



# Job Description

## Teacher of A-Level Business and/or Economics (Maternity Cover)

### Two posts available – full-time or part-time

**Start Date:** 6 March 2023

**Contract Type:** Fixed-term contract until 31 December 2023 or 11 February 2024

**Working Hours:** Up to full-time. See page three 'further particulars' for more information.

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#### Duties and responsibilities

The College looks to appoint talented classroom teachers who are committed, enthusiastic and flexible in their approach to work. Applicants should ideally possess a successful record of teaching and learning in the 16-19 age range, although applications are welcome from ECTs.

In the first instance, your duties and responsibilities are listed below. As the needs of the College change, you may be expected to take on or relinquish responsibilities as directed by the Head of Department or members of the Senior Leadership Team.

#### Role specific responsibilities

1. Teaching up to four and a half teaching groups towards A-level examinations in Business and/or Economics (pro-rata for part-time staff).
2. One hour of enrichment (non-examination courses) per week in terms one and two.
3. Weekly subject support sessions with students.
4. Attendance at staff and departmental meetings, Open Evenings and Parents' Evenings.
5. Being in sympathy with a college ethos which finds its roots in a staff strongly committed to the college in all aspects and activities. It is based on a philosophy that valuing students and helping them to experience success and sometimes working through failure helps them to grow in confidence and to succeed.
6. As a teacher, you are to ensure that you embed into your teaching, learning and assessment strategies where appropriate, the fundamental principles that underpin the Prevent Strategy and Fundamental British Values. You are also required to ensure that they are appropriately reflected in your classroom and corridor displays.

#### General duties and responsibilities

The post holder is required to:

1. Promote, act as a role model and implement the College's policies, practices and procedures including those relating to diversity and inclusion, safeguarding and the Prevent agenda.
2. Take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the college's responsibilities under the Health and Safety at Work Act.
3. Demonstrate day to day commitment to the College's core values of community and mission statement.
4. Carry out such reasonable additional duties as may from time to time be determined by or on behalf of the Corporation.

***All staff and senior postholders have a duty for safeguarding and promoting the welfare of children and young persons. Staff must be aware of the College's procedures for raising concerns about children's welfare and must report any concerns to the Designated Person without delay. Staff must also ensure they attend the appropriate level of safeguarding children training identified by the College as relevant to their role.***

#### Special features of the post

This job specification is subject to review. Any changes in substance or interpretation will be implemented after consultation with the post holder.

The successful applicant will join a very friendly, hardworking and dedicated team supporting each other to the full at all times. You will need to be someone who can work comfortably within such a team, but can be equally comfortable using your own initiative to solve problems that come your way.

### **Diversity and Inclusion Statement**

The College will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexual orientation, trade union membership or activity and religious background. The College will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The College provides an open, welcoming and safe environment for all its students, employees and visitors.

### **Safeguarding Statement**

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff to share this commitment.

The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of the right to work in the UK.

### **Prevent Statement**

The successful applicant will be required to uphold the values of democracy, rule of law, individual liberty and tolerance and have mutual respect for those with different faiths and beliefs.

**Simon Lett**  
**Principal**

**November 2022**

## Teacher of Business and/or Economics (Maternity Cover) x 2

### Further Particulars

#### Salary:

The salary for this post will be within the Main Scale range of the pay spine for Sixth Form College Teaching Staff, which is currently £25,826.00 to £42,149.00 per annum (full-time). The salary is reduced for part-time working as follows:

- 2.5 teaching blocks (0.5535 FTE) - £14,296.00 to £23,331.00 per annum
- 3 teaching blocks (0.6785 FTE) - £17,525.00 to £28,601.00 per annum
- 3.5 teaching blocks (0.7857 FTE) - £20,292.00 to £33,117.00 per annum
- 4 teaching blocks (0.8928 FTE) - £23,059.00 to £37,633.00 per annum
- 4.5 teaching blocks (full-time) - £25,826.00 to £42,149.00 per annum

**Please indicate on your application form your preferred contractual hours**

#### Student Contact Time:

Full-time teachers teach four and a half groups towards A Level examinations (or equivalent) in their subject area. Each subject runs in blocks of 4 hours 30 minutes. One enrichment also takes place each week. Total teaching contact time with students for a full-time member of staff is as follows:

- 4.5 blocks – 20 hours, 20 minutes
- 1 enrichment - 1 hour (or double enrichment in one term). Enrichment activities do not run in the third term
- Total - 21 hours, 20 minutes

Additional subject support is arranged departmentally. In addition, teachers are required to attend staff and departmental meetings, open events and parents' evenings.

#### Conditions of Appointment:

Appointment is to a fixed-term contract working to the terms and conditions of service for all College staff under the following main provisions:

**Pension:** You will be entitled to join the Teachers' Pension Scheme.

**Annual Review:** You will be required to participate in the College's annual review scheme.

**College Security:** Employees are required to wear identification badges at all times to adhere to Health and Safety and security procedures.

**Safer Recruitment:** We have a strong commitment to safeguarding; all offers of employment are subject to the following pre-employment checks:

- Two satisfactory references
- Enhanced DBS check with barred check list
- Overseas check if you have lived or worked abroad within the last five years
- Evidence of the right to work in the UK
- Prohibition check order
- Qualifications
- Fitness for Work

**Closing Date:** The closing date for applications is noon Wednesday 7 December 2022 and interviews will take place on Tuesday 13 December 2022.

#### Applicants for this post are asked to:

1. Complete the College's application form and Equality and Diversity form.
2. Write a supporting letter of application, with CV if you consider it useful
3. Give details of examination results, where applicable, for classes taught in the last four years.

**Please send the completed details, as soon as possible, to:**

Jen Rothery, Human Resources Advisor, as an email attachment, to [jobs@greenhead.ac.uk](mailto:jobs@greenhead.ac.uk).

*If you apply and are unsuccessful in being called to interview, can I thank you in advance for your time and trouble in making this application. Due to time constraints it would be impossible to respond to everyone individually - I hope that you will understand.*

*The college is committed to Diversity and Inclusion and welcomes applications from all sections of the community.*

## Person Specification: Teacher of Business and/or Economics (Maternity Cover) x 2

CRITERIA	ESSENTIAL	DESIRABLE	Assessed From:
<b>EDUCATION AND TRAINING</b>	<p>A good Honours Degree or equivalent</p> <p>A recognised teaching qualification.</p> <p>A willingness to develop professionally</p>	Evidence of appropriate continuing professional development	<p>Application</p> <p>Certificates</p> <p>Interview</p>
<b>EXPERIENCE</b>		<p>Experienced A-level teacher with proven track record, or ECT with an interest in teaching 16-19 year old students</p> <p>Evidence of knowledge and practice of development in Economics and/or Business teaching</p> <p>Experience of teaching CTEC or BTEC courses</p>	<p>Application</p> <p>References</p>
<b>SKILLS/ABILITIES</b>	<p>Capacity to motivate, encourage and inspire students of all abilities</p> <p>Ability to work flexibly and to be self-motivated</p> <p>A passion for the subject area</p>	<p>Use of ILT for teaching and learning</p> <p>Willing to contribute to subject related enrichment activities</p> <p>A willingness and flexibility to teach across other subject areas if required</p>	<p>Application</p> <p>Interview</p> <p>References</p>
<b>ATTRIBUTES</b>	<p>Ability to empathise with 16-19 age range</p> <p>Courteous, positive and can-do approach</p> <p>A commitment to quality</p> <p>A willingness to be flexible</p> <p>A proven commitment to safeguarding and promoting the welfare of young people</p> <p>A proven commitment to diversity and inclusion and an understanding of the College's policies</p> <p>Ability to uphold and promote the values of democracy, rule of law, individual liberty and tolerance and have mutual respect for those with different faiths and beliefs</p> <p>Enthusiasm for classroom teaching and their subject</p> <p>Positive and professional approach with a high level of commitment to the College</p>		<p>Application</p> <p>Interview</p> <p>References</p>