



# BHASVIC

**TEACHER(s) OF BUSINESS (open for either Full time or Part time applicants).**

**Required to start 1 September 2024**

**Permanent hours – 36 contact hours per week available. A full-time post, this equates to 23 hours contact time per week.**

**BHASVIC is seeking to appoint teachers of Business, ideally who are capable of teaching on both A level and BTEC level 3 courses. We need to appoint up to the equivalent of c.36 hours (1.6 FTE) of teaching which could be made up of a combination of full-time and part-time appointments.**

**Please outline in your cover letter the range of hours you are interested in applying for and your preferred working pattern if you apply for a Part-time post.** Please bear in mind that days worked will need to be flexible, to meet the requirements of the BHASVIC timetable – this can be discussed at interview with you, should you be successfully shortlisted. **Please find a table outlining hours per week and related FTE in the appendix at the end of this document.**

These posts have arisen because of continued increasing numbers of students wanting to study Business and Economics at BHASVIC and it may be advantageous if candidates have the flexibility to teach both Business and Economics, though this is not an essential requirement.

## **Pensions, Pay and Safeguarding**

The BHASVIC Corporation has adopted the conditions of service and salary scales applicable to sixth form colleges. **The current full-time salary range for qualified teachers is £30,500 to £47,133 per annum (depending upon experience). This will be pro rata based on your FTE.**

All teachers at BHASVIC automatically become members of the Teachers' Pension Scheme (TPS). The TPS is a contributory scheme administered by Teachers' Pensions on behalf of the government. As a member of the TPS you will pay between 7.4% and 9.6% of your gross salary and your employer pays a further 23.68%. Once you have started your job at BHASVIC you have the option to opt out of the teachers' pension scheme. If you wish to opt out, you must do so within three months of your start date in order to receive a refund of your contributions. For further information see [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk).

BHASVIC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our vetting procedures for prospective employees are in line with the guidelines provided by the Department for Children Schools and Families. Further information can be found on <http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren>

## **The Business and Economics Department**

Our Business provision falls within the Business and Economics department, led by Head of Department, Andy Shepherd. The department is a large, experienced, and dynamic team of staff, currently comprising eleven mostly full-time teachers. Teachers follow a common scheme of work and there is a very clear philosophy of collaborative teaching and learning. All assessment resources are generated collectively and shared across the department. This appointment, therefore, is ideal for a teacher whose background might be in 11-16 schools, who is seeking to extend their experience of A level and level 3 BTEC teaching in a fully supportive environment. Similarly, experienced A level or BTEC teachers would flourish in the stimulating company of expert practitioners.

Student outcomes in Business are outstanding. High grade rates [A\*-B, and D\*-Ds] for both courses hover around 68% each year with equally consistent ALPS, value-added levels. More of our students than any other subject area go on to Higher Education, with many winning places at elite Russell Group institutions. We are ambitious for all our students and aim to develop their knowledge, skills, and experience in a stimulating learning environment. We deploy varied strategies of teaching, learning, motivation and tracking so that all students can access the understanding and knowledge needed to prepare them effectively for examination



and beyond. Similarly, we are inclusive, supportive, and work very closely with the college's pastoral and ALS [Additional Learning Support] teams to help every student, irrespective of their characteristics, achieve their potential. All teachers have "subject extension" time as part of their contract which is dedicated to individual and small group support in addition to their timetable. We are lucky to have six dedicated classrooms, each with an interactive whiteboard, and one with a suit of PCs.

## **Courses and Specifications**

Over 400 students are currently studying A Level Business, following the AQA specification, and over 130 students are studying for the Business BTEC National Extended Certificate. 480 students are currently studying A Level Economics, following the AQA Specification. We also offer a Personal Finance Level 2 qualification, and over 30 of our students take part in the Young Enterprise competition every year. Alongside this we provide numerous additional opportunities for enrichment and employer engagement as we believe this is critical to our students' academic and personal development.

## **Overview**

The BHASVIC Business and Economics team have worked effectively and tirelessly to reach their current and nationally recognised levels of excellence. As a college we are ambitious for our students and seek to appoint candidates who can bring the right blend of flexibility, commitment, energy and vision. We welcome applications from experienced teachers with innovative ideas, enthusiasm and a strong teaching ability who can work within the diverse demands of the department whilst maintaining its recognised strengths and attributes. We also welcome applications from teachers at the beginning of their career who are keen to learn and develop as part of our highly experienced, supportive, and nurturing team. Early Career Teachers would be entitled to a discount on the standard full-time teaching load in the first two years of their contract. Above all, we are looking for someone who is inquisitive, reflective, a strong team player and who genuinely strives to improve teaching and learning. If you would like to find out more or would potentially like to visit us prior to the application deadline, please contact our HR department. This is an exciting time to join an outstanding department within an outstanding college and we very much look forward to hearing from interested applicants.



## HOW TO APPLY

For details of how to submit your application, please visit our website

[www.bhasvic.ac.uk/the-college/working-for-us/current-vacancies](http://www.bhasvic.ac.uk/the-college/working-for-us/current-vacancies)

**Please complete Parts 1 and 2 of the job application which can be found on our website. Part 1 will be separated and only Part 2 (Application form, Personal statement & Cover letter) will be used in the shortlisting process.**

Please note that it is College policy to shortlist applicants on the basis of a completed application form, letter and accompanying statement. CVs submitted alone without a completed application form and statement will not be considered.

## PART 2

**Please use only your initials for all the documents in PART 2, including your personal statement and cover letter, submitted to the shortlisting panel.** Please use 3 initials by entering the first letter of your first name, middle name and surname. If you do not have a middle name use 'Z' between the first letter of your name and surname (i.e. LZO for Linda Owen).

### Your personal statement should:

- Outline how your knowledge, experience and skills meet criteria **2, 3, 5, 6, 8 and 9** in the Person specification.
- **Use the numbered criteria as headings when writing your statement.** Candidates will be short-listed on the person specification criteria alone. It is very important that your application is in the format requested.
- **Should be no longer than 2 sides of A4.**

The deadline for receipt of applications is **9am Tuesday 19 March 2024**

Interviews will take place on **Wednesday 27 March 2024**

For applicants who are invited to interview there will be ample opportunity to learn more about our provision and needs through discussions with staff.

BHASVIC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

(February 2024)



## **JOB DESCRIPTION**

**Post title:** Teacher of Business

**Responsible to:** Head of Business

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### **Specific duties**

#### **Teaching**

- plan, prepare and deliver an agreed teaching commitment
- set and mark student work
- assess, record and report on progress and attainment of students

#### **Guidance and support of students**

- promote the progress and well-being of individuals and groups of students
- provide educational and careers guidance and advice to students, keeping relevant records
- communicate and consult with parents (and other external agencies)
- attend meetings as required to fulfil above duties

#### **Assessment and reports**

- provide/contribute to oral and written assessments, reports and references

#### **Appraisal and staff development**

- participate in the College's formal appraisal/ performance management arrangements
- review your professional practice and participate in further training for professional development

#### **Discipline, health & safety**

- maintain good order and discipline for students both on-site and in supervised off-site activity
- secure student safeguarding (both on and off premises)

#### **Staff meetings**

- Participate in meetings at the College for curriculum, administration or guidance purposes

#### **Cover**

- Supervise, and so far as practicable, teach any students whose teacher is not available to teach them (following contractual guidelines outlined in the Red Book)

#### **Public examinations**

- prepare students for public examinations, including any relevant internal assessment and moderation

#### **Leadership and management**

- coordinate or manage the work of other staff
- review, develop and manage activities relating to the curriculum
- where appropriate, contribute to the appointment and professional development of other teachers (including new and probationary teachers and support staff)

#### **Administration**

- participate in all relevant administration and organisational tasks
- register student attendance
- fulfil any other reasonable duties as designated by the Principal

**Below is the full statement from the Red Book:**



## Cover

- *Supervise, and so far as practicable, teach any students whose teacher is not available to teach them with the proviso that no teacher shall be required to provide such cover:*
  - (a) after the teacher who is absent or otherwise not available has been so for three or more consecutive working days;*
  - (b) or where the fact that the teacher would be absent or otherwise not available for a period exceeding three consecutive working days was known to the college for two or more working days before the absence commenced unless,*
    - (i) she/he is a teacher employed wholly or mainly for the purpose of providing such cover ('a supply teacher')*
    - (ii) or the college has exhausted all reasonable means of providing a supply teacher to provide cover without success,*
    - (iii) or she/he is a full-time teacher at the college but has been assigned by the Principal in the timetable to teach or carry out other specified duties (except cover) for less than 75 per cent of those hours in the week during which students are taught at college.*



## PERSON SPECIFICATION

We are looking for someone who can show evidence of the following skills, experience and attributes. **Please ONLY address the criteria 2, 3, 5, 6, 8 and 9 (highlighted in yellow) in your personal statement. Please use the numbered criteria as headings when writing your statement, giving examples of situations when you have used the skills and attributes detailed. The rest of the criteria will be assessed during the interview day.**

**Your personal statement should not be longer than 2 sides of A4, 10 point font size.**

## QUALIFICATIONS

1. Qualified at degree level in the taught or a related subject, and in possession of Qualified Teacher or Qualified Teacher Learning and Skills status (QTS or QTLS).

## KNOWLEDGE

2. Up-to-date knowledge at Advanced Level 3 within the taught, or a closely related, subject.
3. An excellent understanding of contemporary teaching, learning and assessment practice.

## EXPERIENCE<sup>1</sup>

4. Recent experience of delivering the qualification required, or a closely related qualification.
5. Experience of addressing individual student needs, both inside and outside the classroom.
6. Experience of being an effective team member.

## SKILLS

7. Ability to deliver a high standard of teaching, learning and assessment.
8. Ability to evaluate your own performance, self-reflect and develop professionally.
9. Excellent interpersonal and communication skills and the ability to work effectively with all stakeholders.
10. Ability to use (or learn to use) contemporary digital learning technology and platforms.
11. Ability to help students develop their literacy, numeracy, digital and employability skills.

## PERSONAL QUALITIES AND PROFESSIONAL CONDUCT

12. High professional standards, showing regard for the ethos, policies and practices of BHASVIC, and of the contractual frameworks which set out professional duties and responsibilities.
13. An understanding of statutory safeguarding responsibilities.
14. An understanding of and commitment to equality, diversity and inclusion.

## ADDITIONAL DESIRABLE CRITERIA

15. Experience of pastoral/guidance/tutorial work with Year 12/13 students.
16. Commitment to offering students extra-curricular/enrichment opportunities.
17. Ability to teach A level Economics

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<sup>1</sup> The experience expected of an NQT applicant is that which might reasonably be gained on a PGCE or equivalent course



## Appendix

### Part time Teaching Contracts

Hours per week	FTE	Minimum Number of half days in College per week
0.5	0.0217	1
1	0.0435	1
1.5	0.0652	1
2	0.0870	1
2.5	0.1087	2
3	0.1304	2
3.5	0.1522	2
4	0.1739	2
4.5	0.1957	2
5	0.2174	3
5.5	0.2391	3
6	0.2609	3
6.5	0.2826	3
7	0.3043	4
7.5	0.3261	4
8	0.3478	4
8.5	0.3696	4
9	0.3913	4
9.5	0.4130	4
10	0.4348	5
10.5	0.4565	5
11	0.4783	5
11.5	0.5000	5
12	0.5217	6
12.5	0.5435	6
13	0.5652	6
13.5	0.5870	6
14	0.6087	7
14.5	0.6304	7
15	0.6522	7
15.5	0.6739	7
16	0.6957	7
16.5	0.7174	7
17	0.7391	8
17.5	0.7609	8
18	0.7826	8
18.5	0.8043	8
19	0.8261	9
19.5	0.8478	9
20	0.8696	9
20.5	0.8913	9
21	0.9130	10
21.5	0.9348	10
22	0.9565	10
22.5	0.9783	10
23	1.0000	10