



Collingwood College Recruitment Information

Teacher of Business and Economics (Maternity Cover Full or Part Time)



Dear Applicant,

Our vision for Collingwood is to be the College of first choice for all our parents and we are currently on a journey to move from Ofsted Good to Outstanding!

Collingwood College is committed to developing responsible, aspirational, independent, happy and well-rounded young people with the self-belief to reach their goals.

Our students are the focus of everything we do. We have found that by listening to students' views and offering them the opportunity to work with each other, staff and governors, they are an integral part of our relentless drive for improvement.

Collingwood College offers all students an inclusive, flexible and stimulating educational experience. With a strong emphasis on personal development and a very wide range of leadership opportunities and extra-curricular activities, we are able to offer challenges that motivate and appeal to all individuals.

Our academic performance is consistently high and in recent years students have achieved excellent results at pre and post 16 level. In 2022, the percentage of students who gained 5+ good passes at GCSE was almost 80% and in the sixth form 60% of qualifications were at A*-B (or equivalent). Our ALPS progress measure for both GCSE and sixth form was 3 (Excellent, top 25% nationally). This continued level of success is down to the hard work of our students and their teachers.

We believe that our staff are the foundation upon which the success of the College depends and recognise that our employees are the most important asset of the college.

Collingwood welcomes and encourages applications from Early Careers Teacher (ECTs). We have an outstanding induction programme for ECTs and we were recently awarded 'exceeding expectations' for provision and support provided to ECTs by our Appropriate body, Hampshire County Council.

We empower our employees to utilise their talents and skills to make a positive and significant contribution to the quality of teaching, learning and personal development that the College provides for its students.

We look forward to receiving your application for this post.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Eden Tanner', with a long horizontal flourish extending to the right.

Mr Eden Tanner
Principal

TEACHER OF BUSINESS AND ECONOMICS (Maternity Cover)

Required as soon as possible

Full time, applications will also be considered for part time

Salary: MPS/UPS

We are looking for a motivated, dynamic and dedicated Business Education practitioner with the vision to inspire learners in this exciting and expanding area. The successful candidate will be part of an experienced team of tutors based in our state of the art sixth form centre.

You will join a large Vocational and Business Education Department offering GCSE, A Level and BTEC qualifications across a range of subject areas. The post offers flexibility to either specialise in one qualification or deliver a wider range of subjects, including our popular and successful A Level and GCSE Economics courses and GCSE and A Level Business course. Applications are welcome from NQTs or experienced teachers. The college has an Applied Learning specialism.

CPD is an integral part of teacher training, and Collingwood College prides itself on continuing learning, ensuring a high level of expertise and enabling our staff to keep their professional knowledge and skills up-to-date. All new staff are provided an induction programme which includes an induction day and then bi-weekly twilight sessions, tailor-made for new staff. We also offer weekly twilight sessions to all staff, and these courses are driven by our appraisal process, to fulfil the specific needs of our teaching staff here at Collingwood.

Applications would also be welcomed from those wishing to return to work following a career break.

Early applications are encouraged, and we reserve the right to close the vacancy early if a suitable candidate is found.

To apply: Please complete the application form available from www.collingwoodcollege.com vacancies.

For more information: Please contact HR 01276457600 or email hr@collingwood.surrey.sch.uk

Suitable candidates may be interviewed before the closing date and Collingwood College reserves the right to withdraw the position if an early appointment is made.

Collingwood College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

The Department

Collingwood College has a flourishing Vocational and Business department. The Department endeavours to ensure that students find Business and Economics stimulating, enjoyable and highly relevant subjects. The Department helps them to develop confidence in their Business and Economics ability to meet new challenges and succeed. The Department has high expectations of all students and is focused on helping them achieve their very best, in classwork, homework, school examinations and public examinations. The Department provides pupils with a rich variety of lessons and a broad range of opportunities to extend their learning. The Department continually explores new and interesting ways to teach the subject, in order to engage pupils at every level and ensure all reach their full potential.

The Department results are improving year on year, with 22% achieving Grades 7-9 in Business and 37% in Economics and 66% and 93% respectively at Grades 9-4 at GCSE last year. The popularity of Business is growing within the school with over 100 students opting for GCSE each year, many of whom go on to study it at A Level where they achieve excellent results – ALPS 3 last year. In the Sixth Form we also offer A Level Economics

A particular strength of the department is the way we identify and challenge our gifted and talented students. We also work closely with our SEND Department and Pupil Premium Lead to support our students.

There are currently five members of the Vocational and Business Department, teaching from KS4 to A Level, with a mix of full-time, part-time and staff with additional responsibilities within the school.

Application Process

An application form can be obtained on our website www.collingwoodcollege.com . Completed application forms should be returned to the HR Department hr@collingwood.surrey.sch.uk

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Interviews

Interviews will be face to face

Probationary Periods

All posts are subject to a probationary period. For teachers this is 2 full terms for teaching staff. Collingwood College's Probationary Policy is available upon request.

Remuneration and Benefits

Collingwood College has its own generous pay scale and the financial package offered will be commensurate with the responsibilities of the post and the experience of the person appointed.

All new staff appointments are subject to verification of fitness to work, receipt of two satisfactory references, qualification verification, clearance from the Disclosure and Barring Service at Enhanced level as well as other checks relevant to the role.

Access to other benefits including:

- BUPA Healthcare Cash Plan
- Outstanding facilities, including free on-site parking
- All Collingwood College teachers up to the age of 75 are eligible to belong to the Teacher's Pension Scheme, and will automatically become members unless they opt out. Further information can be found at www.teacherspensions.co.uk Member of the Teachers' Pension Scheme
- 24/7 Employee Assistant programme
- Exclusive savings, discounts and offers through My Staff Shop including Cycle to Work Scheme
- Flexible leave of absence policy

Training and Development

At Collingwood we are committed to providing a well-structured staff development programme to enhance personal and team development. All new staff received the following training:

- Collingwood College Company Induction
- Safeguarding and Prevent Training
- Mandatory and Compliance Training including Fire Awareness and Health and Safety at Work
- Training linked directly to the job role, which may be delivered by other colleagues or external trainers

In addition, staff can have:

- An opportunity to access other training as detailed in the termly training calendar
- An opportunity to access training outside the college linked directly to your role or career aspirations
- Other on-line training relevant to the role.

For New Qualified Teachers we have developed a specific training programme to support you through your induction year.

JOB DESCRIPTION

Teacher of Business and/or Economics (Maternity Cover)

All teachers will be expected to meet the appropriate Teacher Standards

REPORTS TO:	Head of VBE
QUALIFICATIONS:	<p>Qualified to degree level or professional equivalent</p> <p>Qualified to teach and work in the UK</p>
JOB PURPOSE:	<p>Within the framework laid down by current legislation, the School Teachers' Pay and Conditions Document and the Contract of Employment the post holder will:</p> <ul style="list-style-type: none"> • provide a quality of teaching and learning provision that can be judged to be at least 'good' (according to the Ofsted evaluation framework) and ensures all students make at least good progress; • be accountable for the attainment and progress of all students who are taught by the post holder; • supervise and guide the work of any support staff (including Learning Support Assistants (LSAs) and Higher Level Learning Support Assistants (HLTAs) who are assigned to work with post holder's classes/students; • to provide pastoral support and guidance for all students in the post holder's care, classes or form group;
DIRECT INVOLVEMENT WITH:	Senior staff, teachers of Vocational and Business Education (VIBE), support staff, parents/carers and students
KEY RESPONSIBILITIES	Teaching of KS4 and KS5 Business and/or Economics
1.	To set clear learning objectives and plan for and teach students of all abilities within each class
2.	Use data, including prior attainment, to plan lessons and learning materials to establish a purposeful working atmosphere and providing challenging and inspirational learning experiences which motivate and support all students to make at least good progress
3.	To have high aspirations and set challenging targets for all students
4.	To set high expectations for students' behaviour, learning, motivation and presentation of work by
5.	To work in collaboration with Learning Support Assistants assigned to any teaching group/student within the group
6.	To promote and develop literacy and numeracy skills throughout teaching and learning activities so that literacy and numeracy do not present barriers to learning
7.	Set work for students absent from school for health or disciplinary reasons

8.	To ensure that teaching room, resources and equipment are maintained in good order with particular regard to Health & Safety and security of property
9.	To ensure that Health and Safety policies and practices are in place and are observed and, where appropriate, that risk assessments are carried out as necessary
10.	To ensure that a stimulating learning environment is maintained in the classroom including provision of a high quality of display
11.	To liaise with Head of Department to ensure appropriate practical equipment is available to support planned activities

OTHER RESPONSIBILITIES

Assessment Recording and Reporting	<ol style="list-style-type: none"> 1. To record students' attendance and attainment 2. To mark, assess and return students work in line with College policy, providing constructive oral and written feedback with clear targets and guidance for future improvement 3. To attend Parents' Evenings, Academic Review Days and appropriate individual meetings to keep parents/carers informed as to attainment and the progress of their child towards targets 4. Be familiar with information relating to students who have additional needs and use this to ensure all students are supported appropriately
Pastoral Responsibilities	<ol style="list-style-type: none"> 1. To take responsibility for promoting and safeguarding the welfare of children and young persons 2. To participate in the pastoral organisation of the school as a form tutor, if required 3. To be the first point of contact for parents/carers in the assigned tutor group 4. To promote good attendance and punctuality and monitor in accordance with the College's Attendance Policy providing support/intervention for those who find it hard to maintain high standards 5. To deliver 'Thought for the Week' to the form group 6. To attend and contribute to assemblies as required
General Professional Responsibilities	<ol style="list-style-type: none"> 1. To attend meetings as part of the agreed meeting cycle 2. To undertake professional development appropriate to identified need 3. To support and implement all relevant teaching and learning area policies 4. To carry out specific break duties as timetabled

PERSON SPECIFICATION

CATEGORY	ESSENTIAL	DESIREABLE	EVIDENCE
Qualifications and Training	QTS or Recognised equivalent	Good Honours Degree	Application Form Letter of Application
Experience	Teaching experience with the age range and/or subject(s) applying for		Application Form Interview
Skills, Knowledge and Aptitude	Create a stimulating and safe learning environment. Establish and maintain a purposeful working atmosphere. Plan, prepare and deliver the curriculum as relevant to the age and ability group/subject that you teach, other relevant initiatives and the school's own policies. Assess and record the progress of pupils' learning to inform next steps and monitor progress. Demonstrate a commitment to equal opportunities and use a variety of strategies and practices to promote the diverse cultural and equality issues in the classroom. Teach using a wide variety of strategies to maximise achievement for all children including those with special educational		Letter of Application Interview Lesson Observation

	<p>needs and high achievers and to meet differing learning styles.</p> <p>Encourage children in developing self-esteem and respect for others.</p> <p>Deploy a wide range of effective behaviour management strategies, successfully.</p> <p>Communicate to a range of audiences (verbal, written, using ICT as appropriate).</p> <p>Use ICT to advance pupils' learning, and use common ICT tools for their own and pupils' benefit.</p>		
Personal Attributes	<p>Demonstrate a commitment to:</p> <ul style="list-style-type: none"> -equalities -promoting the school's vision and ethos -high quality, stimulating learning environments -relating positively to and showing - respect for all members of the school and wider community -ongoing relevant professional self-development -safeguarding and child protection 		<p>Letter of Application</p> <p>Interview</p> <p>Lesson Observation</p> <p>Presentation (if requested)</p>