



Job Application Pack Teacher of Business

Salary: MPS/UPS (£28,000 - £43,685)

Contract Details: Full Time, Permanent, Term Time

Start Date: September 2023 (Autumn)

Closing Date: Wednesday 8th February 2023, 9:00am



Letter from the Head Teacher

Dear Candidate,

Thank you for expressing an interest in working at Nottingham Free School. On behalf of the whole NFS community, I extend you a very warm welcome.

Our school opened its doors to its first ninety students in September 2014 as a new member of the Nova Education Trust. Since then it has rapidly grown in both size and reputation. We now welcome approximately 660 students into our building every day, including a small number of sixth formers. The vast majority of our students live within walking distance of our front doors, making Nottingham Free School a true community school.

Nottingham Free School is a relatively small secondary school. That means that our staff and students benefit from working in a close-knit and friendly environment, but it also demands a degree of flexibility from staff. Everything we do, we do as a team.

From its inception, Nottingham Free School was created to provide its students with a rich and inspiring education that would help them forge and pursue ambitious goals. Our 'Work hard, be kind' motto is just as important for our staff as it is for our students, as stated in our vision and values:

I hope that the information contained within this application pack assures you that NFS is indeed an amazing place to work, and well worth your time and effort to submit an application. Should you feel you need further information, please do not hesitate to contact us.

Yours faithfully,

Dr Jo Simpson

Head Teacher



Application Details

Thank you for your interest in the Teacher of Business vacancy at Nottingham Free School. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

How to Apply

Should you wish to apply for the post, please complete an online application form including a covering letter addressed to Dr. Jo Simpson, which clearly demonstrates your suitability for this role.

The online application form for this role is located on the current vacancies page of the school website www.nottinghamfreeschool.co.uk. Wherever possible, please provide email addresses for your referees.

Closing Date

Please ensure your application arrives **by 09:00am** on the closing date of **Wednesday 08 February 2023**.

Interview:

Interviews dates for this role are yet to be confirmed. If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

The Nottingham Free School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.



Post: Teacher of Business
Responsible to: Head of Department

Purpose of the role

To teach pupils in allocated classes in order to ensure that their learning is of the highest quality.

Responsibilities

- Teach pupils within allocated classes, enhancing their learning and providing the opportunity for achievement for all pupils;
- Planning and preparing tasks which challenge pupils and ensure high levels of interest during lessons;
- Monitor the academic progress of pupils within allocated classes and implement appropriate strategies to address underachievement;
- To assess, record and report on the progress and attainment of all pupils within allocated classes;
- To register the attendance of pupils in class;
- To set appropriate homework;
- To mark pupil's work and give appropriate and constructive feedback;
- To research new topic areas, maintain up-to-date subject knowledge, and devise and write new curriculum materials;
- Manage pupil behaviour in the classroom and on school premises, and apply appropriate and effective measures in cases of misbehaviour;
- Communicate with parents and carers over pupils' progress and participate in departmental meetings, parents' evenings and whole school training events;
- Undergoing regular observations and participating in regular in-service training (INSET) as part of continuing professional development (CPD); and
- Undertake critical self-evaluation and then participate in continuous professional development designed to enhance the quality of teaching or other working practices.

Responsibilities of a form tutor

- To address any issues concerned with the wellbeing, personal development and academic progress of pupils within the tutor group;
- To check uniform and general appearance on a daily basis; and
- To monitor the behaviour of pupils in the tutor group.

Performance Management Responsibilities

- All members of staff are required to participate fully in the school's performance management system.

Other professional requirements

- Have a working knowledge of teachers' professional duties and legal liabilities
- Operate at all times within the stated policies and practices of the school
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.



Person Specification

	Essential	Desirable
Education and Qualification	Honours Degree (First or Second Class) Qualified Teacher Status – Degree or equivalent Evidence of applying continued professional development	Higher professional qualification
Knowledge & Experience	Relevant teaching experience or teaching practice in the subject. Experience of teaching a wide range of abilities. This role would be suitable for an NQT or an experience teacher.	Experience of pastoral/tutor role.
Skills and Abilities	Excellent teaching skills, including effective communication skills, ability to motivate students and the capacity to create good learning environments. A clear understanding of the characteristics of high quality teaching and learning and achievement for all pupils. Knowledge of current issues and recent developments in the curriculum area. Capacity to use ICT as integral part of teaching. Knowledge and understanding of the value added agenda, including levels of progress. Ability to lead initiatives, support the process of change and work effectively in a team. Secure commitment to a clear aim and direction for the subject. Understanding of equal opportunities issues and their application to work.	Understanding of particular needs of pupils with SEN. Awareness of factors affecting language and learning across the curriculum. Knowledge/involvement in other cross curricular initiatives/projects or whole school developments.
Personal Qualities	Enthusiasm for the subject. Ability to use own initiative. A commitment to the vision of the school. A commitment to inclusive education. Ability to form good working relationships with pupils and staff. High standards and expectations Ability to use pupil assessment data to raise achievement. Outstanding communication skills. Reliability and integrity. A commitment to safeguarding and promoting of welfare of children issues.	A willingness to contribute to extra-curricular activities. A vision for the development of the department. A commitment to personal and professional development.



Overview of the Trust

Nova Education Trust is a dynamic and growing Multi Academy Trust based in the East Midlands. Our Trust Group is committed to providing high quality education to all our students, regardless of their backgrounds. Our portfolio of schools covers both secondary and primary phases, working in a range of contexts.

Our values are central to the positive ethos that we develop throughout our group of schools. This approach is focused on securing success for all our learners and providing them with the very best life opportunities.

We believe nothing is more important than making a difference to children.

Overview of the School

Our core purpose is to nurture and enable the learning of every child.

Our vision is for every learner within our vibrant and diverse school community to experience transformative and personal growth.

Our ambitions for our students are that they will have:

- The depth and strength of character needed to succeed and thrive in an ever-changing world.
- The academic credentials that will afford them choice in their future endeavours.
- A meaningful awareness and genuine appreciation of the global community to which they belong.

Our ambitions for our staff are that they will:

- Have the personal development opportunities to learn, grow and fulfil their potential.
- Feel valued, supported and heard.
- Enjoy working in a school where their emotional and physical well-being is prioritised.

Curriculum

High quality learning experiences and equality of opportunity were the founding principles of Nottingham Free School, and they remain at the core of our ambitious and inclusive curriculum. Our curriculum intent is aligned with our school vision for every learner within our vibrant and diverse school community to experience transformative academic and personal growth.

To achieve transformative academic growth, we will deliver a curriculum that:

- Is broad and balanced with a focus on achieving deep learning in core skills and knowledge.
- Is effectively sequenced to build on and further deepen existing learning throughout the curriculum journey.
- Provides opportunities for all our learners to develop the elevated levels of literacy and numeracy required for success in the wider curriculum and in adult life.
- Is challenging and aspirational for all our learners, regardless of any barriers to learning they may face.



To achieve transformative personal growth, we will deliver a curriculum that:

- Enables learners to secure a deep understanding of how to nurture and protect their own wellbeing alongside developing a respect for themselves and others.
- Expands our learners' perspectives and promotes their sense of social and moral responsibility.
- Ensures that all our learners are safe and understand how to stay safe.
- Is enriched to reflect and celebrate the diverse nature of our school community.

Our intent is for our curriculum to empower all learners at Nottingham Free School with the academic credentials that will afford them choice over their future endeavours and the strength of character to succeed and thrive.

Learning Support Department

We believe that all students deserve the very best choices and chances in life. Students who require additional support, guidance and encouragement in order to successfully access our curriculum, work with our learning support department. The team is led by our Special Educational Needs and Disabilities Coordinator (SENDCo). The learning support team also liaises directly with parents and carers, to ensure that they tailor support to each of the students they work with.

Below are some of the ways in which our Learning Support team helps students:

- One-to-one interventions for reading, spelling and numeracy
- Bespoke support for particular needs, such as dyslexia or handwriting support
- TA in-class support
- Small group work during lesson time with a TA in the Learning Hub
- Mentoring for individuals or small groups, covering both academic and social areas of need
- Support groups and activities at break times and lunch times
- Assessing and securing access arrangements for examinations

Pastoral Care and Guidance

At the heart of our school is our pastoral structure, which is based upon year groups. Each cohort is divided into four tutor sets and led by a Head of Year. We provide students with the care they need, whilst allowing them to nurture friendships and develop a strong sense of community. Our tutors play an active role in ensuring that our students are happy, well supported and fully engaged in school life, and they serve as the first point of contact for our students' families. There are regular updates for parents and carers regarding our students' attitudes and attainment through termly reports, subject-based parents' evenings and tutor-parent consultation days. We also keep parents and carers up to date via our online 'My Child At School' platform.

We do not accept or tolerate any form of bullying or anti-social behaviour.



Achievement

Our ambitious curriculum, enriching extra-curricular activities and caring pastoral system combine to give every student the greatest chance of success. We encourage all of our students to develop their own goals and actively work towards them. We have very high academic aspirations for our students, and while we do not value one pathway over another, we do explicitly aim to increase the number of students accessing higher education from our community.

Continuous Professional Development

A comprehensive continuous professional development programme for teaching staff is delivered through weekly sessions. These support the development of teachers as reflective practitioners who focus on outstanding teaching and learning.

Student Voice

Student voice plays an important part in the daily operation of Nottingham Free School. Our student council consists of an Executive Committee of Year 13 students and representatives from each year group. Candidates invited for interview will be lucky enough to meet some of these amazing young people.

Safeguarding and Child Protection

Nova Education Trust and all of its schools and staff are committed to safeguarding and the promotion of the welfare of children. All Nottingham Free School staff are expected to share this commitment. All new staff within the Trust will be subject to an enhanced DBS check.

Every Nova school has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected cases of abuse. All members of staff will receive training in line with our child protection policy.