

# Teacher of Business

Full time, temporary contract

1<sup>st</sup> September 2025 to 31<sup>st</sup> August 2026

## Recruitment Pack



## Introduction from the Headteacher

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Thank you for your interest in this role.

We are very proud of our inclusive and aspirational school, and we have exceedingly high expectations of every single one of our students. We take great pride in enabling them to grow and to flourish. In order for that to happen, our students need to do two simple things - work hard and be kind. Our students and staff thrive in a community where consistency and routines go alongside us knowing each student well and supporting them to reach their potential.

We have the benefit of a magnificent award-winning school building that was recently completed under the 21st Century Schools programme. It is a wonderful modern facility that has education at its heart. Located in the centre of Monmouth, we serve our local community as well as other nearby areas in both Wales and England. We number around 1,700 students and 200 staff, and we are over-subscribed in every year group.

We are absolutely determined to provide an exceptional standard of education for every child that comes to our school, so that they have the opportunity to lead happy and successful lives. Our approach to Curriculum for Wales is founded on the importance of subjects and on the principle of powerful knowledge. Our work on this is the subject of a recent Estyn case study to share our practice more widely. Our pedagogy is founded on the research evidence of learning and on how to maximise student progress.

We are fully comprehensive and provide for a wide range of learning needs. Currently there are 14% of the school population on the Register for Additional Learning Needs. We also have an integrated Specialist Resource Base, which is also the subject of a recent Estyn case study for its exceptionally strong provision. Students come from a wide range of socio-

economic backgrounds and the rolling average for FSM is 13.8%.

We welcome applications from candidates whose personal qualities and values reflect those in the person specification, and whose experiences also place them in a strong position to deliver the job description. A full induction programme and meaningful professional learning is offered to all staff.

You will find us to be a supportive, collaborative group of colleagues, who work to provide an exceptional standard of education for all of the students in our care. We take great pride in what we do, and we continue to be wildly ambitious for what we can achieve together in the future.

I look forward to reading your application, should you wish to apply.

Kind regards

**Hugo Hutchison**  
**Prifathro / Headteacher**



## Job Description

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**1 Title of Post:** Teacher of Business

**2 Salary Grade:** Teachers' Pay Scale

### **3 Relationships**

- 3.1 The postholder is responsible to the Headteacher through the Head of Faculty for teaching subject duties and to the Head of Year for form duties.
- 3.2 The postholder works on a professional level with all colleagues (externally and internally) as appropriate to establish and maintain productive relationships.
- 3.3 The postholder liaises with parents, carers, and students as appropriate.

### **4 Purpose of the Job**

- 4.1 To contribute to the teaching, and other work of the Faculty as defined by the School Teachers' Pay and Conditions (Wales) document. As a Form Teacher, to undertake duties to support the progress of students in the Form.

### **5 Responsibilities**

- 5.1 To teach and participate in the development of schemes of work, materials and syllabuses of the Faculty, attending meetings as necessary.
- 5.2 To take responsibility for your own professional development, using the Monmouth Comprehensive Performance Record and Development Sheet in the Performance Management Policy and professional Development Policy to guide and support progress with the aim of meeting professional standards.
- 5.3 To control and oversee the use and storage of books, stationery and other teaching materials ensuring that any Health & Safety Regulations are observed.
- 5.4 To carry out the duties of a Form Teacher in respect of students to include:
  - the development of positive learning relationships
  - the establishment of rapport with students to develop their social and academic potential and be a main source of reference
  - the marking of Form registers, ensuring absences and lateness are accounted for and taking appropriate action where they are not
  - the compilation of reports, profiles and references on students as required
  - the teaching of Form periods, escorting the Form to assemblies and attending tutor meetings called by the Heads of Year.
- 5.5 To work alongside the Heads of Year to monitor students' progress and set targets, and ensure the needs of students are met.
- 5.6 To carry out supervision of students' duties as detailed by the Headteacher.

## Job Description

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- 5.7 To ensure that students access the support they require from school and external agencies.
- 5.8 To uphold and comply with all relevant Council and School policies relating to Safeguarding and Health and Safety.
- 5.9 To follow school and LA policies and procedures on Safeguarding and Child Protection in all work with children and families.
- 5.10 Be aware of and comply with policies and procedures, including those relating to behaviour management, uniform, confidentiality and data protection.
- 5.11 Uphold and promote the vision and ethos of the School.
- 5.12 Participate in training, learning activities and performance development as required.

### **6 Professional Development**

The school is committed to supporting all in developing their practice to achieve the very best outcomes for all students. Our CPD policy outlines the provision and practice for this role.

### **7 Performance Management**

Our Performance Management policy and practice supports us in achieving the school's aims and objectives. Individual Performance Management is integrated into wider school improvement systems and priorities.

- 8** The duties and responsibilities of the post are subject to those details in the Statement and Conditions of Employment and will count as directed time as detailed in such statement and as defined by the Headteacher.

- 9** The job description does not define in detail all the duties/responsibilities of the post, will be reviewed at least once a year and may be subject to modification or amendment after consultation and agreement with the post holder.

## Personal Specification

|                                 | Requirement   | Essential or Desirable | How Tested (S) used at Shortlisting         |
|---------------------------------|---|------------------------|---|
| <b>Education/Qualifications</b> |   |                        |   |
| 1.1                             | Degree in Business Studies or related discipline  | E                      | Application Form                            |
| 1.2                             | Teaching Qualification  | E                      | Application Form                            |
| <b>Experience</b>               |   |                        |   |
| 2.1                             | Newly qualified or experienced practitioners are equally welcome to apply   |                        |   |
| <b>Aptitudes and Skills</b>     |   |                        |   |
| 3.1                             | Ability to offer Business Studies to GCSE level   | E                      | Application Form / Interview                |
| 3.2                             | Ability to offer Business Studies to A level and level 3  | E                      | Application Form / Interview                |
| 3.3                             | Ability to offer an additional subject  | D                      | Application Form / Interview / Micro Lesson |
| 3.4                             | Excellent pedagogical skills, and knowledge of how students best learn.   | E                      | Application Form / Interview / Micro Lesson |
| 3.5                             | Experience of developing high quality curriculums   | D                      | Application Form/Interview                  |
| 3.6                             | Ability to maintain a high standard in teacher-student relationships in the classroom                                 | E                      | Interview / Micro Lesson / Reference        |
| 3.7                             | Ability to work as an effective Form Tutor  | E                      | Application Form / Interview                |
| 3.8                             | To be able to provide extra-curricular opportunities to students  | D                      | Application Form / Interview                |
| <b>Personal Attributes</b>      |   |                        |   |
| 4.1                             | To be an effective communicator, with the interpersonal skills necessary to work closely with colleagues and students | E                      | Interview                                   |
| 4.2                             | To be able to contribute enthusiastically to the school's vision and objectives                                       | E                      | Interview                                   |



## Personal Specification

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|---------------------|--|---|--------------------|
| 4.3                 | To be an effective team member, and to be able to act on personal initiative | E | Interview          |
| 4.4                 | To be well organised and able to implement school policies effectively       | E | Interview          |
| 4.5                 | To be highly motivated to achieve excellent outcomes for students            | E | Interview          |
| 4.6                 | To be flexible in approach to work and people                                | E | Interview          |
| 4.7                 | To be committed to further personal development                              | E | Interview          |
| <b>Safeguarding</b> |  |   |                    |
| 5.1                 | Commitment to pupil wellbeing, safeguarding and child protection             | E | Interview          |
| 5.2                 | Positive references  | E | Post short-listing |
| 5.3                 | Enhanced DBS   | E | Post interview     |

## Faculty Information – Social Science

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### Social Science Faculty

The successful candidate will join a team of Social Science teachers, who deliver a range of courses across Key Stages 4 and 5. These subjects include Business, Psychology, Criminology, Health and Social Care and Childcare, with a range of Level 2 and Level 3 qualifications. The faculty has a suite of classrooms, with each having a projector and whiteboard. A number of dedicated laptops are also available to support the development of independent study and controlled assessment.

The faculty offers vocational and non-vocational pathways at Key Stages 4 and 5, and is well resourced with up-to-date resources and subscriptions to relevant journals. The study of Business is dynamic, challenging and increasingly relevant during these turbulent economic times. In all courses, the students are encouraged to consider the dynamic nature of businesses and develop a critical understanding of the macroeconomic environment and pressures that surround them.

### KEY STAGE 4

#### **WJEC GCSE Business** (legacy qualification)

This course encourages students to develop a critical understanding of organisations, their legal structure, human resources, finance and accounting, marketing and operations as well as the wider economic environment in which they operate.

#### **New WJEC GCSE Business Studies (first teaching June 2025)**

The new specification is designed to give students the necessary knowledge and understanding of a variety of important employment sectors in the UK. Students have the opportunity to use business information critically, to develop arguments, to make justified decisions and to prepare them for further study and career pathways

### KEY STAGE 5

#### **BTEC Level 3 National Extended Certificate in Business**

The Level 3 BTEC National Extended Certificate in Business is designed to provide highly specialist work-related skills in the Business sector. Students will gain the knowledge, understanding and skills that they need to prepare for employment within Business. The four core units give students an introduction to and understanding of the business environment, management of resources, marketing and communication – all fundamental to the success of business organisations. The two optional units are chosen to meet the needs of each student cohort.

The assessment approach of the BTEC Nationals in Business allows learners to receive feedback on their progress throughout the course as they provide evidence towards the assessment and grading criteria. Evidence for assessment may be generated through a range of diverse activities including assignment and project work, case studies, workplace assessment, role play and oral presentation.

## The Recruitment Process

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### 1. Application

Application forms can be downloaded via [www.eteach.com](http://www.eteach.com) – we do not accept CVs.

Completed paper applications should be returned to: Mrs Laura Claypole, Monmouth Comprehensive School, Old Dixton Road, Monmouth NP25 3YT.

Emailed applications may be sent to: [mon.recruitment@monmouth.schoolsedu.org.uk](mailto:mon.recruitment@monmouth.schoolsedu.org.uk)

**Closing Date:** **Monday 19<sup>th</sup> May at 12 noon**

### 2. Interview Process

**Interview Date:** **Thursday 22<sup>nd</sup> May**

### 3. Additional Information

Please contact: Mrs Laura Claypole [mon.recruitment@monmouth.schoolsedu.org.uk](mailto:mon.recruitment@monmouth.schoolsedu.org.uk) for any further information.

### 4. Safeguarding

Child and Adult Safeguarding are key priorities for the School and Council. We aim to support children and adults at risk to be as safe as they can and fulfil their potential. You are responsible for playing your part in the well-being, safety and protection of children and adults at risk. You will have a responsibility to participate in training to the appropriate level of safeguarding and have a duty to fulfil your personal responsibilities for safeguarding.

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to an Enhanced Disclosure Check. Candidates must be aware of and comply with policies and procedures relating to child protection and safeguarding, health, safety and security, confidentiality, and data protection, reporting all concerns to the appropriate person.

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community. Applications are welcome in English or in Welsh, and will be treated equally.

