



# Robert Barclay Academy

## Education for a changing world

*Part of Scholars' Education Trust*

#Leadersnotfollowers

### Vision:

In our school community, we have high aspirations for every individual. We firmly believe it is our duty to provide the very best all round educational experience and prepare students for a happy and successful life in an ever changing world!



## TEACHER APPLICATION PACK

### Teacher of Business Studies

MPS/UPS plus Fringe Allowance

Further Scholars' Education Trust benefits are also available (see within)





# Robert Barclay Academy

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## Follow us on Social Media!



Twitter:

**@RBAcad**

**@RBAwellbeing**



Facebook:

**@RobertBarclayAcademyHoddesdon**







Dear Candidate,

Thank you for showing an interest in working at Robert Barclay Academy, part of Scholars' Education Trust. We are looking for an enthusiastic Teacher of Business to join our very successful Department. The successful candidate will be dedicated and creative, an effective teacher and have ambition to develop their leadership skills further. We work collaboratively within the school and with the other schools across the Multi-Academy Trust and ensure that, whether you are relatively new to teaching or more established, **you are fully supported** to ensure that you will be a success.



You will be joining the school at an exciting time, as we continue our journey of rapid improvement. Since becoming part of the Scholar's Education Trust, our Progress 8 Score over the last 2 years has confirmed that our students perform to national expectations. Sixth Form A-Level results also placed us in the **top 25% of all schools nationally** for value-added.

Our students are our biggest asset; they are polite and well-mannered, well presented and take pride in their school. Teaching and learning is at the heart of everything that we do. We were particularly pleased with the feedback from Ofsted '**Personal development, behaviour and welfare have rapidly improved and are securely good.**'

We continue to challenge ourselves and demand the best from our students in order that every student makes the progress they deserve.

Our ultimate aim is, of course, to be outstanding in every area. Quite simply, we want to ensure that 'hand on heart', we are providing the very best education for our students. They deserve it, and **we want to ensure it is better here than anywhere else**. It is this mission that drives us to success. Hopefully, this is something you can contribute to and help us to make a difference. If appointed, you will have the opportunity to contribute to a professional and hard-working Business Team. Your support and leadership will **make a real difference** to continue the journey of success of this team.

As an 'outward-facing' school, we work closely with Sir John Lawes School in Harpenden, Samuel Ryder Academy in St. Albans, Priory Academy in Dunstable and the Alban Teaching School Alliance. We are also a PiXL school with the benefits of training, ideas and resources all these strong connections bring. **I believe in the power of collaboration** in school improvement and we are seeing the benefits of this at Robert Barclay Academy through being part of an 'Outstanding' Multi Academy Trust.

This pack contains lots of information about the school and the Business and ICT Department. If you would like more information, or to visit, please feel free to contact the school by telephone or by e-mail and we will be more than happy to accommodate your requests. Finally, if you are passionate about working with young people and really believe you can join our pastoral team in making a difference, then I warmly invite you to apply. This will enable you to take a look at us in more detail and really experience at first hand the friendly and professional environment we have established.

Ced de la Croix,

Headteacher



## Apple School - iPads for all



New for September 2020! The school is embarking on a new and exciting initiative!

With the recent lockdown, we have recognised that we can further enhance the quality of teaching and learning by ensuring all of our students and staff have access to an appropriate one to one personal device, to work with at home and in school. With this in mind, and with the support of our Trust Board, we are rapidly moving forward to provide every member of staff and student with an iPad and the intention is to achieve this ambitious goal by December 2021.

We have chosen iPads because Apple are a market leader in technology and iPad devices have proven themselves to be: fast, slick, robust, user friendly (as most students and staff know how to use iPhones), light (and therefore more portable), and most importantly the apps and functions available on an iPad are extremely intuitive and therefore support teaching and learning. By all students having the same device, it allows staff to plan more easily in the knowledge that all students will have access to the same app and it also allows our IT team to centrally control their usage. There is now an Apple pen which also allows this device to be used in the manner which is familiar to many i.e. making notes, writing to do lists etc. Finally, moving to iPads for all also supports our sustainability programme and our drive to become a greener school as the devices will allow us to move to become paperless.

The purpose of the iPads is to supplement the teaching and learning that is in place; not to replace it. Our partner school in the Trust, Samuel Ryder Academy, is already an Apple School and are national accredited trainers. Indeed, all the other schools across the Trust support one to one devices so we are in a good position for our staff to be able to

network with others in order to share ideas and good practice.

From September 2020, the roll out of iPads to staff has taken place. Thereafter, we plan to roll out the iPads to students on a rolling programme. You will therefore be joining us at a very exciting time as we will be supporting you with developing your IT skills in order to utilise an iPad. This will not only serve to improve your teaching, but we also plan to use iPads to support your workload and therefore your well-being, something that we take great pride in doing.





## Meet the Team

*As a key department within the school, we value the importance of teamwork. We support each other, working collaboratively across all key stages, sharing schemes of learning and resources to maximise opportunities for creativity and team-teaching. Together, we ensure the highest standards of learning in the classroom.*

**Head of IT/Business Studies**

**Mr Dean Leon**

**Teacher of Business Studies**

**Mrs Ethlyn Weeks**

***How could you develop and support this successful and cohesive team towards further success?***





## **Students and Curriculum**

Business Studies has been one of the most popular and successful option subjects at RBA, particularly amongst the Key Stage 5 setting. With many of our students having parents that own their own business locally, it's easy to see why they have a natural interest in the subject and a passion for business and entrepreneurship.

Our commitment is to deliver an enriched learning experience that challenges learners conceptual, practical and entrepreneurial development. Our holistic approach to learning develops students' practical, interpersonal and thinking skills to be able to succeed in employment and higher education.

Business lessons are taught in our fully equipped ICT suites and as with our whole schools' technology drive, all lessons are fully resourced and accessible through remote and wireless mediums.

## **Key Stage 4**

### **Curriculum**

We are now extremely keen to grow the subject within the school through the BTEC Tech Award Enterprise as a Key Stage 4 option. In addition, we feel that it will be hugely beneficial for students' progression into Key Stage 5, as well as acquiring versatile skills in understanding the world around them which will be advantageous for their learning across the curriculum.

As with our whole school Key Stage 4 framework, the BTEC Tech Award in Enterprise will run from Year 9 through to Year 11, giving learners the opportunity to have a deeper engaging experience in a course that they are likely to pursue a career in.

### **Business & Enterprise**

In the first term the whole school take part in LEAD Day activities. For the past six years the Year 10 cohort have taken part in a Dragons Den activity. This event is largely run by the ICT/Business faculty which has proven to be one of the highlights of the day and brings a lot of interest to the subject.

## **Key Stage 5**

### **Curriculum**

Business Studies at Key Stage 5 is taught following the Edexcel BTEC Extended Certificate framework. It is a highly successful subject and our results for the past three years have been consistently within the top 25% nationally. As a result, students have left RBA being able to pursue their aspirational careers or first choice in further education. We have excellent local industry links, for example Reynold Catering Ltd, who play an active role in supporting the curriculum and wider-curriculum.

### **Business & Enterprise**

Our Key Stage 5 cohorts also take part in national competitions, such as the 'Dragons' Apprentice Challenge', where they compete against other schools to raise money for a local charity.



## **Business Studies Teacher**

### **Full Time**

**Salary - MPS/UPS Inclusive of Fringe allowance**

**Other Scholars' Education Trust benefits are also available.**

**Start date—September 2021**

Robert Barclay Academy is part of Scholars' Education Trust. We are looking for an enthusiastic and inspirational Business Studies Teacher to teach at all age groups.

This is a very exciting time to join a dynamic teaching team who are committed to the continued progression the school is making.

NQT's are welcome to apply for this post as we have an established NQT Trust programme.

The Academy is part of Scholars' Education Trust creating a formal link with Sir John Lawes School (OFSTED Outstanding). We offer an innovative induction programme and professional development programme both at Robert Barclay Academy and across the Trust, recognising that our staff is the key to our success.

If you are interested in joining us at this exciting time, further details and an application pack is available from [HR@scholarseducationtrust.co.uk](mailto:HR@scholarseducationtrust.co.uk) or on 01727 734424

**Closing Date: 9am Monday 1st March**

**Interviews: TBC**

**We reserve the right to make an appointment before the closing date, so early applications are encouraged.**

*Scholars' Education Trust is an equal opportunities employer. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.*



# ***Business Studies Teacher***

## **Aim and main purpose of the job**

To teach, enthuse and inspire students about Business

## **Teaching and Managing Pupil Learning**

### **The Teacher of Business Studies will:**

- Be able to teach across the full range of age and abilities
- Possess high expectations of students in relation to standards of achievement and behaviour
- Have an active input in the creation, consistent implementation and improvement of schemes of work which encapsulate key school learning strategies
- Monitor the progress of students including those requiring additional support or challenge to ensure students are engaged in their learning and achieve success

## **Assessment and Self-Evaluation**

### **The Teacher of Business Studies will:**

- Implement policies and practices for assessing, recording and reporting on student achievement and to assist in setting targets for further improvement
- In conjunction with the Head of IT/Business, use data effectively to identify students who are underachieving and, where necessary, create and implement an effective intervention plan

## **Relationships with Parents and the Wider Community**

### **The Teacher of Business Studies will:**

- Establish a partnership with parents to involve them in their child's learning of the subject, as well as providing information about the curriculum, targets and attainment
- Communicate effectively, both orally and in writing, with parents and governors





# ***Business Studies Teacher***

## **Managing Staff and Own Performance**

### **The Teacher of Business Studies will:**

- Prioritise and manage their own time effectively
- Take responsibility for their own professional development
- Share good practice resulting in a tangible impact on student learning
- Form constructive relationships with staff including team working and mutual support
- Actively implement the key aspects of the school's behaviour management policies
- Be a form tutor
- Make a contribution to the wider school life including specialist Business enrichment activities
- Contribute to department planning and developments

## **Strategic Leadership**

### **The Teacher of Business Studies will:**

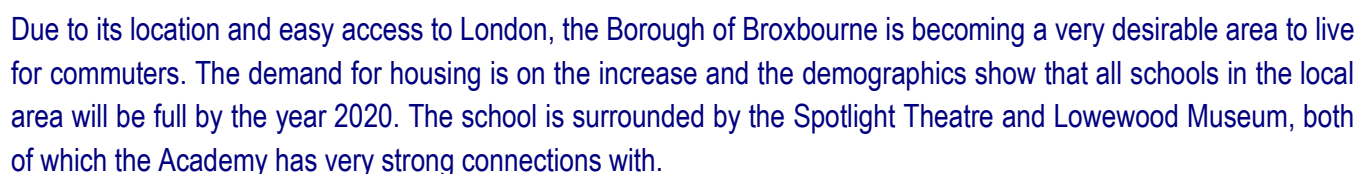
- Contribute fully to a department development plan which contributes positively to the achievements of the school development plan
- Contribute to the development of whole school strategic planning and policies through membership of the School Improvement Groups

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.



Personal Qualities	Essential	Desirable
<b>Knowledge and Understanding</b>		
* Good awareness of current educational developments	✓	
* Clear understanding of current issues related to the subject	✓	
* Ability to plan lessons effectively	✓	
* An understanding and commitment to the ethos of the School	✓	
* Evidence of high level classroom skills	✓	
<b>Skills, Qualifications and training</b>		
* Qualified Teacher Status	✓	
* Courses of further study relevant to the post		✓
* Qualification in the relevant subject	✓	
* Evidence of active involvement in professional development		✓
* Excellent organisation skills	✓	
* Excellent ICT skills	✓	
* Clear evidence of leadership		✓
<b>Attributes</b>		
* Excellent record of attendance	✓	
* Ability to work well in a team	✓	
* A sense of humour	✓	
* Ability to think originally and creatively		✓
* Positive attitude	✓	
* Energy and enthusiasm	✓	
* Warmth and sensitivity	✓	
* Excellent rapport with students	✓	
* Commitment to the School and the students we serve	✓	







## *Benefits of Working for Scholars' Education Trust*

**There are many benefits of working within Scholars' Education Multi-Academies Trust:**

- 1) RBA Professional Bursary of £1500 to support relocation.
- 2) RBA iPad for all teaching staff.
- 3) 10% reduction in fees at 'Best Friends' independent Nursery (up to age 4) based in St Albans.
- 4) Comprehensive training and a commitment to high-quality CPD across the MAT.
- 5) Support from colleagues from 'Outstanding' and 'Good' schools across the MAT.

## *How to Apply*

Candidates should submit the following:

1. **Completed Application Form**
2. **Personal letter of application** A short letter which indicates your experience and impact to date and what you can offer our Academy.  
We regret we cannot accept CVs.

The forms are available in electronic format and can be downloaded from our website:



**For further details, assistance or an informal discussion, please contact:**

**Central HR**  
Scholars' Education Trust  
c/o Samuel Ryder Academy  
Drakes Drive  
St. Albans  
Herts AL1 5AR

**Please email completed applications to:** [HR@scholarseducationtrust.co.uk](mailto:HR@scholarseducationtrust.co.uk)

Please note that references may be requested prior to interview for those who are shortlisted  
Applications should be emailed no later than **9am** on the deadline date - **Monday 1st March**

We look forward to hearing from you!



## Selection Process

### 1. Straight Forward Application Process

Complete the Application Form

### 2. Short Covering Letter of one or two sides of A4, including:

- \* Your experience of teaching Business Studies to date and what you have learned
- \* Your leadership experience or potential
- \* Why you want to teach Business Studies
- \* How you feel you can make a difference at RBA

Send these documents to:

[HR@scholarseducationtrust.co.uk](mailto:HR@scholarseducationtrust.co.uk)

### 2. Interview

Interviews will be held shortly after the closing date. You will be asked to:

- Deliver a lesson
- Meet with our students
- Attend a formal interview



<b>Up until Friday 26th February</b>	Potential candidates have the opportunity to visit the school in action or to contact the school in order to have informal discussions, should you so wish.
<b>9am Monday 1st March</b>	Deadline for Applications. All shortlisted candidates will be contacted by email and invited to interview. Details about date and time of final interviews will be given.
<b>TBC</b>	Formal interviews will take place at Robert Barclay Academy. All candidates will be contacted – both successful and unsuccessful.