



# **TEACHER OF BUSINESS & ICT**

## **Part Time 0.6FTE, Permanent**

### **Job Advert**



**Small enough to care,  
big enough to deliver a positive impact**



## **Astley Community High School**

Elsdon Avenue  
Seaton Delaval  
Tyne and Wear  
NE25 0BP  
0191 237 1505

## **TEACHER OF BUSINESS & ICT**

Main / Upper Pay Ranges £31,650 to £49,084

Permanent, Part Time 0.6FTE

Required From 1 September 2025

**Small enough to care, big enough to make a positive impact**

Are you a teacher of Business and ICT looking for your next challenge? We are recruiting for a Teacher of Business and ICT at Astley Community High School to work 0.6 FTE, Tuesday, Wednesday and Thursday. This post comes at an exciting time in our school's journey as in September 2025 we are moving into our new build school, which will provide excellent facilities for our staff and students.

The world of work faculty consists of a team of four staff offering a number of courses both Pre-16 and Post-16, they are a strong team of staff who are happy to share good practice in order to move forward. All staff are leaders in their own right and take on a certain level of responsibility for the areas in which they work. As a faculty we fully embrace new initiatives as it is essential that we continue to develop by creating a positive and varied learning environment with a variety of resources which engage all students, whilst raising achievement and progress rates.

The World of Work faculty are always developing new teaching methods and resources to embrace the different learning styles of our young people. As a faculty we fully embrace new initiatives as it is essential that we continue to develop by creating a positive and varied learning environment with a variety of resources which engage all students, whilst raising achievement and progress rates.

In years 7 and 8 the faculty delivers Information Technology to students from Whytrig Middle School. These students have access to high school facilities and staff expertise. In year 9 all students complete a year of Information Technology lessons based around the national curriculum requirements. At Key Stage 4 and 5 the faculty offers vocational qualifications in Business, ICT/Media and Travel and Tourism.

Based in South East Northumberland with good standards of teaching and behaviour and a strong commitment to improvement, we believe passionately that every student should be enabled to succeed in all aspects of school life. Building on our 'Good' ratings by Ofsted, we continue to strive for further improvements.

As a relatively small school at Astley Community High School there is a real sense of community. Staff are able to fully get to know the students in both an academic and pastoral sense. Behaviour across the schools is good with the vast majority of students putting into practice our behaviour expectations of being ready, respectful and safe on a daily basis. Our students across the Year groups into the Sixth Form have a focus on wanting to learn - this helps to foster an attitude of wanting to achieve the best they can.

Visits to the school are also warmly welcomed and encouraged. Please contact Richard Goodman, Head of School ACHS on 0191 2371505 or email [vacancies@svf.org.uk](mailto:vacancies@svf.org.uk) to make an appointment.

## **How To Apply**

Please visit [www.svf.org.uk/vacancies](http://www.svf.org.uk/vacancies) to apply for this post.

Please read through all of the information on the role including the job Advert, Job Description & Person Specification along with the Candidate information pack.

Click on the link to apply, this will take you to mynewterm, our application portal, where you will be able to complete an application form online.

Deadlines for applications is 9am Monday 2 June

Please note that we do not accept CVs.

We are committed to safeguarding and promoting the welfare of children and young people. It is essential that all staff and volunteers share this commitment. An enhanced criminal records check from the Disclosure and Barring Service is required for all posts.

# Job Description

## NORTHUMBERLAND COUNTY COUNCIL JOB DESCRIPTION

<b>Post Title:</b> Teacher	<b>School:</b> Astley Community High School and Whytrig Middle School
<b>Payscale:</b> Main/Upper Range	<b>Date:</b> September 2015
<b>Responsible to:</b> Relevant member of SLT or TLR postholder and to relevant Student Progress Leader/Head of School as a form tutor	<b>Responsible for:</b> N/A
<b>Job Purpose:</b> To be accountable for the progress and attainment of own students through effective teaching and learning and consistent implementation of school policies and departmental guidelines.	
<b>Duties and key result areas:</b>  <b>General</b> <ul style="list-style-type: none"> <li>Carry out the professional duties of a teacher as set out in the School Teachers' Pay and Conditions Document. Carry out teaching duties in accordance with relevant policies, departmental guidelines, schemes of work and the National Curriculum.</li> </ul> <b>Generic Teaching and Learning Responsibilities</b> <ul style="list-style-type: none"> <li>Establish a purposeful and safe learning environment and manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline and a supportive culture in line with the agreed behaviour policy.</li> <li>Plan effectively in the short, medium- and long-term and prepare effective learning sequences, lessons and work across a series of lessons to ensure coverage of the curriculum and that the needs of all learners are met. Plan and prepare homework and other out of class work.</li> <li>Be aware of and apply a range of teaching and learning approaches which identify, build upon and develop pupil learning styles, and the ability to learn independently.</li> <li>Teach across a range of abilities and ages commensurate with the teacher's experience and skills.</li> <li>Assess, record and report on the development, progress and attendance of learners and analyse relevant data to promote the highest possible aspirations for learners and target expectations and actions to raise learners' achievements. Set accurate targets for pupil improvement and monitor progress towards these. Provide timely, accurate and constructive feedback on learners' attainment, progress and areas for development.</li> <li>Liaise effectively with parents/carers through informative oral and written reports on pupils' progress and achievements according to the agreed assessment and reporting schedule. Discuss appropriate targets with parents/carers and encourage them to support their child's learning, behaviour and progress.</li> <li>Demonstrate ongoing development and application of teaching practice, expertise and subject competence to enrich the learning experience within and beyond the teacher's assigned classes or groups of learners.</li> <li>Attend continuous professional development activities when required to update knowledge of the National Curriculum, syllabus changes and national initiatives which impact upon teaching, pastoral or other responsibilities.</li> <li>Communicate effectively and work collaboratively within and beyond the classroom with support staff (including directing their day-to-day work and planning lessons), teachers, other professionals, parents, carers, agencies and communities, to enhance teaching and learning and promote the positive contribution and wellbeing of learners.</li> <li>Contribute to the development and implementation of priorities, policies and activities in order to enable school development plan priorities to be achieved.</li> <li>Promote and implement policies and practices that encourage mutual tolerance, respect for diversity and the core values of the Seaton Valley Federation of Schools.</li> </ul>	

- Undertake the role of form tutor, if required to do so, and follow the guidance given by the Head of School and Student Progress Leaders.
- Carry out supervisory duties before school, at break or after school as required.
- Attend department and other school meetings as required.

In addition, Upper Pay Range teachers are expected to:

- Make significant contributions to implementing workplace policies and practice and to promote their implementation.
- Give advice on the development and wellbeing of children and young people, if required.
- Promote collaboration between colleagues and contribute to their professional development through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.
- Make a significant contribution to school improvement planning and evaluation.

### **Whole School Responsibilities**

- Promote the safeguarding and welfare of children and young persons the post holder is responsible for, or comes into contact with. Be aware of school policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action where required.
- Ensure that whole school policies are effectively implemented including health and safety, equal opportunities, e-safety, confidentiality and data protection.

These schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. You are therefore under a duty to use the schools' procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the school: the pay level has been established on this basis.

### **Work Arrangements**

Transport requirements:	None.
Working patterns:	As identified in the relevant School Teachers' Pay & Conditions Document
Working conditions:	Normally based indoors other than teaching roles requiring significant work outdoors e.g. PE.

## Person Specification

Post Title: Teacher		School: Astley Community High School and Whytrig Middle School	
Essential	Desirable	Assess by	
Knowledge and Qualifications			
Qualified Teacher Status Honours degree in a relevant subject or PGCE, or equivalent Has good understanding of teaching/learning and behaviour management strategies Up-to-date knowledge of subject and curriculum requirements and examination/testing processes Evidence of relevant and ongoing professional development		A, I, O, R	
Experience			
Successful track record of teaching of subject to pupils at Key Stages 3, 4 and 5 Experience of using ICT effectively to support learning and raise attainment/accelerate progress Demonstrable track records of improving pupil outcomes	Experience as a form tutor and/or of pastoral work	A, I, R	
Skills and competencies			
Good or outstanding practitioner Consistently meets or exceeds the national Teachers' Standards Has high expectations of pupils and is able to engage and motivate learners Able to set realistic and challenging pupil targets and accurately assess and review progress Accepts accountability for pupil outcomes Can plan, organise and manage own time effectively Has positive values and attitudes in relation to self and others Able to consistently implement school policies and follow departmental guidelines Able to work collaboratively as a member of a team and willing to share good practice Able to establish effective relationships with pupils, parents/carers, staff and external stakeholders Able to safeguard children and young people		A, I, O, R	
Other			
Willingness to be a form tutor and develop effective relationship with tutor group No adverse criminal record		A, I, R, C	

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. observation, case studies/visits, (c) recruitment and vetting checks e.g. DBS criminal record check