President Kennedy School

Building Brighter Futures

TEACHER OF BUSINESS and IT - Fixed Term Contract

Recruitment Pack



The Futures Trust

BUILDING BRIGHTER FUTURES



BUILDING BRIGHTER FUTURES

Our story is one of moral purpose. We are a learning community where everyone works collaboratively to plan, spread expertise and tackle challenges together — always focused on putting the needs of our students first. Together we build brighter futures.

Our Mission

We aim to make a difference by raising the horizons and ambitions of everyone who learns, works, and lives within our diverse communities.

Our Values

The Trust is committed to building brighter futures. This commitment is underpinned by three core values:

- Student's first
- It's about learning
- No barriers

Join Us

This is an exciting time to become part of The Futures Trust. Every role here is more than a job — it's real, impactful work that makes a meaningful difference in the lives of our students and their communities. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn, grow, and truly change lives.

4
Primary Schools

6
Secondary Schools

9000+
Students

1300+
Staff

Thank you for considering a career with The Futures Trust.

We are delighted to provide you with this recruitment pack, designed to offer all the information you need to embark on a rewarding journey with us.

President Kennedy School
Building Brighter Futures

Tyson Lane

Head Teacher



President Kennedy School is an outstanding school that is committed to Building Brighter Futures for all of its students.

Every decision we make is about the young people we serve, their learning experience and their personal development. We are looking to expand our team of talented professionals who excel in their field to help us on the next phase of our exciting journey.

We look forward to hearing from you.



Job Details

JOB TITLE	TEACHER OF BUSINESS AND IT - FTC
OPPORTUNITY	We are seeking to appoint an excellent Business and IT Teacher. An ambitious and innovative teacher will thrive in this environment and will be offered plentiful opportunity for further progression. As a qualified Business and IT Teacher, you will possess a passion for raising achievement in Business and IT and an aptitude for overcoming barriers to learning. Dynamic and creative, you will be an excellent team player and be able to inspire others around you.
REPORTING TO	Subject Leader
LOCATION	Based at President Kennedy School with a requirement to travel to work at or for schools in the Trust.
SALARY	TMS / UPS – Fixed Term Contract
BENEFITS: ENHANCING WORKING LIVES	- Competitive rates of pay - Professional development opportunities - Career pathways across the Trust - Teacher / Local Authority Pension Scheme - Online retail discount - Employee Assistance Programme - Family Friendly policies to support family & carer commitments - Flexible Working Arrangements www.thefuturestrust.org.uk/why-work-for-the-futures-trust



Job Description

Job Purpose:

To encourage learning which allows students to achieve high standards; to share and support the corporate responsibility for the well-being, education, and discipline of all students.

Duties and responsibilities:

Educational Responsibilities

- To carry out the general duties and responsibilities of a professional school teacher in accordance with the Principal Statement of Employment Particulars and associated documents including the Teachers' Standards and School Teachers' Pay and Conditions Document.
- To implement whole-school, cross-curricular, department and year policies.
- To take part in scheduled meetings with colleagues and parents according to the school's published programme.
- To share in supervisory duties according to the school's published rotas.
- To share in cover for absent colleagues in accordance with the national guidelines and School Teachers' Pay and Conditions of Employment and subsequent statements.
- To participate in whole-school, team and individual arrangements for her/his in-service training and professional development.
- To keep up-to-date with all school information, e.g. the weekly diary and newsletter, the staff handbook, e-mail and information sent via the pigeon-hole daily.

Academic Curriculum

Under the guidance of the Curriculum Leader and Cross-curricular Teams where appropriate:

- To plan and prepare courses and lessons for the groups assigned.
- To teach all students according to their educational needs. This includes the setting, marking, assessing of classwork, homework, projects, coursework and fieldwork, etc.
- To keep records of students' attendance at every lesson as well as classwork, homework set and completed.
- To review and evaluate work programmes.
- To maintain good order and behaviour according to the school's policies in order to facilitate learning and safeguard the health and safety of students both in school and in any authorised school activity outside school.
- To participate in external examinations arrangements as well as other assessment programmes.

- To communicate with parents concerning students' progress through writing reports and/or profiles, through attending scheduled parents' meetings and, where appropriate by letter or telephone.
- To be responsible for her/his teaching room(s) with regard to good order, health and safety, appearance and display.
- To share in the department's work in curriculum development with regard to courses of study, teaching resources materials and methods used.
- To take part in the school and department's methods of teaching, assessment and profiling records.
- To be responsible for the use of all resources allocated to ensure value for money and no waste. To take responsibility for the supervision and security of rooms and all equipment.
- To take her/his share in the cross-curricular work of the school.
- To share in the responsibilities of the department.

Tutorial Programme and Responsibilities

Under the guidance of the Learning Manager:

- To keep an accurate and up-to-date tutor group register and to follow the school's procedures for dealing with students' lateness and absence.
- To give out information and letters for students to take home, ensuring every student receives one, including any absentees.
- To check students' Planner at least once every week for homework set and for messages from parents.
- To check on students' school uniform (Years 7 – 11).
- To ensure that the tutor group play a full part in School Council activities.
- To accompany the tutor group to assemblies.
- To collate and check the subject profiles for her/his tutor group, to summarise and comment on achievements and behaviour. To discuss the reports with students and with parents at the parent/tutor meetings.
- To ensure that all students have a clear understanding of the 'planning' necessary for a successful learning outcome, including revision programmes.
- To help advise students in KS3 on their KS4 courses. To help advise parents on realistic objectives for their sons/daughters. To help advise students in KS4 and the 6th Form on their further education and future careers.
- To teach the tutor group the tutorial programme. To contribute to the development of materials and method for the programme, and to the monitoring and evaluating of its objectives.
- To know the personal circumstances and learning abilities of each member of the tutor group so as to support and advise each student as she/he progresses through the school.
- To provide information for referring children with special needs and if required personally to take responsibility for liaison with support agencies.
- To ensure the most able students are identified and sufficiently challenged through the mainstream programme and extension activities.

Professional Development:

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of Teacher of Business and IT are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.



Person Specification

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EDUCATION AND QUALIFICATIONS	• Must have QTS (Qualified Teacher Status) • Degree or Certificate of Education/PGCE • Relevant recent professional development		Application Form Certificates
SKILLS AND ABILITIES	• Excellent classroom practitioner • Excellent written and verbal communication skills • Self-motivated with good organisational skills and the ability to prioritise workload effectively • Adaptable to changing circumstances and new ideas • Able to follow the school's safeguarding procedures and recognise when to report any concerns		Application Form Interview Test

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EXPERIENCE	• Working in secondary education • Delivering improved outcomes for learners • Successfully building and maintaining collaborative relationships with parents, carers, partners and the wider community		Application Form Interview
KNOWLEDGE AND UNDERSTANDING	• Principles and practices of effective teaching and learning • Preparation of schemes of work and lessons • Principles and practices of monitoring/assessment/evaluation • The application of information and communications technology (ICT) learning and teaching in subject area(s)		Application Form Interview
OTHER REQUIREMENTS	• A professional role model who is committed to their own professional development and to developing others • Committed to and able to promote the aims of the school and the values of the Trust: Learners First, It's about Learning, No Barriers. • Values diversity and the unique contribution that every individual makes to the learning community • Able to work calmly under pressure • Demonstrates professionalism, loyalty and integrity • Able to work flexibly, and to attend meetings and INSET days as required		Application Form Interview



How to apply

Closing date:
Monday 7th December 2026

Interviews:
w/c Monday 7th December 2026

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team:
tel: 02477 102134

To apply for this post, please complete the online application form found at:
www.thefuturestrust.org.uk/work-with-us/current-vacancies

On application, please read the following policies found at:
www.thefuturestrust.org.uk/work-with-us/recruitment-policies

- President Kennedy School Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants

The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Children's Barred List check.