

# Applicant Information



St  
Augustine's  
Priory

A Level  
Business &  
Economics  
Teacher

**(Part time) Teacher of Business and Economics**  
**St Augustine's Priory**

Dear Applicant,

Thank you for the interest you have shown in the post of part time Teacher of Business and Economics at St Augustine's Priory. We are delighted to introduce you to our inspiring school at a very exciting stage of its development. Our priority is to deliver excellence in all aspects of a school that is unique both in its heritage and in its current living out of its traditions. We do this by nurturing and empowering our staff, by fostering a culture of ideas, energy and possibilities and by a keen focus on developing each girl to the best of her ability.

St Augustine's Priory is a Catholic, independent day school for girls aged 3-18 with boys in the Nursery. We are an all-through school and it is an enormous benefit to girls and parents that pupils who join us in the Junior School are able to move seamlessly up with us through to the Sixth Form years. As a Catholic school we hold the care of the whole person as central to what we do.

The school's 13 acres of beautiful grounds offer stunning views. Girls have the physical, mental and emotional space to grow intellectually in an environment which both supports and challenges. Our results are excellent; we pride ourselves on instilling in girls a love of learning. We are committed to preparing girls for life-long effectiveness and to developing the range of skills they require to achieve long-term happiness and success.

We have been in Ealing for over one hundred years, and we represent an exceptional continuity of expertise in educating women of the future. Our founders were visionary women who strove valiantly to offer girls the best possible education; we continue in this tradition and are unique in the generations of staff and of families who continue to work and study here. We offer a broad and varied curriculum with rich opportunities for personal development.

We invite you to consider joining us on an exciting journey.

Mrs S. Raffray MA  
Headteacher

## Mission Statement

We are an all-through, inclusive Catholic girls' school, with boys in the Nursery, committed to preparing girls for life-long effectiveness and success. As part of their journey girls will learn of intellectual risk taking and emotional strength, reflection and self-knowledge, persuasiveness and team building as well as a cultural curiosity for an enriched enjoyment of life.

In our stunning 13 acres of grounds, girls have a physical freedom unique in central London. We aim to instil in them the emotional freedom to grow intellectually and spiritually and to understand the truth about themselves, others and our complex world. We will give them the courage to be ambitious and compassionate and we will provide a secure, happy and nurturing community in which to explore all of the above.

To this end we seek, develop and retain the best teachers who value well-being and the individual progress of each girl as much as they are relentless in their pursuit of academic excellence. Their goal is life-long success for each girl and they set the pace of energy and dynamism within which the girls flourish.

## **A letter from the Director of Studies**

Dear Applicant,

The Business and Economics Department is a busy and successful one, highly regarded within the school, with pupils consistently achieving excellent results. It consists of A Level subjects which are new to the girls. Our girls develop the independent intellectual skills which enable them to engage with complex real world issues and problems. The girls develop a curiosity for learning and awareness of themselves and others and of how people function in widely varying groups, organisations and societies. It has been a great success and now time to expand the team.

There is a separate application form and applicants should pay particular attention to its accurate completion. I also enclose some information about the school. Should you have any further queries please do not hesitate to contact the School. You are also welcome to arrange a preliminary visit to the School at a mutually convenient time. I trust this brochure will be informative and helpful in making the decision to apply for this post, and look forward to receiving your application.

Yours faithfully,

Mrs C Macallister

Director of Studies

## **Job Description: Teacher of Business and Economics**

### **Salary:**

The post-holder will be paid on the appropriate point of the St Augustine's Grading Scale which is above the national average. This post will hold entitlement to lunch free of charge from Monday to Friday during term time in the Refectory. The successful applicant will also be entitled to staff discount of 50% should they choose for their daughter/s to attend St Augustine's Priory.

### **Line of Responsibility:**

The Teacher is directly responsible to the Director of Studies.

### **Job Content:**

#### **Strategic Purpose**

- The basic duties of a teacher are outlined in the staff handbook and include other duties such as the form teacher role.
- All members of staff are expected to contribute to the rich extra-curricular life of the school.

#### **Operational Responsibilities**

##### **Teaching**

- Teach Business and Economics as required to A level
- Plan work in accordance with departmental Schemes of Work
- Take account of pupils' prior levels of attainment and use them to inform planning, including the use of benchmarked data
- Set work when required for absent pupils
- Maintain good discipline by following the school's policies and procedures
- Establish a purposeful working atmosphere during all learning activities
- Set appropriate and challenging work for all pupils
- Identify and work appropriately with 'Special Educational Needs and Disabilities' pupils and 'Able, Gifted and Talented' pupils to eliminate barriers to learning
- Run extra-curricular activities, trips and visits in relation to your class or to support the wider curriculum in the School
- Required to lead or supervise an after school co- curricular club
- Provide and maintain a stimulating and ordered classroom environment
- Attend Whole School Meetings

##### **Assessment, Recording and Reporting**

- Keep appropriate records of pupils' work
- Mark and return work set, including homework within appropriate timescale
- Enter results onto assessment programme
- Complete pupil reports in line with School Policy;

- Attend parents' evenings as required and keep parents informed about their child's performance and future targets
- Attend other School functions as required

### **Pastoral Duties**

At all times the welfare of pupils is paramount, and the post-holder has a professional duty to uphold the ethos of the school and follow all school policies. Any concerns should always be referred to the Director of Studies.

Where the post-holder acts as a Form Teacher the post-holder will:

- Ensure that registration of pupils is completed in accordance with the School's agreed procedures and be aware that this is a legal duty for children of school-age
- Care for children in the form
- Be respectful of appropriate boundaries in the exercise of professional duties and care
- Support other staff with regard to the pastoral care and academic welfare of your Form
- Ensure all administrative tasks in relation to the duties of a Form Teacher are carried out within the agreed deadlines and to a high standard
- Accompany your Form during school events e.g. Mass, assemblies, hymn practice etc.
- Develop positive working relationships and communicate effectively with parents and carers
- Deliver the School's PSHEE programme
- Be a positive role model
- Cover lunch duties and extra cover as required

### **Performance Management and Professional Development:**

The teacher will be part of the School's Performance Management Scheme. S/he will have an appraiser who will set agreed targets and monitor professional development.

### **Conditions of employment:**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Governing Body.

The post-holder must uphold the School's Policy in respect of all matters related to safeguarding and Child Protection.

The post-holder may be required to perform any other reasonable tasks, after consultation.

This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.

### Person Specification: Teacher of Business and Economics

<b>Applicants should:</b>	<b>Essential</b>	<b>Desirable</b>	<b>Primary means of assessment</b>
<b>Subject Delivery</b>			
Have a good Honours Degree	X		Application Form
Show they maintain an up-to-date knowledge of subject and teaching methodologies	X		Supporting Letter
Have good understanding of assessment and the use of data	X		Supporting Letter
Ability to teach across the Secondary curriculum	X		Supporting Letter
Have Qualified Teacher Status and experience of teaching	X		Application Form
Have high expectations of pupils	X		Interview
Be able to communicate effectively with pupils and colleagues	X		Interview Teaching
Work well in a team	X		Interview
Have good range of teaching strategies	X		Interview Teaching
Be able to use data to help children learn	X		Supporting Letter
Be able to plan for effective learning	X		Interview Teaching
Be able to teach challenging, organised sequenced lessons	X		Interview
Know how to adapt teaching strategies to needs of all learners	X		Interview Teaching
Make effective use of assessment	X		Interview
Promote independent learning	X		Interview

Use homework tasks effectively	X		Interview
Give developmental feedback to pupils	X		Interview Teaching
Have excellent ICT skills	X		Supporting Letter Teaching
<b>Whole School</b>			
Have a sound understanding of safeguarding	X		Interview
Understand Special Educational Needs and Able Gifted and Talented	X		Supporting Letter
Be a practising Catholic		X	Supporting Letter & Reference
Deal effectively with parents	X		Interview
Be willing to participate in the wider extra-curricular life of the School	X		Interview
Understand the roles of colleagues and managers in the school	X		Supporting Letter

### The Application and Selection Process

1. Applicants should complete an application form in full and write a letter in support of their application paying particular attention to the Job Description and Person Specification.
2. The completed application form (available on the School website) and supporting letter should be emailed to [HR@saprioy.com](mailto:HR@saprioy.com) to arrive no later than 12.00 p.m. on 24<sup>th</sup> September 2018
3. Shortlisted applicants will be invited to interview Wednesday 26<sup>th</sup> September 2018.
4. On the day of the interviews all applicants will be asked to teach a lesson, complete a task and there will be a formal interview before the appointments panel.
5. On the day of the interview all applicants should bring with them all documentation as outlined on the application form.
6. Following the interview, the successful applicant will be invited to accept the post by telephone, and only when written acceptance has been received will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based on a short delay.