

**(HMC & IAPS, CSA, Co-educational, Boarding & Day)  
(Church of England Foundation)**

# **Appointment of TEACHER OF BUSINESS STUDIES or TEACHER OF BUSINESS STUDIES AND ECONOMICS (Full Time) From September 2021**

## **THE SCHOOL**

St Edmund's School is a co-educational day and boarding school with c. 570 pupils from the ages of 3 to 18. The Pre-Prep, Junior, and Senior Schools are on the same site and are closely integrated, using the same Chapel, music and art facilities, dining hall, science laboratories and sports hall. The school prides itself on its friendly, family environment where every pupil is known and valued.

The school is officially designated "a school of religious character". The Choristers of Canterbury Cathedral, who are full members of the Junior School, were incorporated into St Edmund's in 1972 and the Archbishop of Canterbury is Patron of the school. The Head is a member of the Headmasters' and Headmistresses' Conference (HMC) and the Master of the Junior School is a member of the Incorporated Association of Preparatory Schools (IAPS) and of the Choir Schools' Association (CSA).

Although the majority of children are day pupils, one quarter of the school's pupils are boarders, from a wide range of backgrounds. The school operates a five-day teaching week, but also runs a Saturday morning activities programme which is optional for Senior School day pupils. All boarders participate in both Saturday and Sunday activities programmes.

All full-time members of the Senior School teaching staff are expected to offer and contribute to the full programme of extra-curricular activities and study opportunities on Saturday mornings on a rotational basis (up to 8 mornings per academic year).

The school adjoins the University of Kent and is able to make use of many of the University's facilities: the Templeman Library, the Gulbenkian theatre and the public lectures amongst others. London's

West End is within easy reach. Further information about St Edmund's may be found on the school's website: [www.stedmunds.org.uk](http://www.stedmunds.org.uk).

## **THE DEPARTMENT**

The department has grown from a one-person operation to become a team of two. Each member of the department has their own, dedicated classroom. The range of resources fully meets the needs of the curriculum but there is scope for the new post holder to further develop not only the physical spaces used but also the resources available.

Results are consistently strong. In Business A\*-C performance over 75% is the norm. If this is achieved, Business produces highly positive value-added residuals as a result. In Economics, A\*-B performance at A level typically exceeds 75% with positive value-added outcomes.

## **THE APPOINTMENT**

### **Job Specification**

The primary responsibility of the post is to teach Business Studies and/or Economics up to GCSE and A level.

The post would be suitable for an NQT, experienced teacher or industry professional with an interest in pursuing a teaching career.

The line manager for this post is the Head of Economics and Business Studies.

### **Principal Teaching Accountabilities**

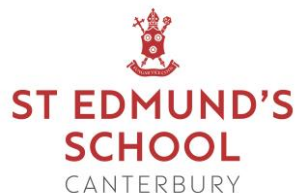
- Plan and deliver Business Studies at A level or, potentially, Economics at GCSE and A level, so that pupils achieve the highest academic standards and receive outstanding learning opportunities.
- Assist in the provision and review of appropriate documentation such as Schemes of Work and policies.
- Assist in the provision of whole school 'Enterprise' education through input into organisation of trips, speakers etc.
- Advise the Head of Department on issues relating to learning and teaching plus ensure effective resource management of each course and lesson as needed.
- Follow departmental policy for effective monitoring and tracking of student progress and use assessment data to ensure all students have individual targets and are supported in all areas of their work.
- Assist in the organisation and invigilation of internal and external examinations.

- Ensure learning and teaching programmes take account of the latest developments in any subjects taught and evaluate their impact upon teaching and learning, ensuring that appropriate use is made of ICT.
- Be willing to undertake appropriate professional development and training as needed to keep at the leading edge of learning and teaching. E.g. Subject developments and new qualifications.
- Attend and contribute to departmental and whole staff meetings and INSET and take an appropriate share of the administrative duties of the department.
- Assist in developing curriculum links with universities and other organisations to promote business and enterprise in the school.
- Contribute to parents' meetings, the tutorial programme (if deemed appropriate), reports and references for students as appropriate.
- Ensure all health and safety regulations are adhered to both on and off site and that a regular programme for the inspection and maintenance of equipment is provided.
- Undertake any other task as may be reasonably requested by the Head.

## **PERSON SPECIFICATION**

The ideal applicant will be able to demonstrate:

- Secure knowledge up to A level of the content of Business Studies and/or Economics courses
- The ability to inspire and enthuse students of all abilities
- The ability to plan, co-ordinate and ensure delivery of the curriculum to meet the needs of the pupils
- The ability to carry out all administrative functions involved in running a medium sized department in an Independent School
- Complete understanding of the role of and uses of educational data in helping to deliver positive outcomes for pupils of all abilities
- Complete reliability to communicate with other internal parties – Examinations Officer, Head of Learning Enhancement etc. – to ensure best possible provision for pupils following all courses of study
- The ability to act as an ambassador or standard-bearer for the department. This is most evident during Open Days and other recruitment events. The ability to communicate with complete professionalism with parents as and when required
- Experience of managing or potential to manage other staff and ensure a balance between oversight and acknowledgement of that person's own skills and attributes
- The ability and enthusiasm to participate in a range of the wider aspects of life in an Independent School – sport, DofE, CCF are just some of the areas that might merit involvement



## CONDITIONS OF SERVICE

The school is a member of the Teachers' Pension Scheme and it is assumed that all teaching staff will continue as members of this pension scheme unless they inform the school otherwise. Subject to spaces being available, fee remission is available to members of staff. Lunch is offered free-of-charge for all staff and free parking is available for all staff on the School site.

All members of staff are expected to contribute to the wider life of the school community and are personal tutors to some 8 to 10 pupils. All full-time members of staff contribute to the games and/or activities programmes.

St Edmund's School Canterbury 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 (DBS).

Personal information provided by candidates will be kept on a secure file in the school in line with GDPR legislation and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do.

## APPLICATIONS

Applications must take the form of a completed Teaching Staff Application Form, and a concise covering letter outlining the candidate's suitability for the post. The names and contact details (including email addresses) of two referees are required (one of whom must be your current or most recent employer and neither referee should be a relative or someone known to you solely as a friend).

Applications should be emailed to [slh@stedmunds.org.uk](mailto:slh@stedmunds.org.uk) no later than 12.00pm Monday 22<sup>nd</sup> March 2021. Interviews including lesson observation to take place 24<sup>th</sup> March 2021.

If you wish to have an informal chat about the role this can be arranged by emailing [slh@stedmunds.org.uk](mailto:slh@stedmunds.org.uk). Please note tours of the School are currently restricted due to Covid-19 safety measures to those selected for interview only.

Pre-Prep | Junior | Senior | Sixth Form

[www.stedmunds.org.uk](http://www.stedmunds.org.uk) | [prep@stedmunds.org.uk](mailto:prep@stedmunds.org.uk) | [juniorschool@stedmunds.org.uk](mailto:juniorschool@stedmunds.org.uk) | [seniorschool@stedmunds.org.uk](mailto:seniorschool@stedmunds.org.uk) | 01227 475600

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