 3 in Business. We also offer level 2 courses in Business and Finance for post 16 students. The department achieved significant progress for the students in the 6<sup>th</sup> form with many courses gaining ALPS 4 and above in recent years.

There is also an opportunity to teach across our super curriculum in years 7 and 9, where the building blocks of business acumen can be fostered early on in a student's time at Sackville.

In addition to this we have run many successful trips to support Business, Economics and Law and Enterprise and Debating clubs to complement the main taught curriculum.

# Why Sackville?



## CONTINUED PROFESSIONAL DEVELOPMENT

- We are committed to developing all of our staff
- Comprehensive programme of CPD is available to all staff
- Tailored approach to fit the individual and their own needs and ambitions
- Membership of a number of external organisations designed to aid training and development across the school



## COMMUNITY

- A supportive and friendly staff group who will always go the extra mile for each other
- Weekly 'Staff tea' to bring colleagues from across the school together
- The school plays an important part in the local community, and is committed to working with local groups and charities



## STAFF WELFARE

- We subscribe to the Employee Assistance Programme
- Supportive community based on support and wellbeing
- Full free access to our fitness suite



## MID SUSSEX FEDERATION of SCHOOLS

- We work in close collaboration with our Federation schools including
  - Joint INSET
  - Cross federation coaching to support leaders & teachers



## LOCATION

- Beautiful historic town with a positive town identity
- Easy access to London, Brighton and Tunbridge Wells
- On the doorstep of the South Downs National Park and the Surrey hills
- A few minutes from the stunning Ashdown Forest, home of Winnie the Pooh and friends.

## FINANCIAL

- We offer competitive salaries at all levels
- Staff have access to the Teacher's pension or Local Government Pension Scheme
- Access to the West Sussex Choices platform with an array of discounts and savings across major brands





# Sackville School

TOGETHER WE ACHIEVE

Our vision is for a **safe** and **inclusive community** which enables every student to reach their full **potential** and develop a **love of learning**, by living our **values** every day.

Our Vision

Our Purpose

- ✓ To ensure students develop a **strong love of learning**
- ✓ To provide an engaging, broad, and knowledge-rich **curriculum** through **high quality** teaching and assessment
- ✓ To ensure all students achieve their **potential** regardless of their ability, we fight for every child
- ✓ To plan an **ambitious** programme of professional learning for all staff, using **research** and evidence to guide their development
- ✓ To prepare students for the **world of work** and to live fulfilling adult lives as **global citizens**
- ✓ To work closely with other professionals and agencies to serve the needs of our **community**

Together We Achieve

Sackville Way

Our Values

#SWAY

- ✓ RESPECT
- ✓ KINDNESS
- ✓ PREPARED



CURIO **S** ITY  
**A** MBITION  
**C** OMMUNITY  
 TEAMWOR **K**  
 POSITI **V** ITY  
 INTEGR **I** TY  
 RESI **L** ENCE  
 EXCE **L** ENCE  
**E** QUITY

Sackville School  
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