



BICESTER LEARNING ACADEMY

APPOINTMENT OF TEACHER OF BUSINESS STUDIES AND/OR COMPUTER SCIENCE

Based at The Cooper School, Bicester OX26 4RS





About Us

Bicester Learning Academy is a multi-academy trust currently comprising The Cooper School and Glory Farm Primary School. The ambitions for the schools are high: that we should provide to all our students a first-class and improving education that enables them, in all aspects of their lives, to make the progress and achieve the standards that reflect their full ability.

The Cooper School

Choosing the right school to work in can be a minefield. The current political climate has resulted in there being a huge variety of types of schools to select from and not all types are right for everyone.

At The Cooper School, we pride ourselves on being forward thinking in terms of curriculum decisions which support our students; focused on improving learning through the use of new technologies and determined to continuously refine our approaches to teaching and learning. Investing in the Media Suite reflects a small part of our approach to making learning engaging, relevant and active for our students.

Joining us as a member of staff at The Cooper School means being able to see the big picture for the students here. It means that whilst we always strive for academic excellence, we also place great value upon students becoming adaptable, resourceful and enquiring. These are the sort of skills that will enable them to become effective citizens, just as much as their academic results will. As such, we encourage independent learning, enrichment initiatives and House-based teamwork and co-operation.

Working here is an opportunity to flourish as a professional. We 'grow our own' leaders. We offer full NQT, Middle Leader, good to outstanding, Key Stage 5 and new technologies development groups which allow staff to build skills in-house. Many new staff have taken on additional responsibilities which is a mark of their quality and commitment to making progress in their own careers as well as their desire to become part of a successful and positive organisation.



We have just received a fantastic Ofsted report! (June 2017)

Our school was praised because:

- We “are driven by a desire to raise the aspirations of all pupils and have maintained and developed the culture of school improvement”.
- “There is a caring, nurturing and inclusive ethos that permeates the school”.
- “The climate for learning is very positive and the level of pupil engagement is high”.
- we “have placed high importance on the development of staff and there is a rich and varied programme of professional training, which is helping teachers to improve their practice”.

Please have a look at the full Ofsted report which can be found here: <http://www.bicesterlearningacademy.co.uk/wp-content/uploads/2017/09/The-Cooper-School-ofsted17-PDF-final.pdf>

The school has also recently celebrated an outstanding set of A-level results, with students achieving the best grades since the opening of the Post 16 Centre in 2011. The 2017 A-level results saw 24% of students achieve an A*/A, 48% achieved A*- B, 80% achieved A*-C, and 98% achieved A*-E.

The school was equally delighted by the success of its Year 11 students in 2017, with 70% of students obtaining 5 or more 4+ grades, including Maths and English at GCSE.



The Vacancy

The Cooper School is seeking to appoint a permanent **Teacher of Business Studies and/or Computer Science** for a September 2018 start (or where availability allows, from January 2018 onwards).

The successful candidate will be able to offer Business Studies and/or Computer Science. The ability to teach Economics would also be considered but is not essential.

The successful candidate will have excellent teaching skills and the ability to inspire and motivate The Cooper School's students to achieve outstanding results.

We can offer you:

- An innovative and supportive working environment
- Caring, well behaved and motivated students.
- Friendly and hardworking colleagues.
- Good career development opportunities.

For an informal discussion of the post please contact:

Mr Richard Green, Head of Department
Email: rgreen@thecooperschool.co.uk

International applicants from outside the EU will need to demonstrate their eligibility to work in the UK.

Further details and an application pack are available on the Academy website:

www.bicesterlearningacademy.co.uk

Alternatively please contact Human Resources:
Tel: 01869 362697
E-mail: recruitment@thecooperschool.co.uk

Closing date for applications: Friday 17 November 2017, 4pm

Bicester Learning Academy is committed to safeguarding children. The successful candidate will be subject to a Disclosure and Barring Service check (formerly CRB) in line with Section 115 of the Police Act 1997.

Details of the Academy's policies relating to the Employment of Ex-Offenders and the Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Barring Certificates and Disclosure information are included within this recruitment pack.





The Business, Computer Science and Economics Department

The department consists of a Head of Department and 4 subject teachers. From year 9, both the new OCR GCSE in Business Studies is offered, along with a vocational route. Computer science is taught from year 7 and students can choose to study this as a GCSE in year 9. Option numbers for the department are very promising and indicate another year of strong uptake within the subjects.

At A level, Business Studies and Economics are offered and from September 2018 Computer Science will also be available and also a BTEC National Extended Certificate in Business. All are popular choices for Key Stage 5 students.

Teaching takes place in four of the school's ICT suites including use of the ICT facilities in our impressive sixth form block, which opened in September 2011. Other sixth form classrooms are used for teaching both subjects if necessary.

Results have been good at GCSE, which is complemented by the continued growth and popularity of the subject. At AS level the results in Business and Economics saw a significant improvement over the last two years. The new member of the department will need to build upon the results already achieved, and implement the recognised department and school policies to aid the department's growth from good, to outstanding.

The department has high expectations of its students in terms of behaviour, attitude and application. The department is collegiate and works by sharing resources, ideas and good practice. Online software and programmes are used alongside blogs, twitter, and Google Apps to enhance student experiences within the department both within lessons and via extra curriculum activities and competitions.



Job description

Job title:	Teacher of Business Studies and/or Computer Science
Working hours per week:	Full time
Permanent/Temporary:	Permanent
Principle place(s) of work:	The Cooper School
Immediate line manager:	Head of Department
Staff managed:	None
Job Purpose:	To support the Department in developing the teaching and learning of Business Studies/Computer Science/Economics in accordance with school policies and in pursuit of the highest standards of student achievement.

Main Duties/Responsibilities:

- prepare and deliver lessons to a range of classes of different ages and abilities
- mark work, give appropriate feedback and maintain records of pupils' progress and development
- research new topic areas, maintaining up-to-date subject knowledge, and devise and write new curriculum materials
- select and use a range of different learning resources and equipment, including podcasts and interactive whiteboards
- prepare pupils for qualifications and external examinations
- manage pupil behaviour in the classroom and on school premises, and apply appropriate and effective measures in cases of misbehaviour
- undertake pastoral duties, such as taking on the role of form tutor, and supporting pupils on an individual basis through academic or personal difficulties
- communicate with parents and carers over pupils' progress and participate in departmental meetings, parents' evenings and whole school training events
- liaise with other professionals, such as learning mentors, careers advisers, educational psychologists and education welfare officers
- undergo regular observations and participate in regular in-service training (INSET) as part of continuing professional learning (CPL).

Additional duties

- To be aware of their responsibilities for health and safety for themselves and others.
- A commitment to safeguarding the welfare of children.

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Person Specification

This post offers an opportunity for a committed teacher to be part of our strong and successful department.

Job Title: Teacher of Business Studies and/or Computer Science

Job Purpose: To support the Department in developing the teaching and learning of Business Studies/Computer Science/Economics in accordance with school policies and in pursuit of the highest standards of student achievement.

Responsible to: Head of Department

This post would suit a Newly Qualified Teacher or an experienced teacher.

CRITERIA	ESSENTIAL	DESIRABLE
Education/ training	<ul style="list-style-type: none"> Well-qualified graduate with appropriate degree PGCE/Qualified Teacher Status 	<ul style="list-style-type: none"> Recent, relevant INSET
Relevant experience	<ul style="list-style-type: none"> Curriculum development work Experience across the age and ability range 	<ul style="list-style-type: none"> Enrichment/ extra-curricular initiative Experience of teaching at KS5
Relevant skills and aptitudes	<ul style="list-style-type: none"> Ability to work in a team Excellent classroom skills Creativity and flexibility 	<ul style="list-style-type: none"> Keen sense of progression of own career ICT skills
Special requirements	<ul style="list-style-type: none"> Commitment to developing teaching and learning Commitment to raising attainment Commitment to "More Able" provision 	<ul style="list-style-type: none"> A willingness to support the wider life of the school



APPLICATION PROCESS

Please fill in the application form according to the instructions on the first page of the form.

Curriculum Vitae (CVs) will not be accepted without an application form. The form should be fully completed, accurate and clearly legible.

In addition to the application form, we also require a letter of application, which should be a maximum of two sides of A4 paper.

This letter should be addressed to **Mr Ben Baxter Executive Headteacher**. It should set out how your experience to date makes you a suitable candidate for the position, what you will bring to the school and how you would help further contribute to an outstanding department.


Please send your completed application to the HR team using the contacts below:

Email: recruitment@thecooperschool.co.uk

or by post to:

HR Department
Bicester Learning Academy
The Cooper School
Churchill Road
Bicester
Oxfordshire
OX26 4RS



	Policy statement on Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Barring Service certificates and Disclosure Information at Bicester Learning Academy			Written By: E Le Brun
	Applicable to: ALL STAFF	Accountable Officer: B J Baxter I Elkington	Date Adopted: July 2014	Date To Be Reviewed: July 2017 (Every 3 Years)

Bicester Learning Academy is a Multi-Academy Trust which incorporates The Cooper School and Glory Farm Primary School. It is a company limited by guarantee, registered in England and Wales with registered company number 09053713 and its registered address at Churchill Road, Bicester, Oxon, OX26 4RS.

General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Bicester Learning Academy complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and access

Certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention


Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested the position for which the certificate was requested, the unique reference number of the certificates and details of the recruitment decision taken.

uCheck acting as an Umbrella Body

uCheck acts as an Umbrella Body on behalf of Bicester Learning Academy (an Umbrella Body being a Registered Body which countersigns applications and receives certificate information on behalf of other employers or recruiting organisations). A copy of uCheck's Policy statement on Secure Storage, Handling, Use, Retention and Disposal of Disclosure Certificates and Disclosure Information is available on request.

	Policy statement on the recruitment of ex-offenders to a post within Bicester Learning Academy			Written By: E Le Brun
	<u>Applicable to:</u> ALL STAFF	<u>Accountable Officer:</u> B J Baxter I Elkington	<u>Date Adopted:</u> July 2014	<u>Date To Be Reviewed:</u> July 2017 (Every 3 Years)

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As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Bicester Learning Academy complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subjects of a DBS check on the basis of a conviction or other information revealed.

Bicester Learning Academy is committed to the fair treatment of its students, staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

This written policy on the recruitment of ex-offenders is made available to all disclosure applicants at the outset of the recruitment process through inclusion on The Cooper School and Glory Farm Primary School websites. The policy is also sent to applicants with the DBS application pack after acceptance.

We actively promote equality of opportunity for all with the right mix of talents, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A disclosure is always requested for those who are offered a post within Bicester Learning Academy. Disclosures will also be requested for all members of the Governing Body of Bicester Learning Academy Trust, and for all volunteers where applicable. Where a job is advertised by Bicester Learning Academy, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of an individual being offered the position.

As a disclosure is to form part of the recruitment process, Bicester Learning Academy encourages all applicants for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the Human Resources Manager for Bicester Learning Academy, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Posts within Bicester Learning Academy are exempt from the Rehabilitation of Offenders Act, 1974. This means that the Academy can ask questions about your entire criminal record, including unspent and spent convictions, cautions and bind overs.

Bicester Learning Academy will ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. It will also ensure that these members of staff have received appropriate guidance and training in relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, Bicester Learning Academy will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

Bicester Learning Academy has a policy on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information, and a copy of this policy is available on request.