WHITMORE HIGH SCHOOL

Headteacher: Susan Hammond MA
Headteacher's PA: Janina Zachopoulos-Butler

Porlock Avenue, Harrow HA2 0AD
Telephone: 020 8864 7688
www.whitmore.harrow.sch.uk
Email: office@whitmore.harrow.sch.uk

November 2022

Dear Colleague

TEACHER OF BUSINESS

Thank you for your interest in applying for the above role at Whitmore High School.

Whitmore is a happy, successful school and we are seeking to appoint someone to join our team and make a positive impact on students' lives.

Staff here are supportive, caring and committed to a collaborative approach to teaching and learning. As a new member of staff, you can expect a warm welcome and a wide range of CPD opportunities to develop your practice and career. Our state-of-the-art building provides excellent resources for both staff and students.

I do hope the attached Job Description, alongside the information on our website, inspires you to make an application and we look forward to welcoming successful applicants for interview.

The closing date is **9.00am** on **Monday 28th November**

I look forward to hearing from you.

Yours sincerely

Susan Hammond
Headteacher

When applying, please complete all sections of the application form and ensure that you do not leave any gaps in your qualification/work history and that you give details of any periods not accounted for by full time employment, education or training. Forms with missing sections and/or gaps may not be considered.

Whitmore High School is committed to safeguarding and promoting the welfare of young people and all staff are expected to share this commitment.
Our CP Policy is available on the school's website www.whitmore.harrow.sch.uk

All appointments are subject to an Enhanced Disclosure and Barring Service check and pre-employment checks. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Under the Rehabilitation of Offenders Act 1974, this post is listed as an exempted employment. You therefore need to reveal all spent convictions during the recruitment and vetting process.

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JOB DESCRIPTION

At the heart of a successful school is the provision of high quality teaching, the effective use of resources, improving standards of achievement for all students, and the promotion of students' personal development and well-being. A subject teacher plays a key part in this provision by a commitment to the school's ethos, by working effectively in subject and pastoral teams, and by delivering high standards of teaching and learning and personal care. In this way, s/he assists the school in reaching its targets and objectives.

JOB PURPOSE

To teach pupils across the full age and ability range present in the school in order to ensure the highest possible standards of pupil achievement, personal development, and well-being.

REPORTING

The post holder will report to the specified Head of Department and Head of Year.

WORKING TIME AND CONDITIONS

These will be as specified in the latest School Teachers Pay and Conditions Document

The post holder will continue to meet, maintain, and build upon, as appropriate:

- the National Standards for QTS as laid down by the Training and Development Agency, relating to
  a) Professional values and practice
  b) Teaching
  c) Knowledge and understanding
- the Induction Standards
- the Threshold Standards

(Please see www.tda.gov.uk)

ACCOUNTABILITIES

- To promote and be committed to the school's aims and objectives
- To maintain and contribute to the development of school policies
- To promote and be committed to securing high expectations for learning and the raising of achievement
- To work with teachers in the department to create resources and support extra-curricular activities
- Within school and subject policies, to:
  - Effectively teach National and School Curricula
  - Set appropriate homework
  - Mark work, assess, record, track and report student progress, using available data
  - Provide a stimulating learning environment
  - Have due regard for maintaining health and safety and security in the areas s/he uses
  - Contribute to department and school enrichment programmes
- To be a member of a pastoral team and, if required, a form tutor carrying out the associated responsibilities
- To assist with the effective operation of subject and year teams by, individually and with others:
  - Developing schemes of work, resources, teaching and learning strategies
  - Contributing to team review, monitoring and evaluation, and the development of working practices
  - Participating in working groups, ad hoc projects
  - Taking part in other professional development activities

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Other Specific Duties

- To undertake any other duty as specified by the STPCD not mentioned in the above
- To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in the job description
- To uphold the school's policies and procedures regarding the safeguarding of all young people, equal opportunity and health and safety

The job description is current at the date shown, but, in consultation with you may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.

PERSON SPECIFICATION

Whoever is appointed will need:

- To be a well-qualified teacher of Business up to A Level with excellent subject knowledge. The ability to offer Economics or Law as well would be an advantage
- To have a sound knowledge of current issues in language and learning and the development of literacy, including the use of ICT in effective teaching and learning
- To be willing to experiment with and apply new approaches to teaching and learning
- To help create an environment that values feedback from all in order to improve student learning and motivation
- To be interested in children as individuals, in how they learn and in a collaborative approach to learning
- To be aware of appropriate strategies for mixed-attainment teaching and adapt to the varying demands of each classroom situation
- To be able to build good-humoured working relationships with many colleagues
- To believe in the importance of teamwork, both at departmental and whole school levels
- To be committed to the comprehensive ideal, to the principles and practice of equal opportunities and of mixed-attainment teaching
- A commitment to Equality, Diversity and Inclusion and the principles and practice of equal opportunities
- Be committed to the principles and practice of safeguarding all young people

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