



Collingwood  
College  
BELIEVE SUCCEED

## Collingwood College Recruitment Information

### Teacher of Business (with potential to teach additional subjects)

---



**Dear Applicant,**

Our vision for Collingwood is to be the College of first choice for all our parents and we are currently on a journey to move from Ofsted Good to Outstanding!

Collingwood College is committed to developing responsible, aspirational, independent, happy and well-rounded young people with the self-belief to reach their goals.

Our students are the focus of everything we do. We have found that by listening to students' views and offering them the opportunity to work with each other, staff and governors, they are an integral part of our relentless drive for improvement.

Collingwood College offers all students an inclusive, flexible and stimulating educational experience. With a strong emphasis on personal development and a very wide range of leadership opportunities and extra-curricular activities, we are able to offer challenges that motivate and appeal to all individuals.

Our academic performance is consistently high and in recent years students have achieved excellent results at pre and post 16 level. In 2024, in the Sixth Form, 72% of A level qualifications were at A\*-C with over 20% of entries gaining the top A/A\* grades. Furthermore, 50% of the cohort gained an impressive A\*-B across all qualifications.

At GCSE, over 70% of entries were graded at 9-4. 65% of our students also achieved 9-4 grades in both English and Maths. Over 20% of entries were awarded the top grades, 9-7 with over 10% of entries at the very top grades. Students at Collingwood, who attend well, whatever their starting point, **make great progress.**

This continued level of success is down to the hard work of our students and their teachers.

We believe that our staff are the foundation upon which the success of the College depends and recognise that our employees are the most important asset of the college.

Collingwood welcomes and encourages applications from Early Careers Teacher (ECTs). We have an outstanding induction programme for ECTs and we were recently awarded 'exceeding expectations' for provision and support provided to ECTs by our Appropriate body, Hampshire County Council.

We empower our employees to utilise their talents and skills to make a positive and significant contribution to the quality of teaching, learning and personal development that the College provides for its students.

We look forward to receiving your application for this post.

Yours sincerely

A handwritten signature in purple ink, appearing to read 'K Watling'.

**Miss Karen Watling**  
**Principal**

## TEACHER OF BUSINESS (with potential to teach additional subjects)

**Required for September 2025**

**Full time, applications will also be considered for part time.**

**Salary: MPS/UPS**

We are looking to appoint an enthusiastic and inspirational Teacher of Business to join our successful and growing department.

Our Vocational, IT and Business Education (VIBE) department consists of a dynamic team of four Vocational/Business teachers and three IT/Computer Science specialists. Business is a highly popular subject at both GCSE and A Level, and we also offer a variety of BTEC qualifications at Key Stage 4 and 5, alongside A Level Economics. The department benefits from excellent teaching spaces, access to the latest technology, and a strong culture of professional development within a collaborative and respectful working environment.

The primary responsibility for the successful candidate will be teaching GCSE Business. However, the ability to also contribute to A Level Business, BTEC Travel and Tourism, Child Development, or Key Stage 3 IT would be an advantage, though it is not essential.

We are seeking someone who can deliver engaging, high-quality lessons that inspire and challenge students of all abilities. The successful candidate should foster a positive classroom environment that promotes a passion for business and enterprise and, ideally, demonstrate flexibility and interest in supporting the broader VIBE curriculum.

Applications are welcomed from both experienced teachers and Early Career Teachers (ECTs).

CPD is an integral part of teacher training, and Collingwood College prides itself on continuing learning, ensuring a high level of expertise and enabling our staff to keep their professional knowledge and skills up to date. All new staff are provided an induction programme which includes an induction day and then bi-weekly twilight sessions, tailor-made for new staff. We also offer weekly twilight sessions to all staff, and these courses are driven by our appraisal process, to fulfil the specific needs of our teaching staff here at Collingwood.

### **The Department**

Collingwood College boasts a thriving Vocational and Business Department dedicated to ensuring that students find Business, Economics, and BTEC courses stimulating, enjoyable, and highly relevant to the modern world. Our department aims to build students' confidence, encouraging them to embrace new challenges and succeed across all aspects of their academic journey — in lessons, home learning, school assessments, and public examinations.

We have high expectations of all our students and are committed to supporting them in achieving their very best. Lessons offer a rich variety of learning experiences, with numerous opportunities for students to deepen and extend their knowledge. The department is forward-thinking, continually

seeking innovative and engaging approaches to teaching, ensuring that every learner can achieve their full potential.

Student outcomes in the department are improving year-on-year. In the most recent results, 17% of students achieved Grades 7-9 in GCSE Business with 63% achieving Grades 9-4. Business continues to grow in popularity at Collingwood, with over 100 students choosing GCSE Business each year. Many of these students progress to study Business at A Level, where outcomes are strong. We also offer A Level Economics within our successful Sixth Form provision.

A key strength of the department is the targeted support provided to both gifted and talented students and those requiring additional assistance. We work closely with our SEND department and Pupil Premium Lead to ensure every student receives the support they need to succeed.

Currently, the Vocational and Business Department is made up of four teachers, delivering lessons across Key Stage 4 and Key Stage 5. The team comprises a mix of full-time and part-time staff, including colleagues who also hold wider leadership responsibilities within the College.

### **Application Process**

An application form can be obtained on our website [www.collingwoodcollege.com](http://www.collingwoodcollege.com) . Completed application forms should be returned to the HR Department [hr@collingwood.surrey.sch.uk](mailto:hr@collingwood.surrey.sch.uk)

Suitable candidates may be interviewed before the closing date and Collingwood College reserves the right to withdraw the position if an early appointment is made.

Collingwood College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

### **Interviews**

Interviews will be face to face

### **Probationary Periods**

All posts are subject to a probationary period. For teachers this is 2 full terms for teaching staff. Collingwood College's Probationary Policy is available upon request.

### **Remuneration and Benefits**

Collingwood College has its own generous pay scale and the financial package offered will be commensurate with the responsibilities of the post and the experience of the person appointed.

All new staff appointments are subject to verification of fitness to work, receipt of two satisfactory references, qualification verification, clearance from the Disclosure and Barring Service at Enhanced level as well as other checks relevant to the role.

Access to other benefits including:

- BUPA Healthcare Cash Plan
- Outstanding facilities, including free on-site parking
- All Collingwood College teachers up to the age of 75 are eligible to belong to the Teacher's Pension Scheme, and will automatically become members unless they opt out. Further

information can be found at [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk) Member of the Teachers' Pension Scheme

- 24/7 Employee Assistant programme
- Cycle to Work Scheme
- Flexible leave of absence policy

### **Training and Development**

At Collingwood we are committed to providing a well-structured staff development programme to enhance personal and team development. All new staff received the following training:

- Collingwood College Company Induction
- Safeguarding and Prevent Training
- Mandatory and Compliance Training including Fire Awareness and Health and Safety at Work
- Training linked directly to the job role, which may be delivered by other colleagues or external trainers

In addition, staff can have:

- An opportunity to access other training as detailed in the termly training calendar
- An opportunity to access training outside the college linked directly to your role or career aspirations
- Other on-line training relevant to the role.

For New Qualified Teachers we have developed a specific training programme to support you through your induction year.

## JOB DESCRIPTION

### Teacher of Business

All teachers will be expected to meet the appropriate Teacher Standards

<b>REPORTS TO:</b>	Head of VBE
<b>QUALIFICATIONS:</b>	Qualified to degree level or professional equivalent  Qualified to teach and work in the UK
<b>JOB PURPOSE:</b>	Within the framework laid down by current legislation, the School Teachers' Pay and Conditions Document and the Contract of Employment the post holder will: <ul style="list-style-type: none"><li>• provide a quality of teaching and learning provision that can be judged to be at least 'good' (according to the Ofsted evaluation framework) and ensures all students make at least good progress;</li><li>• be accountable for the attainment and progress of all students who are taught by the post holder;</li><li>• supervise and guide the work of any support staff (including Learning Support Assistants (LSAs) and Higher Level Learning Support Assistants (HLTAs) who are assigned to work with post holder's classes/students;</li><li>• to provide pastoral support and guidance for all students in the post holder's care, classes or form group;</li></ul>
<b>DIRECT INVOLVEMENT WITH:</b>	Senior staff, teachers of Vocational and Business Education (VIBE), support staff, parents/carers and students
<b>KEY RESPONSIBILITIES</b>	<b>Teaching of KS4 and KS5 Business</b>
<b>1.</b>	To set clear learning objectives and plan for and teach students of all abilities within each class
<b>2.</b>	Use data, including prior attainment, to plan lessons and learning materials to establish a purposeful working atmosphere and providing challenging and inspirational learning experiences which motivate and support all students to make at least good progress
<b>3.</b>	To have high aspirations and set challenging targets for all students
<b>4.</b>	To set high expectations for students' behaviour, learning, motivation and presentation of work by
<b>5.</b>	To work in collaboration with Learning Support Assistants assigned to any teaching group/student within the group
<b>6.</b>	To promote and develop literacy and numeracy skills throughout teaching and learning activities so that literacy and numeracy do not present barriers to learning
<b>7.</b>	Set work for students absent from school for health or disciplinary reasons

<b>8.</b>	To ensure that teaching room, resources and equipment are maintained in good order with particular regard to Health & Safety and security of property
<b>9.</b>	To ensure that Health and Safety policies and practices are in place and are observed and, where appropriate, that risk assessments are carried out as necessary
<b>10.</b>	To ensure that a stimulating learning environment is maintained in the classroom including provision of a high quality of display
<b>11.</b>	To liaise with Head of Department to ensure appropriate practical equipment is available to support planned activities

#### OTHER RESPONSIBILITIES

<b>Assessment Recording and Reporting</b>	<ol style="list-style-type: none"> <li>1. To record students' attendance and attainment</li> <li>2. To mark, assess and return students work in line with College policy, providing constructive oral and written feedback with clear targets and guidance for future improvement</li> <li>3. To attend Parents' Evenings, Academic Review Days and appropriate individual meetings to keep parents/carers informed as to attainment and the progress of their child towards targets</li> <li>4. Be familiar with information relating to students who have additional needs and use this to ensure all students are supported appropriately</li> </ol>
<b>Pastoral Responsibilities</b>	<ol style="list-style-type: none"> <li>1. To take responsibility for promoting and safeguarding the welfare of children and young persons</li> <li>2. To participate in the pastoral organisation of the school as a form tutor, if required</li> <li>3. To be the first point of contact for parents/carers in the assigned tutor group</li> <li>4. To promote good attendance and punctuality and monitor in accordance with the College's Attendance Policy providing support/intervention for those who find it hard to maintain high standards</li> <li>5. To deliver 'Thought for the Week' to the form group</li> <li>6. To attend and contribute to assemblies as required</li> </ol>
<b>General Professional Responsibilities</b>	<ol style="list-style-type: none"> <li>1. To attend meetings as part of the agreed meeting cycle</li> <li>2. To undertake professional development appropriate to identified need</li> <li>3. To support and implement all relevant teaching and learning area policies</li> <li>4. To carry out specific break duties as timetabled</li> </ol>

**PERSON SPECIFICATION**

<b>CATEGORY</b>	<b>ESSENTIAL</b>	<b>DESIREABLE</b>	<b>EVIDENCE</b>
Qualifications and Training	QTS or Recognised equivalent	Good Honours Degree	Application Form Letter of Application
Experience	Teaching experience with the age range and/or subject(s) applying for		Application Form Interview
Skills, Knowledge and Aptitude	Create a stimulating and safe learning environment.  Establish and maintain a purposeful working atmosphere.  Plan, prepare and deliver the curriculum as relevant to the age and ability group/subject that you teach, other relevant initiatives and the school's own policies.  Assess and record the progress of pupils' learning to inform next steps and monitor progress.  Demonstrate a commitment to equal opportunities and use a variety of strategies and practices to promote the diverse cultural and equality issues in the classroom.  Teach using a wide variety of strategies to maximise achievement for all children including those with special educational		Letter of Application  Interview Lesson Observation

	<p>needs and high achievers and to meet differing learning styles.</p> <p>Encourage children in developing self-esteem and respect for others.</p> <p>Deploy a wide range of effective behaviour management strategies, successfully.</p> <p>Communicate to a range of audiences (verbal, written, using ICT as appropriate).</p> <p>Use ICT to advance pupils' learning, and use common ICT tools for their own and pupils' benefit.</p>		
Personal Attributes	<p>Demonstrate a commitment to:</p> <ul style="list-style-type: none"> <li>-equalities</li> <li>-promoting the school's vision and ethos</li> <li>-high quality, stimulating learning environments</li> <li>-relating positively to and showing - respect for all members of the school and wider community</li> <li>-ongoing relevant professional self-development</li> <li>-safeguarding and child protection</li> </ul>		<p>Letter of Application</p> <p>Interview</p> <p>Lesson Observation</p> <p>Presentation (if requested)</p>