

The Latymer School



Head of the Economics and Business Studies Department



Welcome

Thank you for considering applying for the role of Economics and Business Studies Teacher at The Latymer School, North London. We are seeking an exceptional candidate, who is eager to play a central role in reinforcing and developing the school's already strong position.

The Latymer School is a high achieving, selective grammar school with a great tradition of success. We aim to provide a first-class education for all students. In the academic year 2022/23 our GCSE results were outstanding, with 49.3% of students achieving a grade 9, 77.5% achieving level 9/8, and 92% achieving level 9/8/7. At A Level 35.3% of grades were A*, 70.2% were A*/ A, and 85.7% were A*/ B. As in previous years, the majority went on to attend the country's top universities, and a large number were successful in their applications to Oxford or Cambridge.

As a school, we are clearly committed to developing pupils' intellectual abilities and celebrating academic achievement. However, the school prides itself on much more than its exam results. As our mission statement asserts, we aim to provide 'a first class liberal education', develop 'lively enquiring minds', and encourage students to 'achieve their full potential and show consideration for others'. Staff at Latymer foster an academic environment that takes students well beyond the classroom curriculum. We provide a plethora of exciting and worthwhile extra-curricular activities in areas as diverse as music, drama, sport, and chess.

Although we expect applicants to demonstrate excellent subject knowledge, prospective applicants should not be daunted by the prospect of teaching high ability groups. If you would like to find out more about the School we will be happy to arrange a visit prior to applying.

We look forward to welcoming you to our community and receiving your application for the post.

Maureen Cobbett, Headteacher.





STAFF ONLY

STAFF ONLY



The Curriculum

We are a selective grammar school for boys and girls aged 11 to 18. We aim to provide a broad and stimulating education and maintain the highest of standards within the formal curriculum. While an outstanding education is often regarded as a building block towards adulthood and future employment, we also believe that students should enjoy learning, and value the relationships they build throughout their years at Latymer.

Latymer is proud of its outstanding musical tradition, which still inspires a wide range of music making, mainly as an extra-curricular activity, today. Drama, sport and outdoor pursuits are also very strong. Our field centre in North Wales (Ysgol Latymer at Cwm Penmachno), owned by the Foundation, is used as a base for Outdoor pursuits and field courses in Year 7 and we take Year 9 to Conwy in North Wales and all

staff have the chance to accompany groups.

Our aim is to enable each pupil to develop his or her talents and interests to the full, while experiencing a broad and balanced curriculum throughout Years 7-11. Courses offered challenge pupils to develop insight and independence of thought through an active and problem-solving approach, which relates learning to the real world and values both sound learning and intellectual rigour. At GCSE students take 10 examination subjects.

In the Sixth Form pupils currently take 4 AS-levels in Year 12. Some pupils will continue with 4 subjects to A-level, but most will carry on with 3. The majority of Sixth Formers progress to study degree courses at universities, or other forms of Higher Education in Music, Drama, Art and other areas. We have a tradition of students attending the top UK universities, including Oxford and Cambridge.

Pastoral Care

Every teacher takes responsibility for a form group, and stays with their form throughout their time at the School. Form tutors build close relationships with the students in their form group, but they will also be supported by Heads and Assistant Heads of Year. We pride ourselves on the quality of care we give to our students, and recognise that being part of an academic grammar school community can often be challenging. In light of this, we ensure that we support those children who find the academic standard demanding, as well as extremely gifted children.

Library and Learning Resources Centre

The School Library is a vital resource for teaching throughout the School. Some 17,000 volumes (which are constantly reviewed, 'weeded', and replenished) are housed in the handsome setting of the Ashworth & War Memorial Libraries. There is also a wide selection of periodicals. We are proud of the number of students from all year groups who use the library before and after school, during the day, and at break and lunchtimes.

Computer facilities include three computer rooms for general use, and another in the Technology area. All staff are provided with a laptop and the school has a wireless network throughout. All classrooms are equipped with interactive whiteboards.



The House System

The House system is embedded in the traditions of the school and is one of its strengths. It provides the structure for much of the extra-curricular activity in the school. House loyalty is fostered by the House identity of the 6 Forms in each year (Ashworth, Dolbe, Keats, Lamb, Latymer, Wyatt). Staff are allocated to Houses and are Form Tutors to pupils in their own House. Much of the House activity is run by Senior Pupils, elected by their House, under the supervision of Senior House Staff. Tutors, and Year Heads, progress with their form from Year 7 to Year 11. Sixth Formers are in smaller pastoral groups with experienced tutors.

Ysgol Latymer Outdoor Pursuits Centre

In 1966 The Foundation purchased a former primary school in the village of Cwm Penmachno, within the Snowdonia National Park. Since that time, the building has been developed into a comfortable and well equipped centre accommodating one standard form group (32) and accompanying staff. Each year every Year 7 pupil has the opportunity to spend a week in Wales, taking part in a variety of outdoor activities. Our Year 9 pupils undertake a similar experience in Conwy, Anglesey. These include hill walking, orienteering, mountain cycling, climbing, abseiling, horse riding, canoeing, kayaking, rafting and swimming. In addition, older students visit the centre for Outdoor Pursuits related to Duke of Edinburgh Award and GCSE PE. Both staff and pupils alike cite visits to the centre amongst their most enjoyable and memorable experiences of Latymer School life.





Leadership and Governance



The Governing Body

Latymer's Governing Body is ultimately responsible for the performance of the School, setting its overall strategic direction and ensuring that the highest standards of education, safeguarding and financial probity are maintained. Our experienced and talented Governors bring to bear their considerable professional experience in business, finance, the law, information technology, and a range of other professions, to provide constructive support and challenge to the Headteacher and the Senior Leadership Team.

Further information about the Governing Body can be found on the school website.

Senior Leadership Team



Maureen Cobbett, BA French and German (Liverpool), NPQH, Headteacher. Maureen began her career as a languages teacher in a challenging state comprehensive school in Yorkshire. Having worked in a number of secondary schools in Northern England, she began her role as Head Teacher at The Latymer School in 2015.



Simon Pashley BSc Exercise and Sport Science (Exeter), Assistant Headteacher (Care, Guidance and Support). Simon took up his first teaching job at The Latymer School in 2001 and has worked at Latymer ever since. Having worked in a number of roles, he is now responsible for pastoral care and safeguarding.



Neil Grassick, BA Geography (Liverpool), NPQH, Deputy Head (Curriculum). Neil has taught in 5 very contrasting schools over nearly 30 years. He has been at The Latymer School since 2015 and is responsible for the curriculum and timetable, as well as leading the Heads of Department.



Nicola Kelsall, BA English Literature (Manchester metropolitan) MA English Literature (UWE). Assistant Headteacher for Teaching and Learning. Nicola began her teaching career at Latymer in 2007 and has had various roles at the school including Head of Learning and more recently Head of English.



Chris Wakefield, BSc Economics (Loughborough), Deputy Head (Sixth Form). Chris has taught at The Latymer School since 1997. He has always been involved with sixth form pastoral care and progression, and in 2007 he became Deputy Headteacher with specific sixth form responsibility.



Oriana Cornejo Gutierrez, BSc International Relations - (Manchester University), MSc Latin American Politics (UCL). Assistant Headteacher for Behaviour. Oriana began her career as a Politics and Spanish teacher in 2013. Since then, she has carried out various middle leadership roles such as Head of Politics and Head of Year 12/13 in schools in North London, and she joins Latymer as Assistant Headteacher for Behaviour in September 2023.

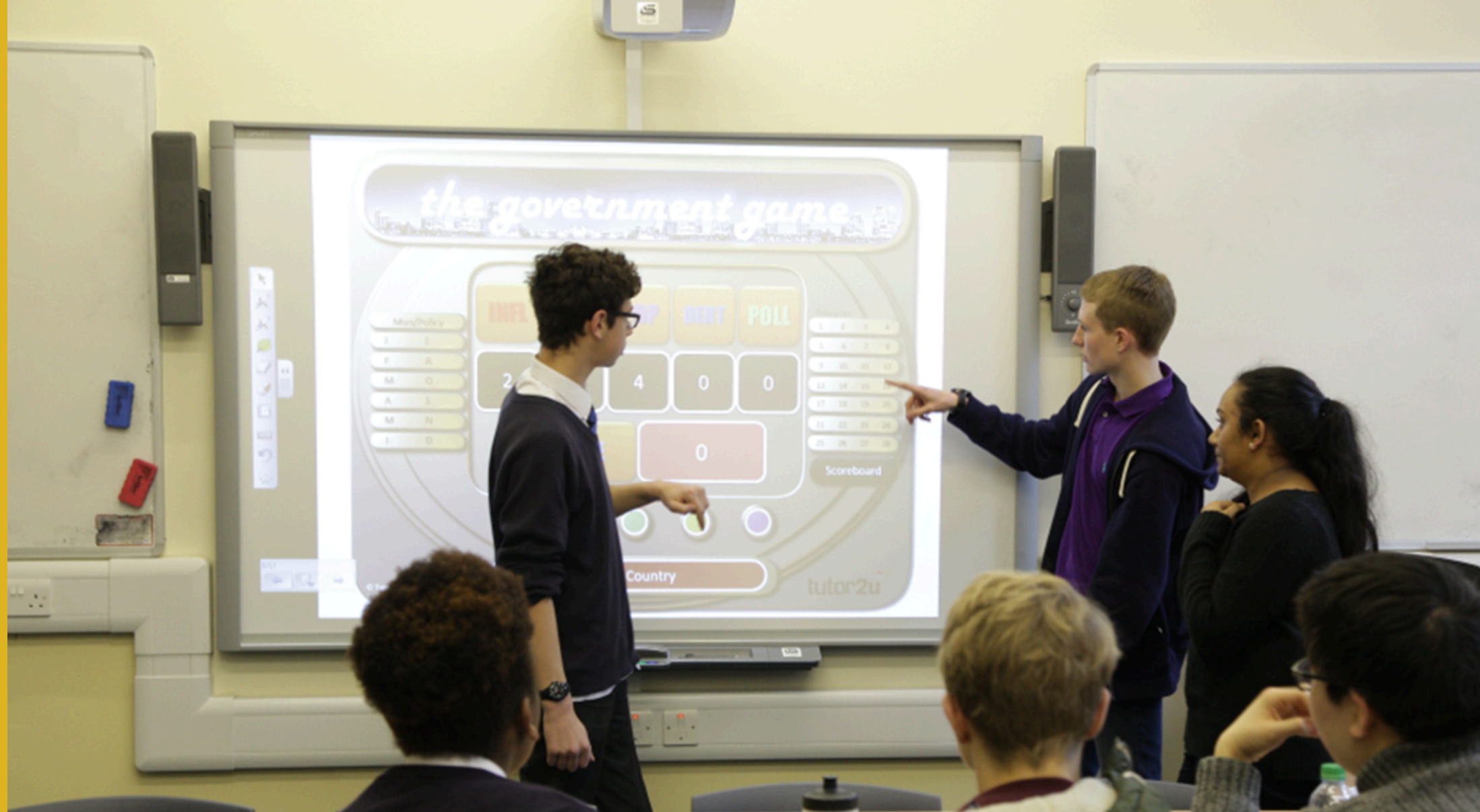
The Economics and Business Studies Department



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Dayo Ogidi, BSc Business Computing (Surrey). Dayo has taught Business and Economics in a range of schools across London before joining The Latymer School in 2023 to teach GCSE Business and A Level Economics.



The Economics and Business Studies Department



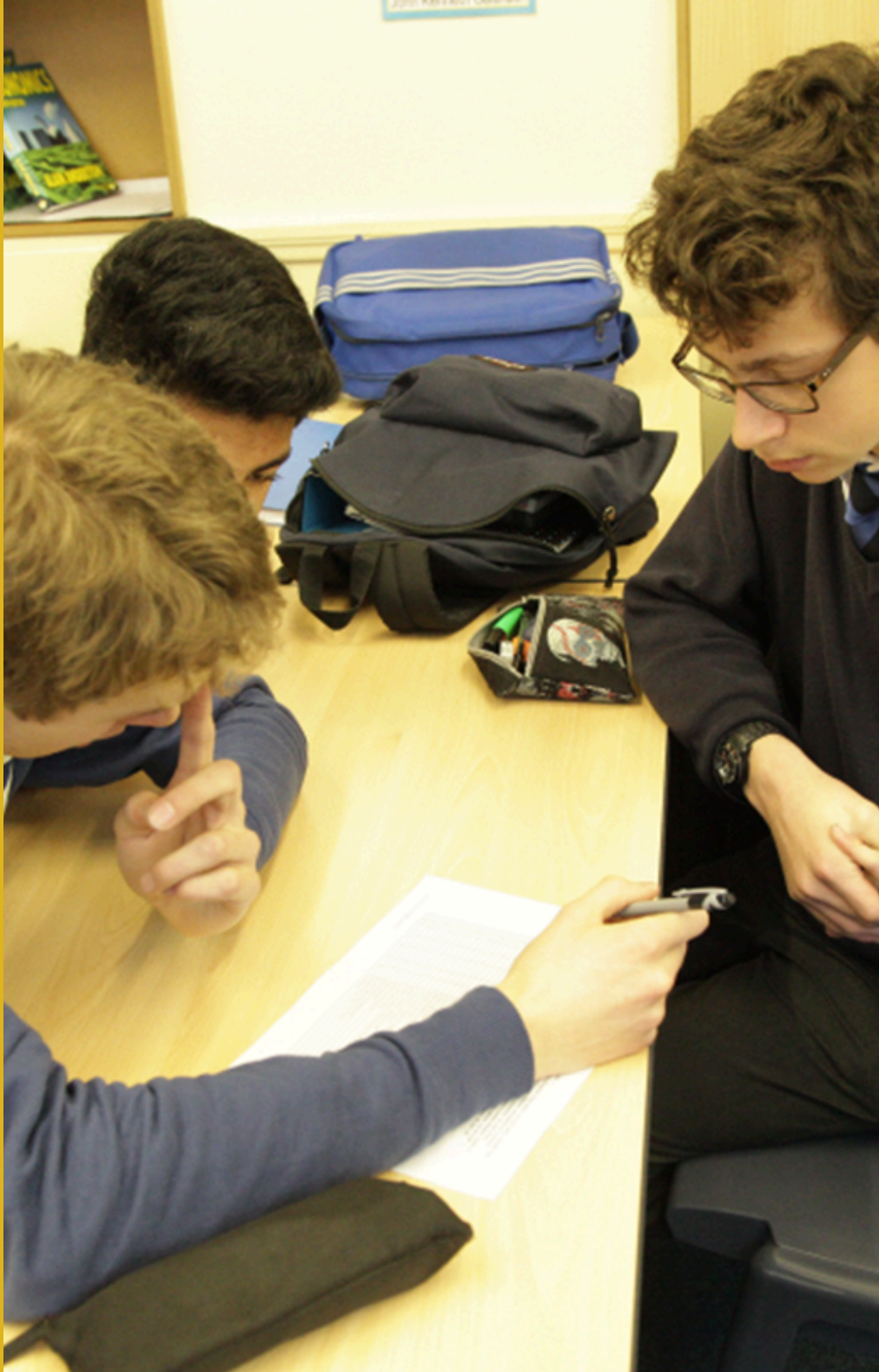
Staffing and Accommodation

The Economics and Business Studies Department at Latymer is a thriving department that holds a key place in the life of the school.

There are three experienced specialist teachers who work closely together to offer stimulating and challenging courses to secure excellent examination results. Two other staff contribute to the Business Studies department. Each member of the Economics and Business team is passionate about their subject and strives to enthuse, engage and challenge each student they teach. As a team we are committed to creating a department that rigorously monitors, evaluates and reviews its teaching so that good practice is shared, and schemes of learning are kept lively and interesting for the students. In addition, the department is well-supported by our excellent librarian who collaborates to encourage students to read widely around the subject.

The accommodation comprises two classrooms and one store room. Both classrooms have a computer, data projector and interactive whiteboards. School computer rooms or lap tops can also be booked for lessons.

The department is managed by the Head of Economics and Business Studies and the Department meets formally twice per term; with subject specific or key stage meetings occurring at regular intervals.



Teaching

Key Stage 4

As students enter Year 10 they are put into teaching groups, each with about 20 students. There are currently four Year 10 Business Studies groups and two Year 11 groups. The grouping is done by other GCSE subject choices, not ability. Each group is taught by one teacher for seven lessons per two-week cycle. These teachers and groups continue in Year 11.

The department follows the Edexcel Business Studies course. The results are excellent and 60% of the students achieved a 9 to 7 grade in their GCSE in 2019.

Key Stage 5

At AS and A Level Economics is a very popular subject. Each group is currently taught by two teachers. In Year 12, they are studying in three groups of about 12 students.

The specification followed is Edexcel Economics A. In Year 13 most students continue to A Level. The majority of A Level students proceed to degree courses and some go to Oxbridge and Cambridge or other well-established Universities to follow courses in Economics, PPE and other Economics-related courses.

Key Stage 5 continued

Results are outstanding with 61.7% of students achieving A*A in their Economics A Level and 91.5% A*- C in 2023.

Sixth form students have also participated in essay writing competitions and we have a thriving Economics Society run entirely by Sixth Form students. We actively encourage students to develop intellectual interests beyond the school Economics curriculum. The department also has its own Economics magazine 'The Voice', which is edited and designed by students.

In July we organise a two-day Economics conference where ex Latymer students come together to share their interests and to guide students in making more informed choices regarding their university application.

We find working with our students both rewarding and inspiring and seek to stretch and challenge them at every opportunity—a work ethic that is reflected in the excellent examination results .

Job Description



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**SCHOOL OF ORIENTAL
AND AFRICAN STUDIES**



Summary: The HoD is the curriculum team manager who shares with the Senior Leadership Team the school's responsibility for delivering to pupils the curriculum within Geography high quality teaching and learning, ensuring that each pupil receives positive encouragement to develop their potential to the full according to the stated aims of the school.

Specific Responsibilities

UCAS:

- To take responsibility for leading and guiding students who wish to apply for a degree in the subject. This includes advising students on university choices, guidance on writing personal statements, conducting mock interviews and writing an allocation of school references for applicants in the subject.
- To take responsibility for training the department in UCAS guidance covering the areas outlined above.

A. Strategic Direction and Development of the Subject

- To provide leadership and create enthusiasm for teaching among members of the department, to develop team work and balance the strengths of individuals, allocating responsibilities as appropriate.
- To make arrangements for departmental consultation and communication.
- To provide the Head and Deputy Head with a copy of the notes of departmental meetings.
- To define and develop departmental policy, priorities and schemes of work regularly and to monitor their implementation, setting department targets as necessary, working within the aims of the school and in line with educational developments nationally.
- To keep abreast of examination specification changes and to attend appropriate examination board courses and moderation meetings.
- To liaise with the Examinations Officer as necessary over external examination entries.

B. Teaching and Learning

- To ensure that the department is up to date with the implementation of school policies including SEN and gifted and talented.
- To ensure the development of students' literacy, numeracy and information communication technology skills through the subject where relevant.
- To promote a high standard of teaching within the department, monitoring academic standards and ensuring with others that the pupils' learning is effective and continuous, enabling them to achieve the best results of which they are capable. This will include appropriate differentiation of the curriculum to meet the needs of all pupils and monitoring assessment, recording and reporting at all levels.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department, liaising with relevant staff to secure appropriate cover.
- To promote teaching and learning styles which stimulate pupil interest and involvement in learning.
- To ensure the learning environment reflects the subject area and high quality Teaching and Learning.

Specific Responsibilities continued

C. Information and Data Management

- To produce an annual examinations analysis and department review.
- To ensure that the members of the department fulfil the school's requirements for reporting to parents and that the school database is kept up to date.
- Use data effectively to identify students who are underachieving in the subject and create plans of action with target setting.

D. Leading and Managing Staff

- To assist in the recruitment of new staff and to be responsible for the induction of new staff. All new teachers should be appropriately trained, monitored, supported and assessed.
- To be responsible for the day to day management of all members of the department.
- To monitor and assess the work of the subject through the staff development and performance management programme and through nationally recognised guidelines for inspection.
- To promote and monitor professional development within the department.
- To offer support and advice to members of the department and encourage their professional development.
- To lead and manage non teaching staff in the department.
- To regularly monitor the work of department members, ensuring that they are following the correct syllabuses and adhering to policies, including marking, and schemes of work and observing their teaching.
- To establish common standards of practice and to encourage the sharing of good practice within the department and develop the effectiveness of teaching and learning styles.
- To regularly canvass the views of students as to strengths and areas for development.

E. Communication and Liaison

- To represent the department at Head of Department meetings, and to contribute to curriculum development and other relevant whole school development (planning and implementation) through these and other means as appropriate.
- To disseminate relevant information to members of the department.
- To encourage appropriate links across the curriculum, between departments, with other schools, and to promote relevant activities outside school. This will include developing aspects of cross-curricular themes such as citizenship and contributing to enrichment as appropriate within the department.
- To ensure that transitional links between Key Stages 2 and 3 are seamless and thorough.

Specific Responsibilities continued

F. Resource Management

- To organise and manage the department budget and resources to ensure the efficient and effective use of all resources.
- To maintain a stimulating environment within the department.
- To be responsible for department administration.
- To organise the staffing of the timetable to ensure there is high quality Teaching and Learning in all Key Stages.
- To ensure that history is high profile within the school and there is a broad range of extra-curricular activities.

G. Marketing

- To play a part in the marketing of the subject and the school at appropriate occasions including Open Days and Parent Information Evenings.

H. Health and Safety

- To be familiar with the School's Health and Safety policy and implement it as applicable within the department.
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary.

The Person



We seek a graduate who is able to demonstrate the following qualities and experience:

Criteria	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> • Subject related (Honours degree) 	<ul style="list-style-type: none"> • DfES recognised Qualified Teacher Status 	<ul style="list-style-type: none"> • Application form and references.
Commitment to Safeguarding Children	<ul style="list-style-type: none"> • Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people. • Displays commitment to the protection and safeguarding of children and young people • Values and respects the views and needs of children and young people 	<ul style="list-style-type: none"> • Evidence of continuing professional development. • Awareness of current syllabus development. 	<ul style="list-style-type: none"> • Application form, references, and interview.
Experience	<ul style="list-style-type: none"> • Proven record as a teacher or student teacher whose students reach high standards of learning and achievement. • Able to enthuse, motivate and discipline students. • Experience of teaching across the full age and ability range of an 11-18 school. • Experience in the use of ICT in the classroom with the skill to impart that expertise to others. 	<ul style="list-style-type: none"> • Proven record as a teacher whose students reach high standards of learning and achievement. • Able to enthuse, motivate and discipline students. • Experience of teaching across the full age and ability range of an 11-18 school. • Experience in the use of ICT in the classroom with the skill to impart that expertise to others. • Experience as a Form Tutor. 	<ul style="list-style-type: none"> • Application form, references, and interview.

Criteria	Essential	Desirable	Method of Assessment
Special Aptitudes	<ul style="list-style-type: none"> • Commitment to improving student learning and raising achievement. • Enthusiasm to inspire in students a desire to learn and participate. 	<ul style="list-style-type: none"> • Ability to teach to KS4, GCSE , and A Level. • Interest in innovation in the classroom including interactive whiteboard skills. 	<ul style="list-style-type: none"> • Application form, references, and interview.
Interpersonal Skills	<ul style="list-style-type: none"> • Good ICT, oral and written communication skills. • Ability to work effectively as part of a team. • Ability to work on own initiative. • Ability to take responsibility for planning own workload and commitments. • Ability to work under pressure and keep to deadlines. • Ability to be sensitive to the needs of others. • Ability to be supportive. • Professionalism. • Good record of attendance and punctuality. • Willingness to reflect upon their experiences in a critical and constructive manner. 	<ul style="list-style-type: none"> • Experience and understanding of helping high and low achievers. • Ability and experience teaching high quality lessons remotely via MS Teams or another similar platform. 	<ul style="list-style-type: none"> • Application form, references, and interview.

Application and Appointment Process

How to apply

To find out more about The Latymer School please do take a look at the website at www.latymer.co.uk or contact the HR Administrator, Miss Walker (walkerK@latymer.co.uk) to arrange a visit or answer any of your questions.

If, after reading the information, you are interested in joining us please create an account at [mynewterm](#) and apply.

Closing date for application is:
10am on Wednesday 8th May 2024

We reserve the right to shortlist and interview strong candidates on receipt of application and make appointment to the post before the closing date.

