

# THE HOLT SCHOOL

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## **Teacher of Business & Economics**

**Full Time**

**Permanent**

**Starting Date April 2020 or earlier**

**NQTs very welcome to apply**

**Main pay range/upper pay range depending on skills and expertise demonstrated at interview**

**If you are passionate about inspiring students to achieve their full potential we would encourage you to apply. Visits prior to application are warmly welcomed.**

**Opportunities are available for staff to benefit from personalised pathways of CPD including coaching and leadership training for middle and senior leaders.**

We are looking for:

- an innovative classroom practitioner who is outstanding or aspires to be
- a team player with strong interpersonal skills
- a keen participant in aspects of wider school life

We can offer:

- a school that is ambitious and has high expectations of staff and students
- teaching across Key stage 4 and 5
- excellent professional development

The Holt is a popular and oversubscribed 11-16 girls and 16-18 co-ed comprehensive school. Further details and an [application form](#) are available from the school [website](#)

Prospective applicants are welcome to telephone Mrs Katie Warner HR Assistant or Mrs Margaret Styles (Head of Economics and Business) for more information about this post and to arrange a visit.

The Holt School 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 a full Disclosure and Barring Service Check.

**We would encourage you to apply early as applications will be reviewed as they are received and interviews arranged accordingly.**

# THE HOLT SCHOOL JOB DESCRIPTION



<b>Job Title:</b>	<b>Business &amp; Economics Teacher</b>	<b>Name:</b>	
<b>Reports to:</b>	<b>Head of Department</b>	<b>Issued/Reviewed:</b>	<b>September 2019</b>
<b>Pay Scale:</b>		<b>FTE :</b>	<b>1.0</b>
<b>Employment Status</b>	<b>Permanent</b>		
<b>Allowance:</b>	<b>N/A</b>		

## To be line managed by

### **Teaching and Learning:** (.... /50 teaching periods)

- To promote a Growth Mindset at all times
- To be responsible for the planning lessons using Higher Order Thinking Skills (HOTS), and delivery and assessment of differentiated, challenging lessons
- To prepare students for external/internal exams and qualifications; ensuring exam board requirements are met
- To be involved in the setting/marking of home learning projects, assignments and/or coursework/Controlled assessment in line with department/faculty policy using FROG.
- To provide accurate, developmental written and oral feedback to students and ensure there is an opportunity for feedback and improvement time (FIT)
- Communicate effectively with parents through reports, reviews; parents consultation evenings, with pastoral team including Tutors/ and with HoD/HoF
- To take all reasonable steps to ensure the safety of students and report any concerns / disclosures at the first opportunity
- To foster positive relationships with students in your classes
- To monitor attendance.
- To support HoYs and the SENCO by completing requests for information and commentary for students who are "on report", for 'round robins' or for SEN annual reviews or exam concessions assessments. To use the school's Curiosity, Perseverance and Reflection (CPR) system to recognise hard work, effort and positive learning behavior
- To use the school's B4L policy to maintain the highest standards of behavior at all

## **2. Additional Responsibilities –**

- 

## **3. Pastoral Support**

- To be a form tutor and foster a positive relationship with students
- To communicate with the Head of Year and Student Support
- To take the register and refer any students for whom you have concerns over attendance and punctuality.
- To ensure Daily Briefing is available to students and pass on all information/letters as required
- To support each member of the tutor group through academic mentoring three times a year.
- To ensure that the registration activities follow the timetable set by the Head of Year including TftW.
- To provide written reports on personal, social and academic progress as requested
- To monitor academic performance using the information provided from termly reviews with special attention to those with EAL, SEN, PHA and the disadvantaged

- To encourage students' involvement in extracurricular activities and support House activities as appropriate

#### **4. Professional Development**

- To actively engage in the Performance Management process
- To participate in CPD activities in school
- To pursue own interests and development by keeping up to date with subject knowledge and teaching methods.

#### **5. Life of School**

- To support the ethos of the school through the Mission Statement
- To comply with the School's Health and Safety Policy
- To carry out duties as published
- To attend meetings within the directed time.

*This job description is not intended to be a comprehensive definition of the post and will additionally include any task which the Co-Headteachers may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation*

Signed: ..... Date: .....  
Post Holder

Signed: ..... Date: .....  
Co-Headteachers

<b>Person Specification: Classroom Teacher</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education and Experience</b>		
Good honours degree	✓	
Qualified Teacher Status	✓	
Experience of teaching 6 <sup>th</sup> Form	✓	
Record of continuing professional development		✓

<b>Knowledge</b>		
Good subject knowledge and passion for subject	✓	
Knowledge of National Curriculum and initiatives		✓
Good knowledge of pedagogy	✓	
Knowledge of effective assessment strategies	✓	
Knowledge of how to use data for target setting		✓

<b>Skills</b>		
Good classroom practitioner using effective behaviour management	✓	
Ability to inspire and motivate students	✓	
Creativity, energy and enthusiasm	✓	
Flexible and adaptable	✓	
Excellent relationships with students and colleagues	✓	
Good communication; orally and written	✓	
Good IT skills		✓

<b>Committed to:</b>		
Promoting and safeguarding the welfare of students	✓	
Inclusion and a positive “can do” approach	✓	
Flexible working practice, willing to go the “extra mile”		✓
Raising the profile of your subject within the school and community	✓	
CPSD (continuing professional self-development)	✓	

## **The Business and Economics Department**

The results in Business are excellent: GCSE 93% 9-4, 28% 9-7 A level 100% pass rate with 75% A\*-C in 2019. The results in Economics are also excellent: GCSE 93% 9-4, 36% 9-7, A level 100% pass rate with 80% A\*-C in 2019.

### ***Departmental Staffing***

Our enthusiastic department comprises one full time Head of Department and two other specialists (one for business and economics and the other only economics), who teach part time alongside their other roles in school. Staff take responsibility for a GCSE group over two years and at A level the groups are shared with staff teaching different modules of the course. We encourage staff to teach all the different areas of the course over time so that we have full understanding of the subject content and can support the students in their revision. The team work very closely together, supporting each other, sharing resources and contributing to the extra-curricular activities on offer.

### ***Department Accommodation***

The Business and Economics department has its own office and two dedicated business/economics classrooms. Each classroom has a computer, projector and visualiser. One of the classrooms also has eight computers which can be used with smaller groups or for research. We have a range of resources from text books and worksheets to digital resources which are available for all members of the team.

### ***Teaching***

All groups are mixed ability. Currently in year 10, we have four GCSE business groups and two economics groups and in year 11 there are four GCSE business groups and one economics group. In year 12 there is one A level business and one A level economics group. and in year 13 there are two A level business groups and one A level economics group. We teach AQA GCSE and A level business and OCR GCSE economics and Edexcel A level.

### ***Extra-Curricular***

Currently we run the young enterprise company program for year 12 as an extra-curricular activity. However, in the past we have been able to take part in Tycoons in school and the Real Business Challenge

## About the School

Thank you for your interest in applying for a post at The Holt School. We hope that the information included in this pack will be enough to enable you to make a decision as to whether to apply for a position with us either as a teacher or as a member of support staff.

The Holt School is an “outstanding” (OFSTED June 2008) seven-form entry converter academy for girls aged between 11 and 16 and with a co-educational Sixth Form. It serves the market town of Wokingham and surrounding villages. The Holt is one of 4 secondary schools in Wokingham town, one of which is a boys’ school and the other 2 are mixed. Wokingham Borough Council is the local authority with whom the school works closely. The original school numbered 23 but there are now 1245 pupils, 216 of whom are in the sixth form.

The school, situated on the western side of the town, was founded in 1931. The original school was an old Dower House dating from 1648. This house is now used chiefly for administrative purposes. The shrubbery and gardens, together with playing fields extending to 13 acres, form a pleasant setting for the school.

The Holt maintains a number of traditions and extols traditional values whilst at the same time embracing change. As well as the broad and balanced formal curriculum, students at The Holt enjoy a rich and varied extra-curricular programme. We are very fortunate to have an extremely talented and hardworking staff all of whom are committed to providing the best possible education both in and outside of the classroom. Teaching and support staff give generously of their time to provide a wide range of enrichment activities. As an International School we actively encourage all our students to step outside “the Wokingham bubble” and experience other cultures through exchanges, trips and expeditions. Relationships between staff and students are excellent and across the whole school community there is an atmosphere of mutual respect.

The school’s success is a reflection of the dedication from its staff as well as the hard work from the students. The examination results at GCSE and ‘A’ level are amongst the best in the county. Most students go on to take 10 GCSEs and 90% of students achieve 5 or more standard passes including English and Maths at Level 4. ‘A’ level results are excellent with 61% of entries achieving A\*AB and 30% A\*A.

INSPIRE - CHALLENGE - ACHIEVE

“To **inspire** all members of the Holt community by **challenging** them to maintain a safe and caring environment in which they **achieve** success whilst preparing for a future in an ever changing global society.”

The school operates a 50 period fortnight with teachers on the main scale teaching 42 periods. This enables us to provide a balanced curriculum in Key Stage 3 and to increase option choices in Key Stage 4

We have a staff of over 130: 88 teachers (some part-time) and 50 support staff (administrators, technical support, technicians, cover supervisors, learning support assistants, site team and lunchtime supervisors).

There is an excellent programme of training and professional development in which all staff are encouraged to participate. Personalised pathways of CPD including coaching and leadership training for middle and senior leaders.

Please contact us if you have any questions or to arrange a visit.

We look forward to hearing from you and to receiving your application.

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