



GUMLEY HOUSE  
SCHOOL FCJ

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# Application Pack

## Teacher of Business Studies & Economics (Full or Part-Time)

*Are you passionate about teaching Business & Economics? Would you like to help students of all abilities develop the skills and qualities that will allow them to excel in the future? We are seeking to appoint a dedicated professional with excellent subject knowledge and a passion for teaching to inspire students to succeed through GCSE and A Level.*

**Required from**  
September 2021

**Salary Scale:**  
Main Pay Scale

*Gumley House School FCJ is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*





**STEPHEN BYRNE**  
Headteacher



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***Thank you for your interest in joining our school community here at Gumley House.***

If you spend a day at Gumley House you'll understand what '*ethos*' means. Our school *really* is distinctive in the way it delivers an innovative and impacting education for our students.

I am very proud to be the Headteacher of Gumley House School and it gives me great pleasure to welcome you to our school. Thank you for taking the time to visit our school website and to explore more about joining our hardworking and caring community. I hope the information you find in this pack provides you with all the information you need about our Gumley Family.

Gumley is a Catholic school and Sixth Form Centre committed to academic excellence and firmly rooted in the tradition of the Faithful Companions of Jesus. We are a happy and high-achieving school, offering a wide range of activities outside the classroom to ensure each student experiences a wide range of opportunities to help them find their place in the world.

We firmly believe that a serene and happy student is one who will succeed at study, and our pastoral programme is directed to that end. Our school motto is 'Vive ut Vivas', which means 'Life in all its fullness'. That's what we want for every single young person we serve. We want every person who joins Gumley to enter into a relationship with the Christ who demands excellence whilst demonstrating compassion and forgiveness when necessary.

Please do not hesitate to contact the school at any point on your journey of discovering more about a career at Gumley.

With every best wish,



*Founded 1841*

## **180 years of outstanding Catholic education**

Gumley is a school with a long tradition of educating girls (and boys in the Sixth form) to make a difference to our world. The school was established in 1841 by Marie Madeleine d'Houet, foundress of the Faithful Companions of Jesus (FCJ) an international society of Catholic sisters working in many parts of the world. In the UK there are five FCJ schools; each with its own identity but bound together by the tenets of the FCJ Philosophy of Education based on Ignatian principles.

Six core FCJ values of companionship, dignity, justice, hope, excellence and gentleness are at the heart of our work with young people and with each other.

Gumley is a vibrant learning community where students and staff learn and thrive together. The ethos of academic excellence and whole person development prepares our students to confidently achieve their education and career aspirations in the global world. Vision and innovation form our central pillar of learning. We embedded Mandarin in our curriculum in 2008 resulting in 'Confucius Classroom' accreditation and provision of Mandarin teaching to support primary schools. The forward looking MFL department also teaches Spanish, French and Italian.

Our students are provided with a broad and balanced curriculum which recognises the importance of creativity and the arts as well as making sure that maths and science are taught by well qualified specialist teachers.

As an oversubscribed non-selective girls school at KS3 and KS4 we have a wide catchment area with girls coming from 70 primary schools across west London. There are 52 ethnic groups represented in the school and 67 languages other than English. Our students are supported by an outstanding pastoral team led by one of our Assistant Headteachers who work with Heads of Year, Pastoral Managers and School Counsellors to provide a safe environment for all to flourish.

Gumley's academic results reflect our tradition of achievement, the students' high levels of ambition, parental support, as well as the challenging teaching and dedication of the staff. The vast majority of our students are accepted at their first choice university including Oxbridge, reading a wide variety of subjects. Some also attain scholarships or high level apprenticeships with companies such as SKY.

At the heart of our education is the belief that whole person development is paramount. Thus we strive to provide our students with inspiring opportunities and a wide experience through extra-curricular activities.

Gumley is situated on a beautiful site with excellent facilities. This creates a peaceful uncrowded environment in which our students are encouraged to live by our motto: 'Vive ut Vivas' - 'Live that you may have Life' and grow into their best self.



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## Job Description

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**Job Title:** Business Studies and Economics Teacher  
**Scale/point:** Main Pay Scale  
**Hours:** Full or part-time

**Job Purpose:** To facilitate and encourage learning which enables students to achieve high standards; to share and support the corporate responsibility for the well-being, education and discipline of all students; to support the school's distinctive Catholic mission and FCJ ethos.

### Principal Accountabilities

1. To prepare and teach lessons of a high standard to the students assigned to him/her:
  - following designated programmes of study,
  - carrying out the necessary assessments,
  - adapting teaching to respond to the strengths and needs of all pupils,
  - providing information/comments for records,
  - monitoring students in accordance with agreed strategies.
2. To demonstrate good subject and curriculum knowledge.
3. To set high expectations which inspire, motivate and challenge students.
4. To maintain discipline in accordance with school policies and demonstrate good practice in the classes taught with regard to attendance, appearance, uniform, punctuality, behaviour, homework etc.
5. To contribute to the corporate tasks of development, record keeping, monitoring, evaluation of lessons and maintenance of materials.
6. To apply school and departmental homework policy which includes setting, marking of homework and monitoring homework diaries.
7. To work closely with and consult those teachers who are responsible for similar curriculum areas, ensuring continuity and progression for students.
8. To engage in continuous professional self-development in relevant areas.
9. To be a Form Tutor to an assigned group of students.
10. To promote the general progress and well-being of individual students and of the Form Tutor group as a whole.
11. To liaise with a Pastoral Leader to ensure the implementation of the School's Pastoral system.

12. To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
13. To promote good progress and outcomes by students.
14. To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
15. To contribute to the preparation of Action Plans and progress files and other reports.
16. To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
17. To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
18. To apply the behaviour management systems so that effective and safe learning can take place.
19. To understand, and always act within, the statutory frameworks which set out teachers' professional duties and responsibilities.

It is understood that areas of responsibility of the job description are not necessarily a comprehensive definition of the post nor an exhaustive list of all duties performed.

The job description will be reviewed regularly and, in the light of the needs of the school and the professional development of staff, may be subject to amendment, including on appointment, after consultation with the post holder and without changing the level of responsibility.

*This post is subject to the current conditions of employment for Teachers contained in the School Teachers' Pay and Conditions document and other current legislation*

#### **Performance Measures**

Performance will be measured against the pupil outcomes in relation to targets set and in addition will take note of progress with the team improvement plan.

#### **Organisation**

Line Manager \_\_\_\_\_ :

Post holders signature:

Date:

## PERSON SPECIFICATION

**KEY: A = Application; I = Interview; R = Reference**

| ATTRIBUTES  | ESSENTIAL | DESIRABLE | STAGE IDENTIFIED |
|---|-----------|-----------|------------------|
| <b>EDUCATION</b>  |           |           |                  |
| Good honours degree or equivalent in relevant subject.  | X         |           | AR               |
| Evidence of continuing professional development.  | X         |           | AR               |
| Post graduate qualification.  |           | X         | AR               |
| Relevant higher degree or professional qualification.   |           | X         | AR               |
| <b>EXPERIENCE</b>   |           |           |                  |
| ICT Proficiency.  | X         |           | AI               |
| Evidence of commitment to extended learning for students beyond the classroom.  | X         |           | AR               |
| Active involvement in the promotion of equal opportunities.   | X         |           | AIR              |
| Experience of working with parents and external agencies.   |           | X         | AIR              |
| <b>KNOWLEDGE AND SKILLS</b>   |           |           |                  |
| A passion for the subject and knowledge and skills to inspire students.   | X         |           | AIR              |
| Ability to teach your subject across all key stages   | X         |           | AIR              |
| Excellent interpersonal and teamwork skills.  | X         |           | AIR              |
| Excellent communicator – sensitive and effective  | X         |           | IR               |
| An ability to establish good working relationships with a wide range of people including students, parents, Governors and colleagues. | X         |           | AIR              |
| Knowledge, skill and intelligent use of data to inform intervention strategies to improve outcomes for students.                      | X         |           | AIR              |
| A keen interest in how students learn and experience of putting this knowledge into practice.   | X         |           | AIR              |
| Desire to be a Tutor and support the school's programme for care, welfare and guidance  | X         |           | IR               |
| Knowledge and understanding of current educational issues.  |           | X         | AIR              |
| Knowledge and understanding of Safeguarding   | X         |           | I                |
| A commitment to Equal Opportunities   | X         |           | AI               |
| <b>PERSONAL QUALITIES</b>   |           |           |                  |
| Ambition and vision   | X         |           | AIR              |
| A commitment to sustaining and raising achievement, attainment and aspirations of all students.                                       | X         |           | AIR              |
| Have the ability to work in a team.   | X         |           | AIR              |
| A sense of humour and perspective.  | X         |           | AIR              |
| Ability to work under pressure and remain positive, enthusiastic and resilient.   | X         |           | AIR              |
| Reflective and analytical.  | X         |           | AIR              |
| Energy, imagination and personal commitment.  | X         |           | AIR              |
| Personal and professional commitment to the philosophies of school improvement and effectiveness.                                     | X         |           | AIR              |
| Supportive of the school's catholic ethos.  | X         |           | AI               |
| Potential and capacity to grow professionally and aspire further to take responsibility and lead.                                     |           | X         | AIR              |
| Excellent attendance and punctuality.   | X         |           | R                |

