



Teacher – Business Candidate Information Pack



Queen Katharine
Academy



Contents Page

Letter from Principal	Page 3
Thomas Deacon Education Trust (TDET)	Page 4
Working for TDET	Page 5
Queen Katharine Academy	Page 6
The Academy Day	Page 7
Living and Working in Peterborough	Page 8
Advert	Page 9-10
Job Description	Page 11-12
Personal Specification	Page 13-14



Dear Applicant

I am delighted that you are interested in applying for Teacher of Business in our wonderful school.

Queen Katharine Academy has been transformed and is now a Nationally recognised school as evidenced by our TES and Pearson Gold Teaching Awards in 2021.

I take great pride in leading an inclusive centre of educational excellence, rooted in the communities we serve. It is important that we provide an education that transforms lives and gives all our children the opportunities they deserve, regardless of where they are from or their personal starting points. We want our students to learn how to change their lives and those of others to change the future and to shape society and the world.

Schools are only as strong as the bond between parents, carers, students, and staff and therefore we always seek effective, mutually beneficial, and long-lasting partnerships; we know these will ensure our students can thrive and become their very best. As a result, we have high expectations of everyone connected to our school community, based on our guiding principle of RESPECT.

Of equal importance are our professional partnerships and we are proud to be part of Thomas Deacon Education Trust, like us dedicated to raising educational outcomes across a range of primary and secondary phase schools and academies in Peterborough and the surrounding area. This locally based Trust allows us to share expertise with a variety of like-minded schools and ensures we provide the best possible opportunities for our students.

We ensure young people receive a broad and balanced education, through intelligent and innovative curriculum design. This is further supported by a variety of high-quality enrichment opportunities offered throughout the school from years 7-14.

We also care deeply about the well-being of our young people, and support students through skilled, committed, and experienced pastoral teams.

Our international links and collaborative partnerships are far reaching and present significant opportunities for pupils and staff.

I believe Queen Katharine Academy is a special place, made so by the people who learn and teach here.

I invite you to come and see what makes it unique for yourselves.

Kind regards

Jane Driver
Head of School

Thomas Deacon Education Trust (TDET)

The Thomas Deacon Education Trust (TDET) is a Multi-Academy Trust that unites and empowers like-minded Academies to achieve the very best for their students and communities. TDET is a dynamic and impactful organisation. In establishing the Trust, we have developed a highly effective, centralised business service as well as an education service which offers partnership work in teaching, learning and leadership. The Trust currently oversees the work of two secondary and three primary schools with two further primary schools in the process of joining the Trust. We also work in formal partnership with an independent Muslim faith girls' secondary school.

We are unashamedly proud of our links to the city of Peterborough and its surrounding areas. We share the city's ambitious vision for growth and believe that our Academies and the education of young people need to be at the heart of these plans.

As a Trust, we work across all key phases of education to provide every child in our community with the best life chances and high aspirations. We actively encourage our Academies and teachers to share best practice to benefit all children within the local area.

By focussing on the city of Peterborough and its immediate surroundings, the Trust's Academies are in close proximity of one another. This close-working partnership and understanding of the local context enables real and meaningful collaboration between our Academies, teachers, and students, and with local business leaders.

All members of our Trust – our Academies, members of staff, students and communities – are united in purpose through a set of shared, common values and expectations:

1. Trust – we are honest and supportive
2. Diversity – we celebrate individual differences and needs
3. Excellence – we want the very best and never give up on doing what is right
4. Transformation – we embrace innovation and collaboration

Through experience, we know that there is no such thing as a one-size-fits-all approach to education. Our Academies are individual members of the Trust community – united by values and purpose, but free to innovate and adapt to the needs of its students and local community within the TDET continuum.

We firmly believe that the Trust as a whole is more than the sum of its parts. Therefore, all of our Academies are equally valued and contribute to the development and direction of the Trust as we grow together.

Working for Thomas Deacon Education Trust

What we can offer you:

- Excellent working facilities in a modern and inspirational environment.
- Opportunity to work with a dedicated and committed team of professionals.
- Excellent salary package.
- Outstanding professional development and a high quality induction programme.
- Fantastic training/development/CPD opportunities in a friendly supportive environment.
- Opportunity for progression across Thomas Deacon Education Trust.
- Use of Academy facilities (including a gym and onsite car parking).
- Enthusiastic and supportive SLT.
- Teachers' Pension Scheme.

ECT Specifics:

- Reduced timetable.
- Dedicated mentor.
- Opportunity to observe excellent teachers within TDET.
- Bespoke in-house CPD.
- Weekly Mentor meetings.
- Support from senior staff.
- Potential to start employment prior to summer holidays.



Queen Katharine Academy

The Academy building that we know today opened in 2007 as a result of the merger between 2 existing schools and was known as The Voyager Academy. The Academy became part of the CAM Academy Trust in 2010 but was re-brokered to Thomas Deacon Education Trust in January 2017, changing its name to Queen Katharine Academy in September of that year. The name change signified a deep desire to be associated with its local community and to align itself with the admirable values of Katharine of Aragon who is buried in the city's cathedral.

Whilst a building does not make a school, it is worth noting that the Academy building is a purpose built, modern facility, providing a range of impressive classrooms and multi-use communal spaces with expansive playing fields and sporting facilities.

Moving forward, our vision for the Academy is a simple one: we want every member of our learning community to be the very best that they can be and achieve their full potential as we seek to become an inclusive centre of educational excellence.

We seek to ensure that students receive a broad and balanced education that enables them to achieve their potential and take the appropriate next steps in their lives as valued and confident members of society. We have high expectations of our students in all that they do and this is underpinned by a set of guiding principles focussed around the key concept of respect, ensuring that our Academy is a purposeful, calm and safe place to learn. Similarly, we have high expectations of ourselves and strive to provide high quality support and guidance alongside stimulating and engaging learning experiences.

We are very much committed to working with parents and carers and firmly believe that effective, long-lasting partnerships are crucial in supporting our students to be the best that they can be.

Through high standards in teaching and pastoral care and the many opportunities provided both within the formal curriculum and beyond, our students are prepared for entrance to higher education, high quality employment and the future careers of their choice. Visitors to the Academy often comment on the calm purposeful learning environment which our staff and students create and enjoy. We are committed to providing an excellent education which allows every young person to achieve the best possible set of qualifications.

Equally, we value the importance of developing young people who are positive, confident, self-reflective citizens, fully equipped to take their place in the world. We offer students a range of exciting leadership roles and all learners are encouraged to participate in our excellent enrichment programme, which includes a very successful Combined Cadet Force, a flourishing Duke of Edinburgh programme and extensive extra-curricular opportunities in the sports and arts.

The existing leadership structure sees an Executive Principal (supported by the Trust's Director of Education), Head of School, Deputy Principal and 5 Assistant Principals.

The Academy Day

8.45 – 9.35	Lesson 1
9.35 – 10.25	Lesson 2
10.25 – 11.15	Lesson 3
11.15 – 11.55	Lesson 4a
11.55 – 12.35	Lesson 4b
12.35 – 13.25	Lesson 5
13.25 – 14.15	Lesson 6
14:15 – 14:45	Tutor Time



Living and Working in Peterborough

- The majority of schools are rated 'Good' or better by OfSTED
- Education is firmly at the heart of the City's development plans
- The average price of property offers real choice as to where and how you want to live
- Healthcare in Peterborough is forward thinking and innovative
- Peterborough has a fast and efficient public transport system

Peterborough is one of the fastest growing cities in the UK. The city is delivering a billion-pound regeneration programme, and boasts unrivalled transport links and exciting plans for growth.

However, Peterborough isn't all about work, it's a great place to live and bring up a family too. It boasts one of the highest ratios of green space per person in the UK with beautiful landscapes, country parks and working farmland – and offers an excellent quality of life. In fact, you can enjoy the hustle and bustle of the city centre, and reach the stunning Ferry Meadows in just five minutes.

Peterborough has a vibrant leisure and culture scene with activities for all the family throughout the year. Theatre, arts, dining out, heritage and music, we've got it covered in Peterborough.

On top of this, Peterborough is also one of the most affordable places to live with excellent house prices and one of the lowest council tax levels in the country.

The heart of the city has undergone a £12 million transformation and Cathedral Square is now a buzzing piazza where you can eat, meet or shop. The regeneration has attracted new additions to the city centre such as Argo Lounge, Cote Brasserie, Turtle Bay, Wildwood and Nando's all contributing to the vibrant evening social scene.

The next stage in the city's billion-pound regeneration scheme continues with plans in place for expansion and refurbishment of the Queensgate Centre and a £100 million redevelopment of the North Westgate area which will include new housing, shops, restaurants and a cinema set around a new public square.

Peterborough's history stretches back to the Bronze Age. Romans, Anglo-Saxons and Normans all left their marks. Predicted to be the fastest growing English city by 2025 Peterborough continues to attract people from far and wide, creating a diverse and outward looking community.

Just steps away from the bustling square is the splendour of the city's Cathedral, one of the finest Norman examples in the country. The Cathedral has strong links to our Trust as it is the burial place of Queen Katherine of Aragon and there is a memorial to Thomas Deacon. The Cathedral also has a full programme of musical and cultural events as well as quiet spaces for reflection. Nearby you can visit the home of the 'rural poet' John Clare and the Elizabethan grandeur of Burghley House.



Advert

Job Title: Full time - Teacher of Business
Contract: Permanent
Salary: MPS/UPS
Site: Queen Katharine Academy
Closing date: 9am 3rd March 2023
Start: September 2023

Please note – Thomas Deacon Education Trust withhold the right to withdraw the advert and/or interview suitable candidates before the specified closing date.

At Queen Katharine Academy the Business, Economics and Finance team pride ourselves on the excellent progress our students make. These excellent results have seen our numbers grow and we now need a new member of the team so we can deliver to more young people.

With our vision of achievement for all, positive relationships and culture, a can do attitude fostering success, we are looking to appoint a passionate, dedicated and enthusiastic teacher to join our established and flourishing department. Our students are at the heart of everything we do, and by constantly seeking to be the best, we are confident that we are making a difference to student's lives and future careers, through the opportunities we are giving them both in our lessons and through trips and extra curricular opportunities. We particularly value the opportunities we give to Sixth Form students in organising events for our students in younger years. Recently they have organised trips to London and Alton Towers. We want our students to achieve the best they are capable of.

Our department is well resourced and led by committed practitioners, who are focused on continuing the process of raising standards and expectations in our department and beyond into the world of work.

We have four teachers currently teaching across a wide range of subjects including:

- GCSE Business
- OCR Technical Qualifications in Business at Level 2 and Level 3
- AS and A Level Business
- AS and A Level Economics
- LIBF Finance course at Level 2 and Level 3

Many students progress to University to study Business, Economics and Finance degrees. This year we were oversubscribed in Business. Next year we will require additional groups in Level 2 and Level 3 Business, Economics and Finance. The new team members expertise could be in any of these. So whether your expertise is in Business, Economics or Finance or even all three we would welcome an application. Similarly, if you have a preference for vocational or academic our curriculum offer is wide enough to accommodate. The team would welcome anyone who wants to visit or speak ahead of applying.

It is truly exciting times for our department, and we are looking forward to welcoming another colleague to join our highly driven and successful department, who will buy into our vision and culture and seek to be the best for our students at every opportunity.

The Trust offers:

- Excellent salary package.
- Fantastic training/CPD opportunities in a friendly supportive environment.
- Opportunity for progression across Thomas Deacon Education Trust.
- Use of Academy facilities (including a gym and onsite car parking).
- Teachers' pension scheme.
- An engaging, creative and welcoming environment to learners who take pride in their school.
- An inclusive and collaborative approach.
- A talented, highly motivated, committed and professional team of colleagues, both within the school and across the trust.
- An actively supportive Local Governing Body and Trust leadership.

Thomas Deacon Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Academy will require the successful candidate to provide satisfactory references and undertake an Enhanced Check with the Disclosure and Barring Service.

If you have any questions regarding this post or would like to arrange a visit please contact the HR Team on 01733 426063 or e-mail hrteam@tdet.education.

Job Description

Job Title	Teacher of Business
Reports to	Subject leader
Salary/Grade	MPS/UPS
Core Purpose	<p>To deliver engaging, well planned and appropriate lessons, according to the curriculum in relevant subject, that secure the progress of all learners and to monitor and support the overall progress and development of students.</p> <p>To facilitate and encourage a learning experience which provides students with the opportunity to fully achieve their individual potential.</p>

Key Responsibilities

- Teach the relevant subject, according to students' educational needs, following the curriculum and Schemes of Work within the Academy.
- Having regard to the curriculum to promote the development of the abilities and aptitudes of the students in any class or groups assigned.
- Carry out planning, course preparation, marking and assessment of student work, in line with Academy policy.
- Collaborate and work with other teachers on the preparation and development of teaching programmes, methods of teaching and assessment and pastoral arrangements.
- Maintain positive behaviour and discipline among students by following the Academy's Behaviour Policy and safeguarding their health and safety both when they are authorised to be on the Academy premises, and when they are engaged in extra-curricular activities.
- Carry out other teaching activities to include the provision and guidance to pupils on educational and social matters. Communicate and consult with parents and outside bodies where appropriate and attend associated meetings.
- Provide or contribute to oral and written assessment reports relating to individual students or groups.
- Participate in the review of your teaching programmes and methods of work, development of course materials and programmes and participate in arrangements for further training and professional development.
- Provide teaching support and cover, within the agreed guidelines, where the teacher is not available to teach.
- Participate in arrangements for preparing students for external examinations, undertaking assessments as required and participating in arrangements for students' presentation and supervision during examinations within the agreed guidelines.
- Participate in appropriate administrative and organisational tasks relating to teaching duties, attend assemblies and register attendance.
- Maintain an accurate register of attendance and do everything possible to encourage good attendance.
- Lead and participate in timetabled extra-curricular activities.
- Tutor Responsibilities
- Undertake responsibility for a tutor group and monitor and set targets for the social and academic progress of all pupils in the form.
- Endeavour to build rapport with students in the tutor group, providing guidance, advice and support.

General Responsibilities

- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Create and maintain positive and supportive relationships with staff, parents, business, community and other stakeholders.
- Be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To engage with appropriate training opportunities to promote professional effectiveness in this role.
- Participate in the ongoing development, implementation and monitoring of the Trust and Academy Improvement Plans.
- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.

Note: Every job description in the organisation will be subject to a review either:

- On an annual basis at the time of the annual appraisal meeting, or
- As a result of a change in strategic direction, or
- As a result of a team/operational requirements, or

It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.



Person Specification

Attribute	Essential or Desirable	Assessment
Qualifications		
Recognised teaching qualification and Qualified Teacher Status (QTS) - Where overseas trained, appropriate NARIC certificates must be provided and any qualifications must be at least equivalent to UK	E	A
Degree in relevant subject(s)	E	A
Further degree (e.g. Master's)	D	A
Knowledge and Understanding		
The subject(s) to be taught, at a level and breadth sufficient to challenge the most able students and achieve high outcomes throughout all key stages.	E	A/I/L/R
The National Curriculum and National Literacy and Numeracy Strategies for the appropriate Key Stage(s).	E	I/L/R
Effective teaching and learning styles, including the theory and practice to implement effectively for the individual needs of all children.	E	A/I/L
The monitoring, assessment, recording and reporting of student progress.	E	A/I/R
The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection.	E	A/I
Effective strategies for working with students with Special Educational Needs, including Gifted & Talented students.	D	A/I
Recent, relevant curriculum developments in the subject area and their impact on teaching and learning.	D	A/I
The 'Help Children Achieve More' agenda and its application in the school environment.	D	A
Skills and Abilities		
Promote a positive and inclusive Academy for all students.	E	A/I
Establish a purposeful learning environment where all pupils feel secure and confident.	E	A/I/L
Set high expectations for all students and demonstrate a commitment to raising educational achievement.	E	A/I/L
Plan and implement an effective teaching programme, including the assessment of all students, creating appropriate records.	E	A/I
Inspire and enthuse young people by creating high-quality learning opportunities and use effective strategies to monitor and promote student motivation and morale.	E	A/I/L
Effectively deliver a range of inclusive teaching and learning strategies to maximise progress and achievement and offer equality of access to the curriculum for all students.	E	A/I/L/R
Use ICT effectively as an integral part of teaching and learning.	E	A/I/L/R
Organise own work effectively to meet deadlines, including student assessment and provision of reports to parents, staff and other internal and external stakeholders.	E	A/I/L/R

Build effective relationships with colleagues and to be an active team member within the House.	E	A/I/R
Establish and develop good relationships with students, parents and external organisations.	E	A/I/R
Manage difficult situations and deal with sensitive issues tactfully and diplomatically.	E	A/I
Adapt to change and the introduction of new working practices.	E	A/I/R
Develop strategies for creating links with the community and external organisations.	D	A/I
Experience		
Delivering student-centred learning in chosen subject(s) at Key Stage 3 & 4.	E	A/I
Planning, designing and delivering schemes of work to national exam board/course specifications.	E	A/I/L
Delivering lessons using ICT and multi- media, including interactive SMART boards.	E	A
Teaching Key Stage 5 groups.	D	A/I
Personal Commitment		
Demonstrate and adhere to TDET and Academy's Core Values.	E	A/I
Commitment to equality and diversity in the workplace.	E	A
Adhere to GDPR guidelines and the Academy's internal procedures.	E	A
Adhere to the Academy's Safeguarding and Prevent policy and procedures.	E	A/I
Adhere to TDET's Health and Safety policy and procedures.	E	A

Assessment methods

A – Application I – Interview T – Task/Activity L – Lesson Observation R – References

