



Candidate Brief

Teacher of Business Studies

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**MOUNT HOUSE
SCHOOL**

INSPIRING EVERY INDIVIDUAL



Background

Mount House School is a small, co-educational independent day school for students aged 11 – 18 years located on a stunning rural site on Camlet Way in the London Borough of Barnet.

With over 260 students currently on roll, the School has ambitious plans and investment to grow to 350 in the coming years. Small class sizes and modern teaching methods supported by outstanding pastoral care combine to ensure each student achieves their best, whilst a broad and varied co-curricular programme equips them with the skills needed to thrive in adult life.

The School's vision is underpinned by ASPIRE, values that enable each student to be Adaptable, Supportive, Principled, Inquisitive, Resilient and Excellent.



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Benefits of working at Mount House School

- Small class sizes
- Excellent pastoral care
- A small, supportive, and vibrant community
- Entry into a pension scheme
- Opportunity to become a member of Chartered College of Teaching
- Individually supported CPD opportunities
- Free lunch and refreshments available
- Plenty of on-site parking

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There is a real sense of community and opportunity for progression at Mount House. It has been very easy to settle in, and the support as I begin my career has been excellent.

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Amy, Teacher of PE



The Role

An exciting opportunity has arisen to join Mount House School as a Teacher of Business Studies. We are seeking to appoint a dynamic and inspirational teacher to provide expertise in Business Studies. The role will involve teaching at GCSE and Sixth Form level. This is advertised as a full-time role and those able to offer an additional subject are encouraged to make this clear on application. This post would suit experienced teachers, or ECTs.

The school is expanding and currently has 3 Business Studies teachers, which is a popular subject at all levels. The department forms part of the Social Sciences Faculty and is made up of specialists in Business Studies, Economics, Sociology, Politics, and Criminology. Classes are considerably smaller than in many other schools and the department is well-resourced and active in co-curricular activities. At GCSE the Edexcel GCSE syllabus is followed, and in Sixth Form the A Level AQA Business Studies course is taught.



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We are a dedicated Social Sciences faculty, that offers a range of popular subjects and is well regarded in the school. We are looking for teachers who want to create a classroom environment where students are not afraid to ask questions and encourage curiosity. We hope you are keen to come meet us and form part of our team.

Satbir Allman, Head of Social Science

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The Person

Your professional duties

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Mount House teachers are 3-dimensional: they are outstanding classroom practitioners, supportive and approachable tutors and committed to developing rounded students through the co-curricular programme.

All teachers are expected to promote the general progress and well-being of individual students and of any class or group of students assigned to them, providing guidance and advice to students on educational and social matters. The following duties shall be deemed to be included in the professional duties which you may be required to perform:

Teaching, Assessment and Reporting

- Planning and preparing courses and lessons.
- Teaching, according to their educational need, the students assigned to you; setting and marking work (including examinations) to be carried out by the students in school or elsewhere.
- Participating in arrangements for preparing students for and supervising them during public examinations and providing assessments.
- Assessing, recording and reporting on the development, progress and attainment of students. Providing or contributing oral and written assessments, reports and references relating to individual students and groups of students.

Tutoring

- All Mount House teachers are also tutors, responsible for a group of c. 14 tutees.
- Tutors keep records and write reports on the academic progress as well as the personal and social needs of tutees.
- Tutors communicate and consult with the parents of tutees.

Co-Curriculum

- Mount House teachers are expected to contribute to the School's co-curricular activities programme, offering at least one after school club each week.
- We rely on the goodwill of teachers to plan, lead and support our programme of school trips.

Appraisal and Professional Development

- Participating in any arrangements that may be made for teacher appraisal.
- Reviewing from time to time your methods of teaching and programme of work.
- Participating in arrangements for your professional development.
- Undertaking such training as may be reasonably required by the School to enable you to adapt to the changing requirements of the School and your role or as may be necessary to fulfil the School's statutory or regulatory obligations.

Child Protection, Discipline, Health and Safety

- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you came into contact.
- Maintaining good order and discipline among the students and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised school activities elsewhere.

Administration

- Participating in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements.
- Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the School and the ordering and allocation of equipment and materials.
- Attending assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after School sessions.

Subject curriculum development

- Review subject aims/objectives with Head of Faculty and subject colleagues and implement policies through a written scheme of work. This will include guidelines to other teachers involved in the subject area (if and as appropriate).
- Leading the writing and updating of the curriculum for KS3, KS4 and KS5 (if and as appropriate) – providing a range of schemes of work and teaching resources.
- Keep abreast of progress and developments within the subject area and communicate these to subject teachers (if and as appropriate). This should include auditing and review of the relevance and purpose of the curriculum (including diversity and contributions to digital literacy).
- Identify resources required to develop subject specific teaching, including textbooks, and keep the Head of Faculty informed with regard to budgeting.
- Aim to establish curriculum links between departments and keep departmental colleagues aware of new developments.

Examinations and Data

- Keeping up to date with changes in the subject examination specifications and recommending to Head of Faculty and Academic leadership what would be the preferred syllabus for Mount House students to study.
- Be aware of all examination board and tutor criteria and examination syllabus details.
- Use assessment data and update assessment levels in line with school policies.
- Public examination analysis for your subject.

Promoting the subject

- Run and promote curricular and co-curricular activities which will keep the profile of the subject “strong” throughout the school.
- Prepare and update subject pages of any faculty and/or curriculum handbooks such as GCSE options booklets.
- Represent the department at GCSE and Sixth Form Option Evenings.

Flexibility

- You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.



How To Apply

The post is available from September 2024.

Further details about the role and how to apply can be found at:
<https://www.mounthouse.org.uk/vacancies/>

Please e-mail application forms with a supporting statement to:
careers@mounthouse.org.uk

The closing date for applications is 9am on Friday 3rd May 2024.

Please note that CVs alone will not be accepted.

We reserve the right to close this advert early if we are able to appoint to the vacancy before the advertised closing date. We therefore encourage applicants to submit their applications as soon as possible.

Mount House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

