



SUBJECT INFORMATION PACK

TEACHER OF BUSINESS STUDIES AND/OR IT

Full Time or Part Time

Join an Outstanding Team!

Our Team

The Business, IT and Media faculty has grown significantly in popularity over the past five years, now with 75% of our examination students studying at least one subject from the faculty. We are so proud of the popularity of our subjects and our students' enthusiasm for this. This can be attributed to the positive learning experiences that they have. We work collaboratively as a team to ensure students develop a broad and thorough understanding of our subjects. Our ethos is based on the sharing of resources and teaching practices, within and across the subjects, so that our students experience consistently outstanding learning.

The Post

This is an exciting opportunity for an engaging and confident **Teacher of Business Studies and/or IT** to join this thriving school from Easter 2025. For the successful candidate we can offer the opportunity to join a team of highly experienced teachers and a welcoming school community. We continue to achieve excellent grades across all the subjects and year groups within the faculty, but there is always room for progress of which our successful candidate will play a pivotal part. We are looking for an inspirational, energetic and reflective individual who is passionate about developing excellent levels of engagement attainment and achievement across the board.

We are primarily looking for an applicant who can teach Business Studies at KS4 and KS5, however for a full-time role you would also need to be able to teach KS3 Computing and Digital IT BTEC. We would be equally interested in an application from teachers of IT or Computing who are looking for a part-time role or are able to deliver some KS4 Business Studies.

Our Curriculum

Business Studies - At Key Stage 4 and 5 the school offers a vocational pathway offering a BTEC Tech Award at Key Stage 4 and the BTEC National at Key Stage 5. Business is a popular subject and at both levels student outcomes are above National averages with a large proportion of students at Key Stage 5 going on to continue their study of the subject at University.

IT— At Key Stage 3 students follow the Computing National Curriculum. At Key Stage 4 students study Digital IT BTEC and at Key Stage 5 students study BTEC National IT AAQ.

Our Facilities

The faculty has excellent facilities and each member of staff has a dedicated classroom, all well equipped with relevant software. Each room is equipped with a projector and each member of teaching staff has a laptop.

We are proud of being part of the Latimer team: if you share our passion and enthusiasm, we would love you to apply for this post!

Job Description—Teacher of Business Studies and/or IT

Role: Teacher of Business Studies and/or IT

Line Manager: Progress Leader: Business, Computing and Media

Direct Reports: None

Scale: TMS / UPS

General Responsibilities

- To teach Business Studies and/or IT and carry out the specific responsibilities of the role as contained in the School Teachers' Pay and Conditions document.
- To be a form tutor and to carry out the specific responsibilities of the role.

Specific Responsibilities

Classroom Teacher

To fulfil and maintain the Teaching Standards by:

- Understanding and being fully committed to the duties and responsibilities in relation to child protection and safeguarding young people;
- Demonstrating consistently high standards of personal and professional conduct;
- Setting high expectations which inspire, motivate and challenge students;
- Demonstrating good subject and curriculum knowledge;
- Planning and teaching well-structured lessons to a range of age groups and abilities, ensuring that all students make outstanding progress;
- Managing behaviour effectively to ensure a good and safe learning environment in which students can learn effectively;
- Making accurate and productive use of assessment to track the progress of each individual student in timetabled groups and intervene to narrow the gap where progress starts to fall behind;
- Fulfilling wider professional responsibilities by contributing to department and whole school improvement;
- Communicating and consulting effectively with relevant stakeholders;
- Attending meetings as set out in the published meeting cycle.

Form Tutor

- To lead a tutor group and be responsible for the delivery of tutor time activities in accordance with the published schedule and as directed by the House Leader;
- To encourage tutees to comply with Latimer core values;



Form Tutor

- To encourage the student voice and develop a Form and House ethos that is in harmony with our core values;
- To encourage high levels of attendance, and support students to improve;
- To provide relevant information, advice and guidance to tutees.

Other

- To undertake any other reasonable duties as directed by the Principal.

Person Specification—Teacher of Business Studies

SELECTION CRITERIA (no priority order)			
Qualifications	Essential	Desirable	Method of Assessment
Qualified Teacher Status (gained or pending) / Honours Degree relevant to the subject	X		Application form - verified at interview
High standard of literacy	X		Application form
Commitment to Safeguarding	Essential	Desirable	Method of Assessment
Motivation to work with children and young people	X		Application form/Reference/Interview
Commitment to, and belief in, the equal value of all students	X		Application form/Reference/Interview
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X		Application form/Reference/Interview
Ability to raise the self-esteem and expectations of children and young people	X		Reference/Interview
Emotional resilience in working with challenging behaviours and attitudes to the use of authority and maintaining discipline	X		Application form/Reference/Interview
Teaching and Learning	Essential	Desirable	Method of Assessment
Proven track record of outstanding Business Studies and/or IT teaching or evidence of outstanding practice during training	X		Application form/Interview
Knowledge and understanding of the curriculum requirements for the subject	X		Application form/Interview
Experience of teaching Business Studies at Key Stage 4 and 5	X		Application form
Experience of teaching IT at Key Stage 3 and 4	X		Application form
Experience of teaching IT at Key Stage 5		X	Application form
Proven track record of strong and effective behaviour management strategies	X		Application form/Interview
Excellent IT skills	X		Interview
Experience of being, or willingness to be an examination marker now or in the future		X	Application form/Interview
Strong ability to analyse data and use it purposefully to inform planning in order to have a positive impact on student outcomes	X		Application form/Interview
Interpersonal Skills	Essential	Desirable	Method of Assessment
Ability to communicate effectively and relate well to all stakeholders	X		Application form/Reference/Interview
Willingness to contribute to extra-curricular activities	X		Application form/Interview
Ability to work as part of a team	X		Application form/Interview
Personal Qualities / Skills	Essential	Desirable	Method of Assessment
Creativity, energy and enthusiasm	X		Interview
Evidence of working effectively under pressure	X		Interview
Good sense of humour	X		Application form/Interview