

## **Part Time Teacher of Economics and Business**

### **Introduction**

Sedbergh School, founded in 1525 by Roger Lupton, Provost of Eton, is an Independent Co-educational Boarding School (13-18 years). The Headmaster is a member of the Headmasters' and Headmistresses' Conference. Set in the spectacular Yorkshire Dales National Park, it also benefits from fast motorway and rail access to the rest of the UK.

The School is a vibrant, demanding and supportive community which encourages pupils and staff to be involved in as broad a range of activities and interests as possible. Art, Drama and Music are especially strong, and the School has a national reputation for Sport. Sedbergh has its own Prep School located approximately five miles away at Casterton.

We are seeking an outstanding classroom practitioner to be responsible for the delivery of these important subjects. This role could equally suit an experienced teacher, or a Newly Qualified Teacher.

The position is available for September 2019.

### **Economics and Business at Sedbergh**

We have several key aims as a department: to provide a stimulating environment through which all pupils strive for excellence and maximise their potential as academic students, and as emerging adults in a technological society; to provide an opportunity for all students to develop a keen interest in, and an in-depth understanding of, the subjects, through core lessons and co-curricular opportunities; to encourage independent study, and thought, in preparation for further education; and to inculcate positive values of mutual respect, tolerance and self-esteem, fostering an informed and critical awareness of society.

Students have the opportunity to take Economics and or Business Studies in the Sixth Form. The Department is well-resourced, with specialist teachers and dedicated teaching rooms. Student numbers have increased rapidly in recent years.

The Department offers a range of courses to pupils:

- A Level Economics (Pearson Edexcel)
- A Level Business (Pearson Edexcel)
- Pearson BTEC Level 3 National Extended Certificate in Business (Pearson Edexcel)

The enthusiasm demonstrated by the Department's staff is infectious, and, with many teachers who have worked successfully in the world of commerce, Economics and Business at Sedbergh is both challenging and contemporary.

We know that each student learns differently, and we encourage a variety of different teaching methods to make lessons accessible to everyone in the School. This involves interactive teaching, with role-plays and games, as well as more formal lessons based around projects and exam revision.

There are currently three Teachers of Economics and Business led and managed by the Head of Economics and Business.

We are looking to appoint a suitably qualified and enthusiastic Part Time Teacher of Economics and Business to teach all these subjects at Year 12 and 13.

### **Responsibilities of the Role**

The successful applicant will be expected to teach Economics from Year 12 to Year 13. The following roles are expected:

- To teach Year 12 to Year 13 in the Economics and Business Department
- To promote safe working practice to the pupils by example
- To support pupils by offering extra help to those who need it
- To contribute to the running of the Department
- To fulfil the general roles and responsibilities of a Teacher at Sedbergh School

The role offers great opportunities for personal and professional development in a School that aspires to be the market leader in all areas of Boarding School life. A proactive attitude to INSET training is encouraged and supported by the School.

### **Person Specification**

#### Essential

- Educated to Degree level or higher
- Experience of teaching A Level Economics and Business in a School;
- Strong empathic and interpersonal skills coupled with a genuine interest in young people and their learning
- Excellent administrative and organisational abilities
- A willingness to share expertise with colleagues

#### Desirable

- Qualified Teacher Status
- Postgraduate qualifications
- Familiarity with Boarding education

### **Beyond the Economics and Business Department**

The successful candidate would be expected to contribute to the pastoral life of the School, as a Resident or Non-Resident Tutor in one of the nine Boarding Houses.

There is also a strong expectation that the successful candidate will participate fully in the School's extensive extracurricular activity programme. All talents are most welcome, including Sport; the School has a national reputation in a variety of Sports. Because of our natural environment, candidates with Outdoor Education experience and qualifications would also be welcome.

In May 2017, the School was graded 'Excellent' in every category of provision by an ISI Inspection; pupils' personal awareness and the provision of extra-curricular opportunities were identified as a particular strength.

### **Salary & Accommodation**

Sedbergh has its own salary scale. The salary of the successful candidate will reflect age and experience. School accommodation may be available.

### **Application and Appointment Process**

The Head of Department, Tom Robinson, is very happy to receive enquiries about the post or application process prior to applying. Please send any enquiries to [tmr@sedberghschool.org](mailto:tmr@sedberghschool.org)

All applicants must submit an application form giving the names of three referees. A supporting letter and CV will be welcome. Applications may be sent electronically or in hard copy to:

HR Department, Sedbergh School, Sedbergh, Cumbria, LA10 5RY

Or by email to: [hradmin@sedberghschool.org](mailto:hradmin@sedberghschool.org)

Applications will be acknowledged by email.

**The closing date for applications is 12.00pm on Friday 17 May 2019.**

**Interviews will take place on Tuesday 21 May; candidates will be required to arrive on the evening of Monday 20 May.**

Shortlisted applicants will be invited to interview, initially by telephone and subsequently by email. Letters will not be sent.

The interview process will include:

- Supper in a Boarding House and overnight stay with a Housemaster/Housemistress
- Assembly
- A tour of the school with pupils
- Lunch in a Boarding House
- Teaching, observed by a member of staff (details to be provided with interview information)
- Time in the Department (details to be provided with interview information)
- Interviews with the Headmaster and other Senior staff
- A compliance meeting with the HR Manager

The successful candidate will be contacted by telephone in the first instance and the appointment will subsequently be confirmed in writing. Unsuccessful candidates will be notified by telephone and by email; we will be willing to provide a debrief on request.

## **Roles and Responsibility of all teaching staff at Sedbergh School**

Sedbergh School is a Boarding School which welcomes Day pupils. The nature of a Sedbergh education is that it is broad and encompasses the full range of human development; Academic, Physical, Aesthetic and Social.

Safeguarding the welfare of children is of the highest priority to Sedbergh School. Every employee of the School has a responsibility to:

- Protect Children from abuse.
- Be aware of the School's safeguarding procedures.
- Know how to access and implement the required procedures.
- Keep a sufficient record of any significant complaint, conversation or event.
- Report any matters of concern directly to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.
- Attend annual in-service training provided by the School.

It is a requirement that all teaching staff are directly involved in all areas of School life for four reasons:

1. Teaching staff are role models for the pupils. Pupils have to embrace a broad education and staff must model this behaviour.
2. Pupils live in School and are engaged with School life at all times, they respect staff who demonstrate a similar level of commitment to their own.
3. The School places a high value on teamwork. A shared commitment within the Common Room is essential to the working of the School.
4. The School is operational at all times during term and staff must be flexible in order to respond to changes of circumstances including Boarding arrangements.

The Boarding nature of the School means that certain working practices take place which are not found in every School. Amongst these (but not excluding others) are the following:

1. Teaching on a Saturday morning throughout the year, followed by activities in the afternoon, social duties in the evening and on occasions, until late at night,
2. Teaching lessons or activities until 6.00pm on weekdays.
3. Administrative meetings which take place in the evening, often starting at 7.30pm after teaching has finished.
4. Provision of Clubs and Societies which may start at 9.00pm after Prep.
5. Activities on Sundays associated with House activities.

This level of commitment is common to major Boarding Schools and the staff who work in them do so because they are attracted to the opportunities that such a high degree of vocational commitment conveys. The Common Room is a close community and social involvement within it is a further collegiate expectation and opportunity.

The Job Description that follows is common to all Teaching Staff. Additional responsibilities do not diminish the commitment expressed in the following Description.

## Teacher

### **Sedbergh School**

#### **Contribute to the Collegiate life of the School**

Responsible for: Maintaining the School Ethos and Reputation of the School

Responsible to: Second Master

1. Maintain high standards of personal and professional conduct at all times and thereby act as a role model for pupils.
2. Uphold the School ethos and rules, taking due regard for professional standards and advice from senior staff.
3. Take responsibility for the behaviour of pupils.
4. Help colleagues who may experience difficulties in their role.
5. Take part in duties as may be reasonably directed by the School's management.
6. Contribute to the spiritual life of the School by attending Chapel and Assembly.
7. Attend staff meetings unless apologies are given and accepted.
8. Complete administrative tasks according to deadlines and with due regard for colleagues.
9. Communicate clearly and promptly with parents if requested to do so.
10. Be informed about and adhere to Safeguarding regulations and policy.
11. Foster your own professional development by participating in appraisal.

#### **Teaching**

Responsible for: Teaching *Subject(s)*

Responsible to: Head of Department

1. Be knowledgeable about the subject and its recent development.
2. Be knowledgeable about syllabus content and examination requirements.
3. Foster a spirit of enquiry, a love of knowledge and a delight in the pursuit of excellence.
4. Teach students how to "think" rather than simply "know".
5. Teach in an effective manner taking account of the subject, examinations and pupils' needs.
6. Maintain an effective working atmosphere in class and a stimulating environment in the classroom.
7. Teach the strategies needed to pass exams.
8. Plan lessons to achieve these aims.
9. Set Prep and holiday work in an appropriate manner.
10. Mark accurately and constructively, keep records.
11. Ensure that pupils' efforts are properly rewarded.

#### **Contribute to the work of the Department**

1. Contribute to departmental development and organisation as agreed with the HoD.
2. Share resources ideas and disseminate examples of good practice
3. Act as an advocate of the Department and advise pupils about option choices at the appropriate times
4. Provide written reports to contribute to school references
5. Harbour school and departmental resources so they are used efficiently and stored securely.
6. Contribute to the setting, management, marking and administration of internal and external exams.
7. Contribute to external visits, field-courses etc. that are relevant to the subject.

#### **Academic Tutoring**

Responsible for: Tutoring pupils  
Responsible to: Housemaster / Housemistress

1. Review pupils' academic effort and attainment every week and devise responses as may be required.
2. Co-ordinate additional work if required.
3. Support tutees' wider development by attending plays, concerts, matches, etc in which they appear.
4. Ensure tutees are informed about option choices, education and UCAS opportunities, drawing on colleagues for support and guidance as may be required.

### **Boarding Duties**

Responsible for: Welfare of Pupils in a Boarding House  
Responsible to: Housemaster / Housemistress

1. Be informed about the House and pupils within it, including health, social and family matters.
2. Be familiar with the organisation and routines of the House.
3. Participate in House events and activities that may include (but not exclusively), music, drama, sports, outings.
4. Maintain a high level of involvement and visibility within the House through dining-in and presence at social events.
5. Take responsibility for the House as directed by the Housemaster/Housemistress. This is likely to be at least one day per week and on occasional weekends.
6. Apply any School sanctions consistently and with due regard for natural justice.
7. Be informed about School and National policies with regard to Boarding Standards and adhere to those policies.

### **Sport and extra-Curricular Activities**

Responsible for: Coaching and teaching pupils  
Responsible to: Director of Sport / Head of Girls' Games / Senior Master/Mistress (Extra-Curricular)

1. Take responsibility for the coaching, teaching or development of:
  - a. Sports squads or Teams.
  - b. Outdoor Pursuits groups.
  - c. Voluntary Service activities.
  - d. Musical productions.
  - e. Drama productions.
2. Organise and support Academic Societies and Clubs.
3. Organise and support extra-curricular visits and events.
4. Undertake all activities according to School and National Governing Body policies and guidelines.

*Sedbergh School is committed to safeguarding and protecting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*

*Registered Charity No 1080672*