



Warlingham School
& Sixth Form College

Wide Horizons
High Aspirations

Candidate Pack

Teacher of Business Studies

From September 2022

Full or Part time hours considered

London Fringe *

Possible recruitment allowance – please see below

Suitable for ECT's



Warlingham School



Wide Horizons
High Aspirations

*for candidates moving from a school in the 'Outer London' area, we will consider a recruitment allowance to mitigate the salary difference from London Fringe

Tandridge Learning Trust 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 candidate will be subject to safer recruitment checks, including an enhanced DBS check.

As an equal opportunities' employer, Tandridge Learning Trust is also committed to achieving a diverse and inclusive workplace and strongly encourages suitably qualified applicants from a wide range of backgrounds irrespective of personal characteristics.



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Dear Candidate,

Thank you for enquiring about this post. This brochure has been designed to give you, a potential applicant, essential information about our vacancy, school and trust, so you can decide if this will be the next step in your career.

“Wide Horizons, High Aspirations” is our school motto and this underpins our whole school philosophy. We are a school community which does not stand still. Whilst our expectations of academic performance are high, of equal importance are that students enjoy the experience of coming to Warlingham School and have opportunities which enable them to develop into young men and women who will contribute positively to society. Our students tell us they consider this a place where they are challenged by the work, where they are supported by the staff and fellow students and where achievement is part of the everyday vocabulary.

We have high expectations in terms of learning, behaviour and attendance which leads to excellent academic progress. We provide an environment that excites, motivates and challenges our students to place no ceiling on achievement and to develop an interest in the world around them. Our ambition is for students to leave Warlingham as successful, confident young people ready to face all of life’s challenges and make a positive contribution to society. We measure our success by meeting the needs of all our students in this truly comprehensive school and believe everyone has a role to play in achieving this aim.

If you decide this is not the school for you then we thank you for the interest you have shown; however, if this ethos aligns with yours, then I hope you will apply to join our team, support our drive to become outstanding and I look forward to receiving your application.

We hope that this pack provides sufficient information to encourage you to take your application to the next stage. Do telephone or email, if you wish to discuss any aspect of the post.

We look forward to hearing from you.

Mr P Foster
Headteacher



TEACHER OF BUSINESS STUDIES

ADVERTISEMENT

We have an exciting opportunity for an enthusiastic and passionate Teacher of Business Studies to join our dedicated team to provide exciting and inspirational teaching to students across all key stages.

You will be joining a forward thinking Trust at an exciting time in its development and will enjoy our many staff benefits which include: -

- Competitive salary and generous holiday entitlement
- Well established and supportive training and development opportunities
- Family friendly policies
- Employee Assistance Programme
- Lifestyle and retail discounts
- Staff sports and social events

You will become part of strong and successful team within a well-established department. Our key strength is the experience and knowledge within the team which provides our well-behaved students with an exciting curriculum supported by extra-curricular activities, visits and opportunities.

If you are an experienced Business Studies teacher or looking for a great start to your career, then we would love to hear from you.

Please do not hesitate to contact us if you have any queries. We look forward to receiving your application and welcoming you to our school.

Closing Date: 10am, Tuesday 30th June 2022

Please note that applications will be considered upon receipt. Early applications are encouraged as we reserve the right to close the recruitment process once a suitable candidate is appointed.



DEPARTMENTAL INFORMATION

During the time of Specialist Schools, Warlingham School was a Business and Enterprise specialist school. Although Specialist Schools no longer exist the school has maintained the Business and Enterprise ethos and, as such, the Business Studies Department plays a leading role within school. It is currently staffed by a team of four enthusiastic teachers, led by a Head of Department.

The department is housed in a dedicated Business Centre which is furnished and decorated to business standards. Each classroom is fully equipped with an interactive whiteboard, computers, flat-screen monitors and a ceiling-mounted projector. The department also benefits from having a class set of laptops.

We have a range of other resources, including a colour printer and photocopier, digital camera, video camera and visualisers. Teachers and students also have access to a full range of on-line resources (Dynamic Learning and Active Learn) and written publications, including set text for each class in each subject, specialist texts on a wide range of topics and a library of economics and business publications, such as Business Review and Economics Review.

The department offers a wide range of courses across key stage 4 and 5, offering students continuity and progression with good results across all subjects.





CONTACT DETAILS AND HOW TO APPLY

Designated contact for this vacancy:

- Name Paul Kinder, Senior Deputy Headteacher
- Number 01883 624067
- Email address p.kinder@warlinghamtlt.co.uk

Please complete the Trusts **application form** and return this electronically with any requested supporting documentation to: hr@tandridgelearningtrust.co.uk. Please note that CVs will not be accepted.

Closing Date: 10am, Tuesday 30th June 2022

Please note that applications will be considered upon receipt. Early applications are encouraged as we reserve the right to close the recruitment process once a suitable candidate is appointed.



JOB PROFILE & PERSON SPECIFICATION

JOB TITLE:	Classroom Teacher
SCHOOL/PHASE:	Warlingham School and Sixth Form College - Secondary
ACCOUNTABLE TO:	Head of Department
RESPONSIBLE FOR:	None
GRADE/SCALE/TLR:	Main Pay Scale
DATE:	March 2022

Job Purpose

To provide high quality, engaging and inspirational teaching and learning opportunities to all students. To support the success and continuous improvement of the School and the Trust, ensuring that visions and values are shared, promoted and students achieve excellent outcomes.

Key Accountabilities and Tasks

The specific nature and balance of these responsibilities will vary according to the needs of the school and may be shared.

Key Accountability	Main Tasks
Teaching, learning and progress	<ul style="list-style-type: none"> To ensure a high-quality learning experience for students according to their educational needs, meeting internal and external quality standards. Lessons to be planned using a variety of delivery methods which will stimulate learning and ensure progress appropriate to student needs and demands of the syllabus. To set and mark work carried out by the student in school and elsewhere, supporting the school's expectations. To use data and assessment to inform planning and intervention. To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required adhering to reporting deadlines. To be responsible for the care of the teaching rooms and equipment during lesson or tutor group time. To maintain discipline in accordance with the school's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. To contribute to the preparation and resourcing of Department Schemes of Work and policy development, working with other colleagues to develop and teach these. To attend Parents' Evenings, meetings and events as specified in the school's annual calendar. To contribute to Department enrichment activities.



Form Tutor	<ul style="list-style-type: none">• To be a Form Tutor to an assigned group of students. To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.• To provide 'first line' support and guidance to students to meet their personal development and achievement needs to promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.• To liaise with a Head of House/Head of Year to ensure the implementation of the school's House/Year System and to promote involvement in House/Year activities.• Evaluate, monitor and report on the progress and achievement of each student in terms of his or her curricular achievements and extra-curricular activities.• To monitor behaviour, promote school rules and encourage improvement.• To alert the appropriate staff to problems experienced by students and to take suitable actions to help resolve them.• To communicate, where necessary and after consultation with the appropriate staff, with the parents and with persons or bodies outside the school concerned with the welfare of individual students.• To contribute to the House/Year Tutor Programme according to school policy.
Professional Development	<ul style="list-style-type: none">• To take principal responsibility for one's own Professional Development.• To participate in arrangements for effective performance management.• To keep up to date with current developments in education and subject specific changes.• To support colleagues in their Professional Development.
School Community	<ul style="list-style-type: none">• To support the development of the school within the Trust and the wider community. strengthening partnerships, promoting community cohesion and establishing a range of inclusive links with partners.• To support collective decision making.• To identify opportunities for student engagement and enrichment in community activities.• To ensure effective liaison with parents and to support open evenings and other school events.
Safeguarding	<ul style="list-style-type: none">• All staff have a responsibility to promote and safeguard the welfare of children in line with the school Safeguarding and Child Protection Policy



Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job profile.

	Essential	Desirable	Evidenced by
Qualifications / Experience	<ul style="list-style-type: none"> • QTS • Relevant Degree • Secondary trained 	<ul style="list-style-type: none"> • Evidence of commitment to further professional development • Experience of teaching at a variety of key stages • Experience of intervention to identify underachievement and raise attainment • Comprehensive school experience • An awareness of the forthcoming changes to the curriculum across all key stages 	Application Certificates
Knowledge and Understanding	<ul style="list-style-type: none"> • Excellent subject knowledge • Use of assessment to promote students learning • Awareness of current developments in the teaching 	<ul style="list-style-type: none"> • Principles of comprehensive education 	Application Interview
Skills & Aptitudes	<ul style="list-style-type: none"> • Effective Classroom practitioner • Excellent communicator with effective interpersonal skills and organisation skills • Ability to enthuse students of all abilities • The capacity to function creatively and generously in a mutually supportive team • Quality provision for all students 	<ul style="list-style-type: none"> • Confident user of IT • Able to implement curriculum change 	Interview References
Professional Qualities	<ul style="list-style-type: none"> • Effective team player • Vision, warmth, energy and enthusiasm • Pursuit of high standards - both academic and behavioural • Integrity • Willing to contribute to all aspects of school life • Able to maximise contributions from parents, governors and the school community 		Interview



	<ul style="list-style-type: none">Ability to contribute with flair and commitment to the effective performance of the department		
Safeguarding	<ul style="list-style-type: none">Ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the School/Trust Child Protection and Safeguarding policy and the Staff Code of Conduct		Interview References



ABOUT WARLINGHAM SCHOOL & SIXTH FORM COLLEGE

Warlingham School & Sixth Form College is a fully comprehensive community-focussed, school, with a PAN of 240. The School provides a caring, supportive environment, where staff and students work with integrity and respect. The school places a high importance on its key values of Commitment, Courage and Kindness, which we strive to make a reality every day.



At Warlingham, we want our students to be safe and happy at school and as a result, enjoyment and engagement are important elements of life at our school. Our student leadership programmes help our students to develop the confidence, grit and resilience needed to be successful in later life. These qualities will help them to develop into well-rounded young people, ready to make a positive contribution to the local community and to wider society in general.

Students are encouraged to have high aspirations so that each can be the very best that they can be, whatever their starting point. Members of staff go the 'extra mile' for students and are dedicated to nurturing young people's talents and aspirations. We expect our students to work hard, behave respectfully, dress smartly and take pride in their achievements.

Our students are also encouraged to have wide horizons and to experience a broad range of opportunities and experiences that enable Warlingham students to grow into confident, articulate young adults who enjoy their time at school and leave with the skills, qualities and qualifications required to face the challenges of the future. Our thriving House system provides a sense of belonging and lots of healthy competition as well as a caring and supportive pastoral structure.

The Sixth Form College is home to around 200 happy and successful students and offers a wide range of courses, including both A Level and Vocational Courses. Our sixth form provision is under review; students currently select one of several enrichment courses, such as the Duke of Edinburgh Award Scheme or the Extended Project Qualification (EPQ).

Our strong pastoral system continues to support our college students and the personalised approach we offer helps them to achieve their goals in a secure and nurturing environment. Extra-curricular trips, whether a geological visit to Iceland or a trip to Auschwitz run by the Holocaust Educational Trust, all enrich and broaden horizons. Local community-based activities help to develop students' understanding of citizenship and commitment whilst further developing their employability skills.





With the opportunities provided and the quality of the teaching and learning support, it is no surprise that a significant percentage of students go on to be successful at Russell Group universities such as Cambridge, Kings College and Imperial College.

Students



Many of our students live in Surrey and others come from the southern part of the London Borough of Croydon; most of the students live within a three-mile radius of the school. Our students represent a broad socioeconomic mix.

There are currently 1,456 students on roll including the Sixth Form College. Although many students stay on for Key Stage 5; we would like to encourage a higher proportion to stay with us. The School is oversubscribed for the Year 7 intake each September.

Facilities

Located south of Warlingham, the purpose-built school sits on an extensive, 20 acre site, with good commuter access by road and two stations within half a mile. The buildings are well maintained, some recently modernised and refurbished and the facilities include extensive adjacent playing fields, a dedicated sixth form block, a fitness suite and a 25-metre swimming pool.

The School has made significant investments in technology, with several computer suites and two state-of-the art scientific laboratories.



Staff

The quality of teaching is clearly central to the success of any school. Teachers are the greatest resource a school has. We employ dedicated individuals with positive attitudes and high standards. All our staff go the 'extra mile' for students and take time to nurture young people's talents and aspirations.

Learning takes place in a purposeful and well-disciplined environment, in which students are encouraged to be actively involved in their learning through investigation, problem-solving, discussion, practical work and research. Ofsted inspectors have praised the quality of teaching throughout the school, and the exemplary behaviour of our students. Information about our latest Ofsted report is available on our website:

<https://www.warlinghamschool.co.uk/63/ofsted>



There is a healthy balance between established and newly qualified teachers, and the school is committed to ensuring access to a wide range of CPD opportunities. Warlingham School & Sixth Form College offers teacher training through our School Direct courses, which are designed as school-centred initial teacher training routes and are a popular choice for those who hope to secure a role in the network of schools where they train. The School Direct Programme is provided through the South East Learning Alliance, of which we are a member school.



The teaching staff are well supported by the senior leadership team and a range of experienced teaching assistants and learning mentors who help support additional needs. All support and administrative staff share the same commitment to our caring and respectful school ethos. In addition, we work closely with the MAT team who provide a range of support services for the schools.

Our Values and Aims

Warlingham School & Sixth Form College provides a caring, supportive environment, where children and staff are happy, where everyone works with integrity and respect, and is challenged to reach their highest possible achievement.

Learning takes place in a purposeful and well-disciplined environment in which students are encouraged to be actively involved through investigation, problem solving, discussion, practical work and research.

Ofsted inspectors have praised the quality of teaching throughout the school and the exemplary behaviour of our students. Staff have high expectations of students and provide a range of challenging experiences for all abilities, leading to good examination performances and an enjoyment of learning.

We take our motto of “Wide Horizons, High Aspirations” very seriously and build in opportunities for our students to develop as individuals through the taught curriculum and an extensive range of additional activities.

HIGH ASPIRATIONS: ‘Be the best you can be’

WIDE HORIZONS: ‘Be inspired to experience more than you thought possible’



Values

Our key values are commitment, courage and kindness.

Aims

We intend to:

- help every student, and every member of staff, to achieve more than they ever thought possible, regardless of their starting points,
- be a community of excellence where we hold high expectations for success in ourselves and in others,
- foster an environment where individuals take responsibility for themselves and show respect for others as part of a healthy and safe community,
- value and embrace the fact that we are all different and show tolerance for the beliefs, faiths and opinions of others,
- prepare students for successful and fulfilling adult lives by giving them opportunities to experience work, volunteering and to participate in their community,
- help our students to develop into articulate, confident, courteous and considerate citizens
- promote a love of learning by high quality and engaging teaching which delivers great learning outcomes, and
- celebrate the varied achievements of all students and all members of staff.



Tandridge Learning Trust

Tandridge Learning Trust was formed in 2017 by five Tandridge schools. It is a strong partnership of exceptional schools committed to providing a caring and nurturing learning environment that delivers equity and excellence in education for every child. Our cross-phase Multi-Academy Trust currently comprises of one secondary (Warlingham School & Sixth Form College), and four primary schools (Bletchingley Village Primary School, Hamsey Green Primary School, Tatsfield Primary School and Woodlea Primary School).

Tandridge Learning Trust recognises and respects the unique culture and ethos of each individual school and has high aspirations for every child and every school; sharing best practice and inter-school collaboration to improve teaching, learning and outcomes for children.



The Trust provides robust challenge combined with relevant support for each school to ensure that every child, no matter their ability or circumstances, achieves their best possible outcomes. It also provides wider opportunities for students and staff by broadening the curriculum offer, sharing specialist staff and improving professional development. This broader curriculum and opportunities for development and movement within the Trust creates an attractive working environment and aids in staff recruitment and retention.

The structure also provides more possibilities for robust succession planning and encourages the development of school leaders.

Working together as a group of similarly minded and innovative schools fosters excellent relationships and creates opportunities for pupils and staff alike to thrive and learn from one another. By operating as a cross-phase Multi-Academy Trust, the schools can improve the transition between primary and secondary phases and thus raise learning outcomes.

Tandridge Learning Trust is governed by a Trust Board which is responsible for the strategic decision-making and financial prudence of the Trust.

