

# St Philip Howard

CATHOLIC SCHOOL



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**BUSINESS STUDIES TEACHER  
RECRUITMENT PACK**



## LETTER FROM THE HEADTEACHER

Dear Applicant

Thank you very much for your interest in the post of Teacher of Business Studies. We have a growing Sixth Form and there is a high demand for both A Level and GCSE Business Studies. In joining us, you would very much be part of a strong team and afforded the opportunity of teaching across the Key Stages. The post is well-suited to either someone new to teaching and looking for great professional development and coaching through to those who are more experienced, ambitious for future responsibility.

The Business Department is at the heart of the school community and the post provides an excellent opportunity to make a considerable impact upon the future success of the school; particularly in light of its growing popularity as a subject.

The successful candidate will be someone who is aspirational, hard-working and committed to ensuring students fulfil their enormous potential. Working at SPH offers excellent opportunities for professional development within the Teaching School Hub and our cross-phase Trust, Bosco Catholic Education Trust.

The attitude and aspirations of the students are excellent. The students really are the best advert you could wish for a school. Staff are hardworking, committed, caring and supportive of one another. Above all, SPH is a happy and high achieving community; one which we hope you will be keen to join.

You would be joining the school at an exciting time as we continue to innovate and grow, working with the Teaching School Hub and Bosco Trust. Results in recent years have placed us in the top 10% in the country and top in West Sussex for the progress students make whilst at the school. Education for us is so much more than this. We pride ourselves on the strength of our faith community, personal care of each individual and our desire to walk that 'extra mile'. If successful in your application, you would be joining a great school, but with opportunities to make your mark and fulfil your potential as a teacher and school leader.

Please feel free to contact me ([dcarter@sphcs.co.uk](mailto:dcarter@sphcs.co.uk)) if you have any questions or would like to come and see us in action! We hope you will apply and I look forward to meeting you.

Yours sincerely



David Carter  
**Headteacher**

## LIFE AT SPH

Thank you for your interest in the position currently being advertised at St Philip Howard Catholic School (SPH). I would like to take this opportunity to give you a taste of 'Life at SPH' to help you decide if this is the right opportunity for you.

SPH is a co-educational 11-18 Catholic comprehensive school, which in April 2017 helped form the Bosco Catholic Education Trust. Bosco CET currently consists of five dynamic, supportive and excelling Catholic schools. The school and Trust's ethos is based on its Catholic character, with supportive relationships and high standards being central to our work. As a consequence, both students and staff are happy, positive and enjoy their time at school.

Academic standards at SPH are outstanding with students achieving very well at all levels. In recent years (including pre-Covid!) GCSE progress scores have exceeded 0.5 with over 88% of students achieving 5 or more GCSEs at 4+. The pass rate at A Level is always high and usually 100%, with up to 60% of grades being at A\*/B. Despite the fact that these results place us in the Top 10% nationally and one of the top schools in Sussex, we have the belief that "getting better never stops!" We are determined to be outstanding in all aspects of our work as a school and pursue this goal relentlessly. There is a great team here at SPH; we are all determined to be the very best we possibly can be and hope that you will be up for this challenge too.

A great deal of emphasis is placed upon enrichment activities at SPH and outside the formal curriculum there are numerous opportunities for students to take part in a wide range of activities: drama, sport, music, exchanges, days of reflection, Duke of Edinburgh and trips, both nationally and internationally. We would expect you to contribute in some way to this important side of school life should you be successful in your application.

SPH is heavily over-subscribed and is very highly regarded in the local community. Whilst students and staff are well supported, expectations of them are high. We are determined to recruit the very best members of staff and those with great potential, to support and develop them in their roles and prepare them for promotion. That is why we invest heavily in professional development. Our staff are our number one asset and must be cherished if we are to succeed in achieving our goals. Being part of a wider group of schools has afforded staff a wealth of opportunities for training and career progression.

We have a relentless focus on learning and the quality of teaching; under-performance will always be addressed and student outcomes placed at the heart of all we do. We were delighted to be graded as 'Outstanding' in every category at both our 2016 and our recent 2021 Ofsted Inspection, and believe this to be great affirmation of what we are trying to achieve. I hope you will take the opportunity to access the report on our school website. As a strategic lead with the Teaching School Hub, we are able to engage with other schools, share best practice and provide school to school support; all things which help to enrich the experience of working at SPH.

The challenge now is to continue to improve and become the best school in the country. Are you the person to help us achieve this goal?

The ideal candidate would be enthusiastic, ambitious and an excellent practitioner. We would expect at least two years' hard work and good service. In exchange we will prepare you for the next step in your career.

I believe SPH is a fantastic place to work and I am always excited about the prospect of appointing colleagues to help drive the school forward. There are great opportunities here for the right candidate. I would be delighted to meet you in person or to discuss over the phone any aspects of the role, so please do get in touch.

I hope you decide that SPH is the right school community for you and I look forward to meeting you soon.

David Carter  
**Headteacher**

## BOSCO CATHOLIC EDUCATION TRUST

St John Bosco, founded the Salesian Order in the 19<sup>th</sup> Century. He had a profound and compelling vision for education, reaching out to some of the most vulnerable, disaffected and uncared for children in Turin and surrounding areas. He provided them with faith, hope and love; giving them opportunities and a future that no one else had afforded them. Don Bosco spoke about the need for children to be 'known and loved'. The deanery schools chose Don Bosco as the patron of the multi-academy trust as it was felt he encapsulated all that we cherished in Catholic education, providing us with a model of leadership and education which would sustain and nourish us on the exciting journey ahead.

The Bosco Catholic Education Trust (BCET) opened in April 2017 with St Mary's and St Philip Howard Catholic School (SPH), Barnham. Annecy joined in February 2019, St Joseph's in September 2020 and most recently St Paul's Catholic College in January 2022. SPH is an outstanding Catholic secondary school, a strategic lead in the Xavier Teaching School Hub and has a proven track record of raising achievement through school-to-school partnerships. CEO of Bosco CET, Dave Carter, is a National Leader of Education and Headteacher of SPH.

As in other areas of the Diocese of Arundel & Brighton, Catholic schools are working collaboratively, cross-phase to develop an exciting vision for Catholic Education which is fit for the future. Within Sussex, there are 36 schools: 30 primary and 6 secondary. Over time it is anticipated that other schools within Sussex will join BCET, to help develop Catholic Education across the South Coast.

## APPOINTMENT OF TEACHER OF BUSINESS STUDIES

Schools Direct/NQT/MPS/UPS

The Governors are looking to appoint an ambitious, hardworking and talented Teacher of Business Studies to develop and deliver the KS4 & KS5 courses and to be part of a great team. This role provides a first-rate opportunity to demonstrate your ability to make a measurable impact on the success of the school. We would welcome applications from teachers with a proven track record of success or from those starting their career and looking for outstanding support and induction into the profession. Experience of teaching Key Stage 5 Business is preferable, although not a pre-requisite.

This is an exciting opportunity to join a dynamic, innovative and vibrant school as it continues to push on from its 'outstanding' Ofsted judgement. If you want to work with wonderful students, committed staff and a forward thinking leadership team, this is the school for you. We are always striving to improve and we want you to be part of this journey.

- GCSE results are always well-over 80% for those achieving grade 4+, with progress scores regularly placing the school as the highest in West Sussex.
- We have a thriving and growing Sixth Form.
- A Level results and progress scores place us first in West Sussex.
- We are rated as 'Outstanding' by Ofsted in all categories.
- We are a strategic lead in the Xavier Teaching School Hub and help lead the Bosco CET.

The school is an equal opportunity employer and is committed to the safeguarding and protection of children and individuals. This post is subject to a DBS Enhanced Disclosure.

## HOW TO APPLY

The method of application is by letter which should be a maximum of two sides of A4. In your letter please outline the relevant experience in your career to date, what you feel you would bring to SPH and how you would contribute to our journey to become the best school in the country.

Please also complete the CES application form and email to Jacqui Inglis at [jinglis@sphcs.co.uk](mailto:jinglis@sphcs.co.uk)

- Closing date: 9am Wednesday, 26 January 2022
- Interviews: Interviews will be held as soon as possible thereafter. Please note that we may invite promising applicants in for interview prior to the closing date where early applications are received
- Starting date: September 2022

## **JOB DESCRIPTION: TEACHER**

**Responsible for:** Ensuring that the performance of all teaching, pastoral, administrative and extra-curricular functions contributes to and is in harmony with the school's Catholic principles and ethos.  
Prompt attendance, awareness of school organisation and arrangements, discharging of statutory duties, consulting as required, maintaining school standards.  
Committed and efficient classroom teaching, appropriate marking and record keeping, reporting on pupil progress, effective contribution to school standards and individual pupil achievement.

**Consulting with:** All colleagues

**Reporting to:** Head of Department, Leadership Team Link

## **RESPONSIBILITIES OF THE POST:**

### **SUPPORTING THE ETHOS OF THE SCHOOL**

- 1 To help the school carry out its Catholic mission, accepting the school's Catholic Christian ethos and actively supporting the liturgical and spiritual life of the school
- 2 To promote good order and a responsible and caring attitude by pupils, and a clean, well-kept and safe environment within the school.

### **GENERAL PROFESSIONAL DUTIES**

- 3 To undertake the duties of a teacher as specified in the current edition of the School Teachers' Pay and Conditions document and to respond to national educational initiatives as appropriate
- 4 To accept professional responsibilities in relation to all school policies, practices and expectations.
- 5 To attend all scheduled meetings and times for professional development
- 6 To be aware of the contents of briefing announcements (ensuring prompt attendance at 8.30am) and daily newsletters, and to take action as appropriate
- 7 To be familiar with the school's policy on Health and Safety, and in particular:
  - to be aware of likely hazards, emergency procedures, first aid provision and accident reporting
  - to wear/use any appropriate safety clothing and equipment
  - to report all damage, hazards and defects to the Site & Premises Manager
  - to conduct all activities in such a way that the health and safety of pupils and colleagues are ensured
  - to undertake risk assessments as appropriate
- 8 To carry out any reasonable professional request made by the Headteacher, LT or Head of Department, provided that it is compatible with National Conditions of Service.



- 9 To keep up to date with current developments in the subject(s), undertaking such professional development as may be necessary.
- 10 To complete all relevant pupil reviews and reports, and to contribute to references as required.
- 11 To liaise with departmental colleagues on all matters of common concern regarding pupils and the curriculum.

## **TEACHING AND LEARNING**

- 12 To contribute to the high academic standards and disciplinary ethos of the school by setting challenging work and establishing high expectations and teaching pupils of all abilities with commitment, enthusiasm and to a high standard of competence.
- 13 To plan and prepare courses by contributing to schemes of work and programmes of study that meet the requirements of the National Curriculum where necessary.
- 14 To ensure that lessons are well prepared and that they aim to secure progression for the group and for individual pupils.
- 15 To ensure that lessons have clear learning objectives that are communicated to the pupils and build on prior learning
- 16 To ensure that account is taken of the pupils' individual needs by varying the learning experiences.
- 17 To seek appropriate advice and deploy in-class support in order to facilitate the learning of pupils with additional educational needs.
- 18 To ensure that, over time, lessons contribute to the moral and spiritual development of the pupils and their literacy, numeracy and ICT skills.
- 19 To set homework in accordance with school/departmental policy and to ensure that it is frequently marked, indicating areas where improvement is required.
- 20 To take a register of attendance of every lesson and to keep a record of work covered.
- 21 To be punctual in taking classes and to dismiss them as promptly as possible when the bell sounds and to take steps, in line with departmental policy, to ensure that pupils arrive punctually and properly equipped for the lesson.
- 22 To ensure that the teaching base is kept in good order and free of litter and to exercise an informal supervision of the area surrounding the teaching base, including corridors and neighbouring staircases where relevant.

## **ASSESSMENT**

- 23 To follow all procedures relating to the testing and assessment of pupils, identifying the level at which pupils are achieving and judging this in the light of prior attainment.
- 24 To ensure that pupil performance is assessed and recorded in accordance with the school policy on assessment and target setting, and that pupils with special needs (including the gifted and talented) are clearly identified.