



Sutton Coldfield Grammar School for Girls

Application Pack for Teacher of Economics and Business Studies

Start date: **September 2022**

Closing date for applications: **9.30 am on Thursday 19th May 2022**

Interview date: **Friday 20th May 2022**

Full time, Permanent Post

Part-time expressions of interest welcomed

Teachers' Main Pay Range or Upper Pay Range

Applications from both ECTs and experienced teaching staff welcome

Jockey Road, Sutton Coldfield, West Midlands, B73 5PT

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Dear colleague,

Thank you for your interest in this post. We are looking for a passionate and dedicated subject specialist to join us to teach Economics at A level and Business Studies at GCSE. At Sutton Girls, our focus is on providing high quality teaching and learning, personal development and wellbeing within a supportive, aspirational environment. Students are highly motivated, have a thirst for knowledge and a desire to learn. Whilst we have a long history of excellent GCSE and A-level results, we provide students with so much more than mastery of examination syllabuses. Students are encouraged to embrace challenges, apply their knowledge, and build their resilience and independence.

There is strong pastoral support and a wide variety of extra-curricular curricular opportunities which allow students to develop their existing skills, discover new ones and broaden their horizons. There are numerous opportunities including sport, music, drama, DofE, STEM and various student led clubs and activities; as well as many residential trips, including CERN, a ski trip to North America and World Challenge visits to Africa and China.

Our students are drawn from across the city of Birmingham, with many travelling long distances to be a part of Sutton Girls. There are over 1100 students in the school, including 330 students in our Sixth Form. We continue to be oversubscribed at Year 7 with six form entry throughout Years 7 to 11; many students also choose to join the school in Year 12. We are fortunate to have great facilities which are well-maintained; these include recently refurbished science laboratories, new classroom block and multi-purpose social space, sports hall and library.

This is an ideal school for you if you want to enjoy teaching your subject, be asked thought provoking questions by students and have time to discuss pedagogy with colleagues. Here you will be treated as a professional; there is a supportive SLT, a peer observation programme rather than formal lesson observations and a regular staff forum. We are looking for a subject specialist who enjoys sharing their enthusiasm as well as their knowledge with students. You do not need previous experience of a grammar school setting (either as a teacher or a student). Our staff have a range of teaching backgrounds with many coming from co-educational and/or comprehensive settings. This is a really supportive and happy environment in which teaching and support staff work together to provide students with a high quality, broad and balanced education.

These are interesting times for the school; we have fantastic results (August 2021: 84% of GCSE grades were 7-9 and 56% were grades 8/9, at A-level 88% of grades were A*/B and 61% A*/A) and we continue to reflect on ways we can improve. Teaching and learning sessions are embedded into our staff meetings, we routinely look to develop our current practice. We put growth mind set strategies and Character Development into our day to day activities and seek ways to maintain and develop staff and student well-being. Through the lockdown periods, we planned the re-opening of the School to ensure all students and staff felt safe, reviewed schemes of work and developed our use of digital technology, particularly Microsoft Teams, to support teaching and learning remotely. We did this with realistic expectations of the progress students can make whilst working independently, ever mindful of the challenges of working from home for teachers, students and families. We continue to promote a love of learning, a positive and resilient approach and a strong sense of community, whether students are in school or learning from home.

This link (<https://www.suttcold.bham.sch.uk/newsletters>) is to our most recent newsletter to give you a flavour of what has been happening in school; previous editions describe the School in more normal times. Having joined the school in September 2017, I can testify to the fantastic support offered to new staff both in terms of the formal induction programme and the daily informal help readily offered by colleagues. The strength of the Sutton Girls community has been evident in the way we are communicating and supporting each other through these very unusual times.

Thank you for taking the time to consider Sutton Coldfield Grammar School for Girls, we look forward to receiving your application.

Yours sincerely,



Dr B. Minards
Headteacher



Economics and Business Studies Department

Our Economics and Business Studies department has 3 teachers, one of whom is part-time. We are enthusiastic and passionate about our subjects, committed to fostering a curiosity for business and economics in our students. We continue to welcome high numbers of students who choose to opt for the GCSE Business Studies and A level Economics courses, achieving outstanding examination results. The department is well resourced and follows a cohesive and engaging curriculum which is consistent across all classes. Work is marked regularly with personalised feedback offered to all students and formative assessment takes place every half term.

We follow the AQA specification for GCSE Business Studies to help students understand the dynamics of business activity and its influence on decision making processes within a business. Last year, 87% achieved Grades 7-9. At A level we follow Edexcel Economics specification B, providing students with an understanding of the application of economic concepts and theories through critical consideration of current business and real-world issues. Last year 92% achieved A*-B. These results reflect the hard work and commitment of both students and staff.

The successful candidate must have a passion for Economics and Business and be able to teach in an imaginative and effective way that enables every student to feel engaged and confident.

A-Level Economics results

		Percentage of students achieving grades			
	Entries	A*	A* - A	A* - B	A*-C
2021	12	17%	58%	92%	100%
2020	8	25%	63%	88%	100%

GCSE Business Studies results

		Percentage of students achieving grades				
	Entries	Grade 9	Grades 9 - 8	Grades 9 - 7	Grades 9 - 6	Grades 9 - 5
2021	55	18%	62%	87%	97%	100%
2020	73	29%	59%	77%	95%	100%



Subject Teacher Job Description

The subject teacher is under the guidance and leadership of the Head of Department in teaching the subject and in undertaking additional responsibilities, which can be reasonably assigned in respect of the subject.

A Planning, teaching and class management

Achieve progression of learning for allocated students through:

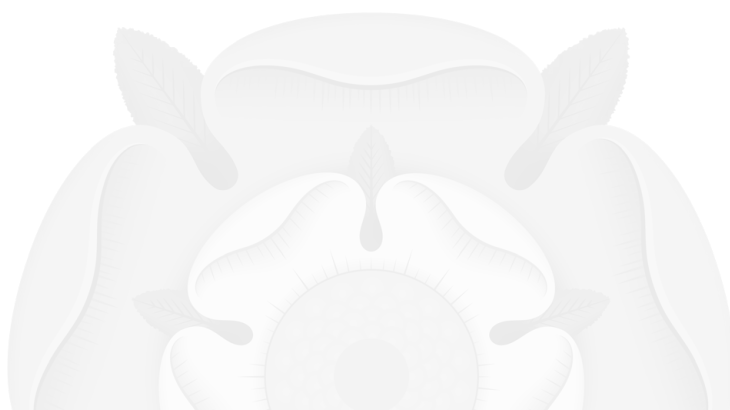
- Ensuring students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught, and in line with schemes of work;
- Setting tasks which challenge students and ensure high levels of interest;
- Conveying appropriate and demanding expectations to students which are based on targets set using baseline data;
- Providing clear objectives and structures for lessons, maintaining pace, motivation and challenge;
- Making effective use of assessment and ensuring coverage of schemes of work;
- Monitoring and intervening to ensure students behave in a manner which maximises teaching and learning;
- Using a variety of teaching methods;
- Sharing good practice with others in the department;
- Establishing a safe working environment which supports learning and in which students feel secure and confident;
- Contributing to planning and development within the department;
- Participating in the development of appropriate departmental materials and schemes of work.

B Monitoring, assessment, recording, reporting

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- Mark and monitor students' work and set targets for progress;
- Assess and record students' progress systematically and keep records to:
 - » Check work is understood and completed,
 - » Monitor strengths and weaknesses,
 - » Inform planning and recognise the level at which the student is achieving;
- Prepare and present informative reports to parents;
- Contribute to the setting and marking of all forms of departmental assessment.

C Other professional requirements

- Have a working knowledge of teachers' professional duties and legal liabilities;
- Operate at all times within the stated policies and practices of the school, especially those relating to the safeguarding of, and promoting the welfare of, children;
- Establish effective working relationships and set a good example through personal presentation and professional conduct;
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
- Take responsibility for their own professional development and duties in relation to school policies and practices.



Person Specification

- Good honours degree in a relevant subject area and a love of the subject.
- Qualified Teacher Status.
- Ability to teach Economics in the secondary phase at KS5 and Business Studies at KS4.
- An excellent classroom teacher, who can demonstrate high levels of expertise in assessment for Learning, differentiation and meeting the needs of every student.
- Ability to demonstrate clear exposition, low stakes assessment, retrieval practice and providing feedback.
- Reliability and integrity.
- Keen to be involved in curriculum development.
- Committed to the ethos of Sutton Coldfield Grammar School for Girls.
- Ambitious for own career.
- Ability to embrace and be part of a fast paced, dynamic environment.
- Willingness to learn and use Microsoft Teams.
- Recent relevant professional development.
- Evidence of excellent relationships with young people and adults.
- Excellent communication skills and ability to work calmly and effectively under pressure.
- A shared approach to problem-solving and achieving goals.
- Strong organisational, personal time management and planning skills.
- Ability to motivate and enthuse students, especially very able individuals.





What you can expect as a teacher at Sutton Coldfield Grammar School for Girls

Sutton Coldfield Grammar School for Girls is a vibrant school where there are endless opportunities for you to get involved in a range of activities, and where you will be well supported in taking any initiatives of your own. It is a place where you should always feel confident to try something new to enhance the learning environment.

As a teacher you can expect:

- The initial support of a Buddy;
- Full access to the induction programme;
- The support of your line manager in curriculum and class management matters;
- Full support in your duties as a Form Tutor;
- Guidance for career development and professional development opportunities;
- Information on issues relating to your job;
- An annual review of your overall performance.

As a member of the teaching staff, SCGSG expects you to:

- Act in accordance with safeguarding and child protection procedures;
- Observe a smart, business-like code of dress;
- Follow the school rules and codes of practice; including the staff code of conduct;
- Ensure that students observe the rules and codes of practice;
- Ensure your public attitude and behaviour gives positive messages to those around you;
- Attend parents' evenings, open evenings, INSET days as required;
- Take part in department, pastoral, and other staff meetings as required;
- Be aware of the aims of the school and the areas being developed in the current School Development Plan;
- Keep up to date with developments in your own subject;
- Ensure your classroom practice is inclusive and reflects a full awareness of the requirements of the Teachers' Standards.

At Sutton Coldfield Grammar School for Girls we work hard to promote an open and positive environment for teaching and learning. We look forward to your contribution as a member of staff to this rich culture.

How to apply

In order to apply for this post, please complete the Application Form, Equal Opportunities Monitoring Form and a letter supporting your application. In your letter you should:

1. State your reasons for applying for this post;
2. Outline the experiences that you believe have prepared you for this post;
3. Describe the skills and strengths that you will bring to the school.

Please note that the application form must be completed in full. It is not sufficient to substitute a C.V. for all or any part of the form.

You are welcome to ask for clarification on any matters regarding this vacancy. Please email: **recruitment@suttcold.bham.sch.uk** and a member of our HR team will contact you.

Informal visits to the school can be arranged before the deadline for applications, though applicants will have a tour of the school on the day of interview.

Completed applications should be emailed to **recruitment@suttcold.bham.sch.uk**

Deadline for Applications: **9.30 am on Thursday 19th May 2022.**

Interviews will be held on **Friday 20th May**. Candidates who have not heard from us by then should assume their application has been unsuccessful on this occasion.

References

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.

Safeguarding

Sutton Coldfield Grammar School for Girls is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undergo Enhanced Disclosure clearance from the Disclosure Barring Service.

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people. All staff at the school have a responsibility to promote and safeguard the welfare of students at the school. In addition to the ability to perform the duties of the post the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- motivation to work with children and young people;
- ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- emotional resilience in working with challenging behaviours;
- attitudes to the use of authority and maintaining discipline;
- any relevant issues arising from references;
- any gaps in time not covered by details in the application form.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of Child Protection Information for Visitors and Volunteers

Sutton Coldfield Grammar School for Girls is committed to the highest standards in protecting and safeguarding the students entrusted to our care. Our school supports all students by:

- Promoting a caring, safe and positive environment within the school
- Encouraging self-esteem and self-assertiveness
- Effectively tackling bullying and harassment

We recognise that some students may be the victims of neglect, physical, sexual or emotional abuse. Staff working with students are well placed to identify such abuse.

In order to protect our students, we aim to:

- Create an atmosphere where all our students can feel secure, valued and listened to.
- Recognise signs and symptoms of abuse.
- Respond quickly, appropriately and effectively to cases of suspected abuse.
- If you have a concern that a student is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally), you must contact the following staff member as quickly as possible.

Designated Senior Lead (DSL) and Single Point of Contact (SPOC) for safeguarding and child protection: Miss Claire Flannery.

If this person is not available please contact

Deputy DSL/SPOC: Mrs Sam Hart
Mrs Lisa Neal
Mr Mark Charles
Ms Elaine Wilcox

Headteacher: Dr Barbara Minards

Everyone working with our students their parents and carers should be aware that:

- Their role is to listen and note carefully any observations which could indicate abuse.
- They should not attempt to investigate once the initial concern is raised.
- They should involve the Designated Senior Person (DSL) immediately.
- If the DSL is not available the Headteacher or the Deputy DSL should be contacted.
- Disclosures of abuse or harm from students may be made at any time.

If anything worries you or concerns you, report it straight away.

The school's Safeguarding and Child Protection Policy and procedures will form part of the induction for the successful candidate. Please follow [this link](#) for access to the School's Child Protection and Safeguarding Policy.

