



# **CANDIDATE INFORMATION PACK**

**Teacher of Business Studies and Economics  
FT/PT**

**Required from: Easter 2023/September 2023**



## Welcome from the Headteacher

Thank you for your interest in applying to join John Hampden Grammar School (JHGS). As a leading boys grammar school in High Wycombe we want to give our students every opportunity to enable them to #BeMore in school and in life. Engaging, innovative and inspirational teaching enables the boys to go to the best Universities and Degree Apprenticeships. All boys have a chromebook and we've embraced Google Classroom so all boys and staff can access the very latest lesson resources and teaching techniques. We had Ofsted in early September and achieved outstanding in every category. You can be assured that working at JHGS will develop your knowledge, skills and career alongside friendly and supportive staff and enthusiastic and keen boys.

Everyone talks about the strong sense of community at JHGS. We all look out for each other. The boys' behaviour is always respectful so you will enjoy teaching here. We are recognised as providing some of the best pastoral care in the area with an exceptional SEND department. Boys and parents also welcome the provision of school counsellors and a school nurse. We will never damage the mental health and wellbeing of staff and students for better exam results or a higher position in an exams league table.

Our extensive extra-curricular programme provides boys and staff with some of their happiest and funniest memories of school. Modern Languages, Mathematics and PE have annual trips abroad. We are the 16th best State School for Sport fielding teams in a huge array of sports and regularly winning at regional and national competitions. Over 100 boys take part in our termly music concerts and annual school productions. The Pratchett Debating Society has produced many of the Head Boy and prefect team over the years. Staff have even accompanied boys to Buckingham Palace to collect their DoE Gold Awards. The boys have established an LGBTQY+ group called QandA which meets on a weekly basis and organises an annual "JHGS Community" week. We encourage staff to get involved in extra-curricular activities; it's a great way to build positive relationships with the boys.

JHGS is a great place to work. We've invested over £4m in new teaching facilities and refurbishments throughout the school. Staff and students work together, supporting each other, to #BeMore.

This information pack provides you with an overview of JHGS. On our website [www.jhgs.bucks.sch.uk](http://www.jhgs.bucks.sch.uk) you will find more information and many videos which can help you see what we're like. I look forward to reading your application to join JHGS.

**Tracey Hartley**

Headteacher



# Welcome from the Head Boy

In my time at John Hampden, teachers have captured my imagination, new sports have caught my attention, different perspectives have inspired me and I have been able to discover my talents. There is a place for everyone to have a chance to explore the passions they have and new interests they discover in class as there are a wide plethora of extra-curricular activities where passion sparks a deeper level of learning.

In addition to being an environment that inspires the growth of cultural capital and soft skills, John Hampden is a nurturing environment for those that need extra support. The takeaway I hold in the highest regard from my career in John Hampden so far is the self-awareness that I have gained and the appreciation I have for those that encourage me has become immense. We have outstanding pastoral care and student welfare where any student can find an open ear and sound advice so students are encouraged to make sure to ask when there is anything they are having trouble tackling on their own.

It is in this environment of care, John Hampden raises young people to become inquisitive, well-spoken and knowledgeable; supports us in finding out what subjects and careers we want to go after, and then equips us with the skills and independence to go after them. Making the most of John Hampden means you will #BeMore. #BeMore: Independent, Ambitious, Excited, Knowledgeable, Resilient.

**Caleb Andrews**

Head Boy



# About us

John Hampden Grammar School was established in 1893 as the Schools of Science and Art to support the local furniture industry, before becoming a technical school and finally a grammar school in 1970. There have only been six Headteachers in the history of the school. Miss Tracey Hartley became the first female Headteacher when she was appointed in September 2016.

We're building on our Technical School heritage to prepare the boys for the modern world. We place equal importance on developing the soft skills that they will use in employment and life as achieving their academic potential. Our newly opened Compass Quad reminds the boys every day that making the most of JHGS will enable them to go anywhere in the world; North, South, East or West with a strong moral compass instilled in them over their years at JHGS.



We are a popular school for the High Wycombe community with 1232 pupils on roll. This includes 913 pupils in Years 7 to 11 and 319 pupils in the Sixth Form. JHGS is a multicultural school with boys from many ethnicities speaking a range of languages. The prayer and quiet reflection room is used on a daily basis by staff and students.

## Quit Ye Like Men and #BeMore

The school's motto, 'Quit Ye Like Men' is adapted from 1 Corinthians 16: We believe the message, summarised below, makes our motto just as relevant today.

- Quit Ye Like Men
- Be aware of your actions
- Follow your principles
- Be courageous and strong
- Everything you do should be done with love

**#BeMore** is how we aim to give the boys the skills and aspiration to succeed in life. The #BeMore taglines are embedded in our teaching.





## Exam Results:

We achieved our best ever set of GCSE and A level results in summer 2022. Attainment at A level was considerably up on the last actual A level results in 2019: A\* 8.3% up to 19.8%, A\*-A up from 29.4% to 46%. Students secured their Oxbridge places and many went on to study Engineering related degrees, Business and Economics as well as more unconventional course choices included Ancient History, Film Production, Game Design and Development and Football Business and Finance. We have students starting degree Apprenticeships with Goldman Sachs, Williams Formula 1 and Dyson.

Our GCSE results were excellent: 25.6% of results were Grade 9, 50.5% were Grades 9-8 and 89% were grades 9-6. There were outstanding results in Biology (31.4% grade 9, 55.1% grade 8 or 9), Geography (36.0% Grade 9, 67.5% Grade 8 or 9), Mathematics (50.0% grade 9, 70.0% grade 8 or 9), and chemistry (35.9% grade 9 and 60.3% Grade 8 or 9).

## Alumni:

We have an active alumni and a number of old boys including Heston Blumenthal, Sir Terry Pratchett, Kenton Cool and Simon Burnett to name but a few who have helped change the world, significantly contributing to many areas of life. Today our more recent Alumni return to the school to give University and early career talks, such is the strength of the bonds within the JHGS community.



# DEPARTMENT INFORMATION:

## TEACHER OF BUSINESS STUDIES & ECONOMICS

This is an exciting opportunity to join the hugely successful Business & Economics department at John Hampden Grammar School. Starting at Easter (or September) 2023, the role would suit a dynamic and committed ECT or experienced teacher looking for a new challenge working with our incredibly talented and motivated students.

If you feel you have the skills and commitment to support us in getting the best from our students, then we would love to hear from you - **a relocation allowance may be available for candidates who apply directly.**

### **We offer:**

- An established centre of academic excellence with an exceptional record in sport, music and community involvement
- Motivated and ambitious pupils
- A friendly and supportive team of teachers and support staff
- Well-resourced facilities
- A positive, caring and collaborative working environment
- A commitment to professional development

**Salary:** Teachers Main or Upper Range dependent upon experience.

**How to apply:** Interested candidates can find out more about our school by visiting our YouTube channel <https://www.youtube.com/channel/UCG1ANbgSHcn9gbGJV6ls1VA>

Our Candidate Pack and JHGS Teaching Staff Application Form are available on our website ([www.jhgs.bucks.sch.uk](http://www.jhgs.bucks.sch.uk)). Please return your completed JHGS application and any supporting documents for the attention of Miss T Hartley, Headteacher, [HR@jhgs.bucks.sch.uk](mailto:HR@jhgs.bucks.sch.uk)

**Applications to be received by the closing date of Monday 20<sup>th</sup> February 2023, 9 a.m. Interviews will take place as soon as possible after the closing date.**

The school reserves the right to change these dates, and to close the vacancy at any time, so early application is advised.

*John Hampden Grammar School 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 pre-employment vetting checks which include an audit of social media presence and an Enhanced DBS check. John Hampden Grammar School is an equal opportunities employer.*

## **JOB DESCRIPTION**

**Salary:** Teachers Main or Upper Pay Scale

**Reports to:** Head of Business & Economics

### **Key Functions:**

- To plan, develop and deliver high quality lessons that enthuse pupils with a desire to learn and understand Business & Economics
- To foster enjoyment and satisfaction in the study of Business & Economics by pupils
- To develop the subject of Business & Economics across all Key Stages
- To maintain and build upon the Teachers' Standards ensuring that all pupils can meet their potential
- To safeguard and promote the welfare of all pupils

### **Key Areas of Responsibility:**

- To enhance the teaching and learning of Business Studies & Economics throughout the school.
- To take responsibility and oversight of all the key stages and develop innovative schemes of work which are inspiring for learners and teachers alike and feed into standards based assessments.
- To take responsibility for developing the enrichment opportunities for students
- Observe, mentor and take responsibility for the appraisal of the department, including trainee teachers.
- Track and analyse progress and attainment data to make data driven changes to curriculum design, student intervention and set changes.
- To foster enjoyment and satisfaction in the study of Business Studies & Economics by students.
- To contribute to whole school curriculum development through relevant committees and working groups.

### **Key Accountabilities:**

- To develop the vision and development plans for the department to foster a love of the subject for students of all ages and abilities.
- To monitor and evaluate progress and achievement by all students, identifying clear targets for improvement. Undertaking regular Departmental Reviews with SLT.
- To use available data including PEPs to plan, review and monitor progress of all students in order to promote rigorous improvement of attainment.
- To involve Learning Support Assistants in planning to provide high quality individual support with targeted intervention.
- To develop and deliver innovative schemes of learning and assessment in line with new specifications. curriculum requirements and related pedagogy
- Complete data/ exam analysis and development plans as appropriate during the academic year.
- To represent the department e.g. on induction days, open evenings and off-site events
- To provide an excellent environment and culture for learning in the department
- To ensure own practice is of the highest standard and continue to develop your professional skills and knowledge

- Actively seek student voice/feedback to raise standards
- To provide students and parents with high quality feedback in order to drive attainment and achievement.
- To lead professional development in the department.
- To set expectations for the work of all staff involved in the teaching of Business Studies & Economics and to take action as needed to secure improvement.
- To manage the financial resources allocated to the department effectively and efficiently.
- To be aware of and to execute effectively the postholder's responsibility for promoting and safeguarding the welfare of young people with whom he/she is likely to come into contact.
- To take responsibility for personal Health & Safety ensuring that all accidents and near misses are reported. Ensure that your team take a responsible attitude to Health & Safety and that any hazards are reported to the School's Health & Safety Officer (Site Manager).
- To ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues and clients.

*Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified hence this is not an exhaustive list of duties. Employees will be expected to comply with any reasonable request from the Headteacher or Head of Department to undertake work of a similar level that is not specified in this Job Description.*

*This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties.*

*John Hampden Grammar School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS disclosure will be requested for the successful candidate in accordance with Safeguarding Children and Safer Recruitment in Education legislation.*



## **PERSON SPECIFICATION**

### **Essential Qualities**

#### **Qualifications**

- Educated to degree level or equivalent
- Qualified Teacher Status

#### **Knowledge/Skills**

- A passion for teaching Business & Economics and ability to deliver Business & Economics as an examination subject
- An enthusiasm for teaching and a genuine interest in promoting Business & Economics within school and community contexts.
- Understanding of self-evaluation
- Willingness to be involved in extra-curricular activities
- Evidence of sound skills in ICT/digital learning and an awareness of how to maximise its use to aid learning
- Attention to detail
- Ability to prioritise workload and show initiative in dealing with day-to-day situations
- Problem solving skills including the ability to apply diplomacy and tact when appropriate
- The ability to remain calm and composed under pressure
- Excellent interpersonal skills with the ability to communicate effectively with pupils, parents, staff and the wider School community

#### **Personal Qualities**

- A firm belief in the potential of every pupil
- Patient with a good sense of humour
- Willingness to learn new skills and undertake training as required
- Reliable team player who is willing to make a full contribution to the department
- Ability to see change as an opportunity
- A commitment to high standards in personal work
- Smart personal appearance
- Understands and is willing to uphold the values of John Hampden Grammar School

### **Desirable Qualities**

- Experience of teaching in a British secondary school system

#### **Knowledge/Skills**

- The ability to offer a second subject at KS3 level and or beyond
- Ability to effect change
- Evidence of helping students fulfil their academic potential
- Innovative approaches to learning

### Working with children and young people

In addition to the candidate's ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with young people
- Ability to form and maintain relationships and personal boundaries with young people
- Emotional resilience in working with the challenges that teenage boys can present
- Attitudes to the use of authority and maintaining discipline

## You can #BeMore at JHGS

### Why you will enjoy being part of our school community

In addition to our hard working and rewarding students, by joining

JHGS you can also look forward to:

- Welcoming, friendly and supportive colleagues
- An excellent induction programme
- Staff Buddy System
- Professional support for ECTs provided by experienced teams of staff in school and out
- Well designed, sequenced and resourced curricula developed collaboratively by creative and innovative department staff
- Feedback and marking policies maximising student progress whilst managing staff workload
- Additional non contact hours for all teachers
- Excellent in-house and external CPD opportunities
- Positive Behaviour Policy and an outstanding Pastoral Team
- Supportive and appreciative parents
- Highly experienced SEND department to help and support you and the boys
- The opportunity to go on and lead Educational Visits in Britain and abroad. In recent years, staff have been to India, Valencia, Porto, Berlin, and Austria.
- The school canteen is open from 8 am throughout the day serving a range of hot and cold food, salads, sandwiches, cakes and desserts
- Free parking on site
- Cycle to Work scheme



- 20% discount on membership to the excellent Wycombe Sports and Leisure Centre opposite the school [www.placesleisure.org/centres/wycombe-leisure-centre/](http://www.placesleisure.org/centres/wycombe-leisure-centre/)
- Membership of the Teachers' Pension Scheme
- Childcare Voucher scheme
- Optional Mindfulness and HIIT sessions for staff
- Access to Education Support: An Employee Assistance Programme
- "Prosecco(chocolate)" moments awarded termly, long service financial reward
- Staff Social Events; book club, parties, sports, tea, coffee and cakes



And don't forget our boys! They're the ones who will make you laugh every day and give you memories of JHGS that you'll treasure forever.

## How to Apply:

To apply for this post please complete the relevant application form available from our website (<http://www.jhgs.bucks.sch.uk>). In addition to completing an application form, candidates should write a double sided A4 letter outlining how their skills and experience can contribute to the future of JHGS.

Applications will only be accepted from candidates completing a JHGS Application Form in full, available from the school's website or online via TES.

CV's will not be accepted in substitution for completed application forms. CV's may be submitted in addition to the application form in order to supply additional background information. Applications from agencies will not be considered. All information within your application will be treated confidentially.

## Completed application forms can be:

Sent by email to: [hr@jhgs.bucks.sch.uk](mailto:hr@jhgs.bucks.sch.uk)

Posted to: Miss Tracey Hartley Headteacher  
John Hampden Grammar School  
Marlow Hill  
High Wycombe  
Buckinghamshire

HP11 1SZ

## **Safeguarding**

JHGS is committed to safeguarding and promoting the welfare of children and young people. All staff are required, before taking up post, to undertake a criminal record check through the Disclosure and Barring Service (DBS). Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people. All staff at the school have a responsibility to promote and safeguard the welfare of students at the school.

## **Equal Opportunities**

JHGS is committed to equal opportunities for all its students and staff, irrespective of race, colour or nationality, gender, marital status, family circumstances, religion, sexual orientation, age or disability. There will be no discrimination on these grounds, or for any other reasons which cannot be shown to be justified. Students applying for admission to the school and candidates for posts at the school will be treated according to school policies on admission and recruitment and with regard to British and European legislation.

***Candidates are encouraged to submit their applications as soon as possible as the school reserves the right to close the advert should we feel able to appoint an appropriate candidate.***

## **Key Dates:**

Closing date for applications is 20<sup>th</sup> February 2023 at 9 a.m. and interviews will be held later that week.

Applications will be reviewed upon receipt and shortlisted candidates will be invited to attend an interview so early application is advised.

**Easter/September 2023 start date**

## **Contact details:**

**Tel: 01494 529589**

**E: [HR@jhgs.bucks.sch.uk](mailto:HR@jhgs.bucks.sch.uk)**

**Visit our website at [www.jhgs.bucks.sch.uk](http://www.jhgs.bucks.sch.uk)**

**Follow us on Twitter [@JHGSHW](https://twitter.com/JHGSHW)**

**Find us on Instagram: [johnhampdengrammarschool](https://www.instagram.com/johnhampdengrammarschool)**