



# TEACHER OF BUSINESS STUDIES

Samuel Whitbread Academy  
Application Pack

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Welcome to BEST and thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our Academy, please contact:

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Shefford Road  
Clifton  
Shefford  
SG17 5QS

## **BEST VISION, VALUES & BELIEFS**

### **BEST Vision Statement**

#### **To grow the BEST in everyone**

We believe in the importance of high expectations, hard work and the development of a community of schools where each of us strive to 'be the best that we can be'.

### **BEST Values**

We will:

#### **Always put Children first**

Our reference point question is 'how will this improve outcomes for children and enable them to go on and succeed in life?'

#### **Collaborate to support and compete to challenge**

Our schools work together to add value and compete to continually improve

#### **Provide community based provision**

Our schools form a coherent learning community at the heart of the Bedfordshire community

#### **Have the courage to be compassionate**

Our community treats all with trust, kindness and honesty

### **BEST Beliefs**

We will:

#### **Deliver BEST outcomes**

Outcomes will be in the top 20% nationally

#### **Provide BEST opportunities**

An extensive range of opportunities beyond the classroom will be provided to develop the whole person

#### **Nurture talent**

Our responsibility is to invest in our people and bring out the BEST in everyone

#### **Operate a high autonomy, high accountability culture**

Professionals will lead our system and take responsibility to continually raise standards

#### **Lead through service**

Leaders and followers will work together with mutual respect and shared responsibility

## **THE BUSINESS STUDIES DEPARTMENT**

Samuel Whitbread Academy is a large, rural upper school with approximately 1,700 students including a Sixth Form approaching 450 students. The school is situated on the outskirts of the village of Shefford, in Bedfordshire, and has all the variety and energy of a fully comprehensive secondary school. In October 2017 the Academy was inspected and judged as Good, with Outstanding features by Ofsted. We are committed in continuing our journey to reach Outstanding and are constantly striving to develop our practice and raise levels of achievement.

The size of the Academy and membership of the Trust mean that opportunities available to staff are incredibly varied and wide-ranging. We have a growing reputation for developing an exciting and innovative culture of research within the Academy. We are also a member of SUPER, a research based school improvement network of similarly minded schools, led by Cambridge University, and offer both a Masters and PhD programme through the University. The Trust also includes a Training School and has an Outstanding Nursery (Ofsted 2012) onsite which is available to staff.

The Business Studies Department within Samuel Whitbread Academy is a thriving and well-resourced Department teaching across all key stages at secondary level. We offer students the opportunity to study GCSE Business, A Level Business and BTEC Business at Level 2 and Level 3. In addition to the curriculum, we offer students the opportunity to run their own business via the Young Enterprise Company Programme and regularly enter teams to compete in national business competitions. We are very proud that one of student teams has won a place in the National Final of the ICAEW National Business Competition.

The Business Studies Department classrooms all have WIFI, whiteboards and projectors with three of these rooms housing full computer suites. The number of students choosing to study Business Studies is growing year upon year especially at Key Stage 5 where we have three classes of A Level Business and two classes of BTEC Business. Our GCSE student numbers are also on the rise. Currently we teach over 160 students in the current Year 10 cohort, and 25 BTEC students.

We aim to offer students the full range of opportunities for exploring Business Studies in different contexts, equipping students for a future jobs market as well as offering a well-established route into Higher Education.

As a Department we are pleased with the progress we have made and due to the growing Department we are looking for candidates with a passion for teaching and learning, who want to make a difference, to join us.

## JOB DESCRIPTION

### Teacher of Business Studies

<b>JOB TITLE:</b>	Teacher of Business Studies
<b>BASED AT:</b>	Samuel Whitbread Academy
<b>SALARY/GRADE RANGE:</b>	MPS/UPS
<b>RESPONSIBLE TO:</b>	Head of Business Studies
<b>REQUIRED FOR:</b>	September 2022
<b>LIAISING WITH:</b>	Principal, Senior Team, teaching/support staff, LEA representatives, external agencies and parents.

#### ABOUT BEST:

Bedfordshire Schools Trust (BEST) comprises ten flourishing academies and five nurseries delivering first choice education, from Early Years to Advanced Level study. Our vision is 'to grow the BEST in everyone.' We believe in the importance of high expectations, hard work and the development of a community of schools where each of us strive to 'be the best that we can be.' Our schools work together to add value and compete to continually improve.

#### PURPOSE OF ROLE:

- To provide a full learning experience and support for students.
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students as a Teacher and Tutor.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support each Academy's responsibility to provide and monitor opportunities for spiritual, personal and academic growth.

#### DUTIES AND RESPONSIBILITIES:

- To assist in the development of resources, schemes of learning, assessment policies and teaching strategies.
- To contribute to the Business Studies Department's improvement plan and its implementation.
- To plan and prepare courses and lessons.
- To use data on pupil performance to inform target setting, lesson planning and to identify underachieving students.
- Implement targeted intervention and monitor the progress.
- To support the BEST and Academy's monitoring procedures.
- To support the review of teaching strategies and programmes of work.
- To attend all Department and staff meetings.
- Coordinating and managing work as a Form Tutor.

- Contribute to the review, development and management of curriculum and assessment functions, including the Academy Improvement Plan and working towards individual Academy and BEST aims.
- Improve and monitor the effectiveness of the BEST and Academy's assessment policy.
- Ensure all pupil and student data is held centrally and is used effectively.
- Provide the data team other staff with relevant information about teaching and tutor groups, to help their planning and ensure all staff have high expectations of pupils and students.
- Review teaching methods and programmes of work including schemes of learning.
- Participate in arrangements for training and continuing professional development.
- Contribute to the review, development and management of curriculum and assessment functions, including the School Improvement Plan and working towards individual Academy and BEST aims.
- Ensure the role of the Form Tutor is carried out, as stated within the staff handbook.

### **Specific Duties and Responsibilities:**

- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for all students that will stimulate learning appropriate to pupil and student needs.
- Monitoring the objectives and tasks identified within the School Improvement Plan and the BEST improvement plan.
- Liaising with colleagues in lower, middle and upper schools to ensure a smooth transfer of information.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- Write reports and providing data for parents to inform them about pupils' and students' progress.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- Interpreting comparative data regarding pupil and student performance and using this to differentiate and assess.
- Take responsibility for professional development, keeping abreast of subject developments and reviews, locally and nationally.
- To prepare and update subject materials.
- Contribute to the whole-Academy and BEST ethos, with due regard to wider professional effectiveness.
- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere in accordance with the Department assessment policy.
- To ensure that ICT, Literacy, Numeracy are reflected in the teaching/learning experience of students.
- To maintain discipline in accordance within BEST and individual Academy's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.

### **Note:**

- Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from the BEST Principals to undertake work of a similar level that is not specified in this job description.

# PERSON SPECIFICATION

## Teacher of Business Studies



Attributes	Essential	Desirable
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Relevant Degree</li> <li>• Teaching Qualification</li> <li>• Evidence of Continual Professional Development</li> </ul>	<ul style="list-style-type: none"> <li>• Business degree</li> <li>• Master's Degree in relevant subject</li> </ul>
<b>Professional Experience</b>	<ul style="list-style-type: none"> <li>• Successful teaching at KS3, KS4 and KS5</li> <li>• Understanding and application of strategies to raise standards across the ability range through effective teaching and learning</li> <li>• Sensitivity to the learning needs of all pupils</li> <li>• Demonstrate understanding of using comparative data, together with information about pupil's prior attainment to establish benchmarks and set targets for improvement</li> <li>• Identify usage of current good practice in assessment techniques and the monitoring of pupil progress across all key stages</li> </ul>	<ul style="list-style-type: none"> <li>• Experience teaching A Level Business Studies</li> </ul>
<b>Professional Knowledge, Skills &amp; Understanding</b>	<ul style="list-style-type: none"> <li>• Demonstrate application of information and communication technology for development of learning and teaching in the subject</li> <li>• Ability to inspire, enthuse and motivate pupils and staff</li> <li>• Excellent classroom management to encourage positive behaviour</li> <li>• Demonstrate creative problem solving and good communication skills</li> <li>• Ability to work collaboratively or on own initiative</li> <li>• Time management skills and a capacity for hard work and an ability to prioritise effectively with good administrative skills</li> <li>• The ability to think creatively and imaginatively to anticipate and solve problems and identify opportunities;</li> <li>• Enthusiasm and a good sense of humour</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Willingness to be flexible</li> <li>• Willingness to undertake further training</li> <li>• A commitment to equality principles and practices</li> <li>• Appropriate DBS clearance (before post commences)</li> </ul>	

We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance.



## HOW TO APPLY

We use an application form, rather than asking for CVs for most vacancies. The application form ensures that all applicants present their information in the same standardised format and tell us only what we need to know.

Applications may be made online via the mynewterm website <https://www.mynewterm.com/> If you would prefer a Word Application Form, one may be obtained by directly emailing Samuel Whitbread Academy via the contact details on page three of this application pack.

All applications must be received by the closing date of:

**Closing date: Sunday 6<sup>th</sup> February 2022**

**Interview date: w/c Monday 7<sup>th</sup> February 2022**

Please remember to include contact details for three referees and complete the equal opportunities monitoring form.

We are committed to the safeguarding and promotion of children's welfare and all offers of employment are subject to DBS clearance and satisfactory references.

We look forward to receiving your application.

HR Team  
Bedfordshire Schools Trust  
BEST House  
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# USEFUL LINKS



[www.bestacademies.org.uk](http://www.bestacademies.org.uk)



[www.camptonacademy.org.uk](http://www.camptonacademy.org.uk)



[www.etonbury.org.uk](http://www.etonbury.org.uk)



[www.gothicmede.org.uk](http://www.gothicmede.org.uk)



[www.gravenhurstlower.org.uk](http://www.gravenhurstlower.org.uk)



[www.langfordvillageacademy.org.uk](http://www.langfordvillageacademy.org.uk)



[www.lawnsideacademy.org.uk](http://www.lawnsideacademy.org.uk)



[www.pixbrookacademy.co.uk](http://www.pixbrookacademy.co.uk)



[www.robertbloomfield.beds.sch.uk](http://www.robertbloomfield.beds.sch.uk)



[www.samuelwhitbread.org.uk](http://www.samuelwhitbread.org.uk)



[www.stchristophersacademy.org](http://www.stchristophersacademy.org)



[www.bedsscitt.org.uk](http://www.bedsscitt.org.uk)



[www.bestnurseries.co.uk](http://www.bestnurseries.co.uk)



[www.bestteachingschool.org.uk](http://www.bestteachingschool.org.uk)