



## Queen Mary's SCHOOL

### GCSE BUSINESS STUDIES TEACHER (INTERIM COVER) JOB DESCRIPTION AND FURTHER INFORMATION FOR CANDIDATES

**Reporting To:** Assistant Head: Teaching and Learning  
**Job Purpose:** To deliver Business Studies up to GCSE Examinations in the Senior School.

#### THE ROLE

Academic development is at the heart of school life, we offer an independent wide ranging curriculum, excellent teaching and a clear understanding of learning potential. With a combination of traditional and modern teaching methods, each pupil is encouraged to enjoy learning, develop her independence and succeed to the best of her ability.

The academic life of the School is overseen by the Assistant Head: Teaching and Learning and Heads of Department who ensure an up to date and challenging curriculum is in place. On-going relevant and measured assessment is essential and pupil progress is tracked to inform future teaching and learning goals.

Above all Queen Mary's believes that the learning process must be enjoyable and engaging. Teaching and learning are supported by a wide range of resources and extra-curricular activities. The ethos and values foster an enthusiasm for lifelong learning and encourage independence of thought. The children develop self-esteem, a wide range of knowledge and essential communication, study and life skills as they progress.

The applicant will be expected to teach children to GCSE examination from Year 9 to Year 11.

All staff are expected to contribute to the wider community of this successful school.

#### SPECIFIC RESPONSIBILITIES

- To be an inspiring, first class teacher who fosters a love of learning and nurtures the wellbeing of all in their care
- To have prime responsibility for the educational development and pastoral care of the children within your care
- To teach according to the timetable, ensuring that lessons are planned, ordered and effective.
- Lessons will have clear teaching objectives and maintain pace, motivation and challenge
- To know, understand and follow the subject curriculum and examination specifications
- To set tasks which challenge pupils in line with growth mind-set and ensure high levels of interest in lessons and prep
- To lead and share strategies for effective teaching across a wide range of ages and abilities
- To use a variety of teaching methods to ensure effective learning

- To be aware of the need to differentiate work and challenges according to the ability of the pupils, whilst maintaining high expectations of all and taking full account of any Special Educational Needs
- To encourage children to take responsibility for their learning.
- To monitor the academic progress of each child in the class. Using the Assessment Policy, work will be marked effectively and clear feedback given to pupils. Targets will be set and reviewed regularly.
- To provide informative written reports on pupils' work and progress
- To maintain high levels of communication with parents regarding both pastoral and academic issues
- To have appropriate and challenging expectations.
- To ensure there is a safe, stimulating and well-organised learning environment for young people. The classroom area will be maintained in good order and with excellent display work
- To be supportive of the School's aims, agreed teaching styles, methods of assessment and other policies
- To work as part of a team, in harmony with and for the furtherance of the School's ethos and declared educational aims and priorities
- To liaise closely with the Assistant Head: Teaching and Learning in reviewing, revising and implementing policies to ensure teaching and learning are the best they can be.

The duties currently assigned to this role include:

- Undertake supervision duties as required
- To attend staff briefings
- To attend Parents' Meetings and all major school activities, as appropriate (including INSET)
- To participate in the School appraisal programme
- Contribute to the marketing and promotion of the School to prospective pupils and parents
- Relate to young people in an atmosphere of trust, openness and integrity and encourage a climate of mutual respect
- To make a full and active contribution to the extra-curricular life of the School
- To uphold the policies of the School

As a boarding and day school we maintain the traditions of boarding, working an extended teaching day. Girls from Year 8 upwards have Saturday morning lessons.

In addition to subject teaching, the new member of staff will be a Tutor. This pastoral role, played by each member of the teaching staff, is considered to be very important at Queen Mary's. Members of the teaching staff are expected to do regular duties. Reports are written for every pupil at the end of each term.

## PERSON SPECIFICATION

Attributes	Essential Criteria	Desirable Criteria
Qualifications	Degree in Business Studies	
	Qualified Teacher Status	
	Experience and proven evidence of teaching Business Studies in Years 7-11	
Professional skills and abilities	Set high expectations which inspire, motivate and challenge pupils	Previous iSAMS experience
	Promote good progress and outcomes by pupils, providing SMART marking and target setting	Experience of working in an all-age, independent, boarding school environment

	Plan and teach well-structured lessons adhering to the curriculum and Schemes of Work	
	Strong communication and interpersonal skills	
	Ability to be discreet and uphold confidentiality	
	Excellent time management and organisational skills	
	Excellent written English, accuracy and attention to detail	
	Strong IT skills (MS Word, Excel, Outlook)	
	Energy, drive, enthusiasm and a positive manner	
	Ability to build excellent relationships with a wide range of people	
<b>Professional standards</b>	Prepared to undergo appropriate training as requested	
	A willingness to engage with and articulate the School's Christian values, ethos and heritage	Practising Christian
	Clear sympathy with the advantages of single-sex education	Teaching experience in a single-sex school
	Awareness of the importance of Child Protection and Safeguarding of young people	
	Willing to play an active part in the life of the School community	
	Willing to work out of hours as and when school functions occur	

#### TERMS AND CONDITIONS OF EMPLOYMENT:

This appointment is in regulated activity.

The following particulars do not form any part of an offer of employment. Terms and conditions, which will incorporate the Staff Handbook and contract of employment, will be documented in due course to the successful candidate.

- The Business Studies Teacher is appointed by the Head on the advice of the Assistant Head: Teaching and Learning, subject to enhanced DBS clearance and receipt of satisfactory references
- The appointee will be required to complete a confidential pre-employment health questionnaire (and medical examination where applicable), the costs of which will be met by the School
- This is a part time role through term time
- The salary for this role is dependent on qualifications and will be discussed at interview. Paid in monthly instalments in arrears from the agreed date of the appointment and inclusive of holiday pay
- The appointee will be expected to participate in an annual appraisal process
- The appointee is required to give the School one term's notice of their intention to leave this post
- Accommodation is not provided
- The appointment is subject to a 3 month probationary period which may be extended following a performance review

- Appropriate training will be provided and the school may support any work towards relevant professional qualifications.
- Additional benefits will include a 50% fee discount for children to be educated at Queen Mary's School (subject to places being available and all relevant admissions criteria being met).
- Meals will be provided free of charge during term time hours of work.
- The School is a member of the Teachers' Pension Scheme.

*All employees of Queen Mary's are responsible for promoting and safeguarding the welfare of children and young persons and must adhere to and ensure compliance with the School's Safeguarding Policy. If in the course of carrying out the duties of this post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, this must be reported to the School's Designated Safeguarding Lead.*

*Candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*

## THE SCHOOL

Queen Mary's School is a Christian community that values, nurtures and respects every individual. A place where all are challenged to do their best, serve others, show compassion and act with integrity.

Queen Mary's School...

- *Strives for excellence in every endeavour*
- *Loves life and enjoys learning*
- *Nurtures spirituality and personal growth*
- *Respects individuality and embraces diversity*
- *Enhances character and builds resilience*
- *Creates independent young people*
- *Makes strong and lasting friendships*

Queen Mary's School is an all girls' independent boarding and day school situated in the beautiful countryside, between Ripon and Thirsk. Junction 49 of the A1 is about 2 miles away. Founded in 1925, the school was originally situated at Duncombe Park, but moved to its present site in 1985. Baldersby Park, the school's current home, is a Grade 1 listed building surrounded by 40 acres of landscaped grounds, sports fields and paddocks.

There is a co-ed Pre-prep department and the Prep and Senior school is for girls only and spans the age range 7 to 16. Whilst a few girls are prepared for Common Entrance at 11, 12 and 13+, most girls stay on and do GCSEs, before moving to new schools and colleges for the sixth form.

The School has a strong boarding tradition; however, the School is also attracting an increasing number of day girls and those who board one or two nights each week. Many of the girls who travel to school daily use the school minibus service.

Queen Mary's has a unique family atmosphere with friendliness and concern for others being an important part of the School's ethos. It is one of a group of 43 schools belonging to the Woodard Corporation, an Anglican foundation that promotes Christian education and high academic and pastoral standards within all its schools. All members of staff are expected to be in sympathy with the aims and ethos of the School.

More information about Queen Mary's can be obtained from the website [www.queenmarys.org](http://www.queenmarys.org).