



  
**THE SUNDAY TIMES**  
**SCHOOLS GUIDE**  
**2025**  
INDEPENDENT SECONDARY  
SCHOOL OF THE YEAR  
NORTH EAST



**Teacher of Business & Economics  
and Careers Lead**  
**(Part-Time, 0.8 FTE)**  
**Permanent**  
**Candidate Information**



## Welcome to Durham High School

Thank you for considering Durham High School for the next stage of your career in education. Ours is a community where ambition thrives, talents shine, and lifelong friendships are formed. As a leading independent school in the North East, we consistently achieve excellent GCSE and A Level results in County Durham.

Following on from our accolade of Sunday Times Independent Secondary School of the Year 2025, we were delighted to be named the top performing Independent School in County Durham 2026 – a reflection of the outstanding education and care we offer.

Up until several years ago, boys attended Durham High School for their Pre-Prep and Prep education before moving onto different schools. As part of our school's journey towards co-education, boys were welcomed back into our Pre-Prep and prep Department in September 2025 and will join Year 7 to Sixth Form in September 2026.

While the structure of our school evolves, our foundation remains the same. Academic excellence, personal development, and our Christian ethos continue to guide all that we do. Our aim is to nurture each pupil's potential and to foster a lifelong love of learning.

In a beautiful woodland setting with excellent facilities and a dedicated team of teachers and support staff, Durham High School is a place where pupils grow in both confidence and character.

Our latest ISI Inspection found : "Collaborative, positive relationships between pupils and staff throughout the school community support academic success and pupils' wellbeing."

Teachers were praised for helping pupils "to develop strategies to build confidence and self-esteem". Inspectors said: "Relationships between staff and pupils are positive and founded on mutual respect. Staff know pupils well and support them with kindness and understanding."

Our strategic partnership with Galaxy Global Education brings new and exciting opportunities for growth and international collaboration.

If you have the skills, experience, and passion for this role, we warmly invite you to apply. We look forward to hearing from you.



Mrs Michelle Hill  
Headmistress



## About Durham High School

### Our location

Durham High School is ideally located in the heart of Durham City in the North East of England, with excellent transport links.

The school is just a few miles from Durham train station, providing direct rail connections to Newcastle, Edinburgh, and London. It is also easily accessible via the A1(M) motorway, connecting to major road networks across the region.

Newcastle International Airport is about 30 minutes away, offering domestic and international flights.



### Our heritage

The school was founded in 1884 by the Church Schools' Company and in 1910 the school's governing body took over and formed an independent school for girls aged 3-18. From September 2025 we are proud to be a coeducational school.

During the 1960s, Durham High School moved to our current site, its first purpose-built premises on the edge of the city adjacent to the new Durham University colleges.

### Our Aims:

- To create a friendly, caring community based on Christian principles where every individual is valued
- To develop the potential of every pupil in all areas of their life
- To encourage academic excellence and a life-long love of learning

We are keen to widen access as much as possible, with means-tested bursaries, and academic scholarships, to enable as many pupils as possible to attend the school from a wide area.



## The Position - Teacher of Business and Economics (Part time 0.44 FTE)

Business is a thriving and growing subject within our school, and we are seeking an enthusiastic and knowledgeable teacher of Business and Economics, to teach GCSE and A Level Business and to play a key role in the planned introduction of A Level Economics. You will also be the Careers Lead.

### The Department

The department is currently a one person department.

This is an exciting opportunity to join a department with a strong culture of enterprise and ambition. Our younger students are Bronze Award winners of the Future Business Magnates Competition, reflecting the high quality of coaching and the emphasis we place on real-world business skills.

You will contribute to a dynamic programme that includes Enterprise sessions, the Tycoon Competition, and a wide range of enrichment activities designed to bring Business to life.

Small class sizes allow for highly personalised teaching, strong relationships with students, and the opportunity to stretch and support learners effectively. You will teach motivated students at GCSE, fostering analytical thinking, commercial awareness, and a genuine interest in the world of business.

Business is a growing subject at GCSE, with increasing student numbers and strong uptake and is a popular subject at A Level.

Economics is planned to be reintroduced to the A Level curriculum, offering a rare opportunity for the successful candidate to help shape and establish this subject at post-16, contributing to curriculum planning and long-term strategic development as the course is launched.

We welcome applications from dedicated teachers who are passionate about their subject, committed to high standards of teaching and learning, and eager to help build the next phase of Business and Economics.





## Job Description - Teacher of Business and Economics

Remuneration: DH1-9 Salary Scale (£31,706.17 - £45,388.40 FTE)

Accountable: to the Senior Deputy Headmistress

### Key Responsibilities:

1. Maximise the potential of all pupils in the class

- a. Be an excellent classroom practitioner.
- b. Maintain a positive working atmosphere in your classes, foster a spirit of enquiry, a love of knowledge and a delight in the pursuit of excellence.
- c. Maintain a stimulating educational environment in your classroom.
- d. Teach pupils how to learn and think as well as to know and understand.
- e. Teach according to Departmental schemes of work and to work as part of a team, in harmony with the school's ethos, aims and priorities.
- f. Use data to inform planning and teaching.
- g. Actively promote the use of IT to engage pupils.
- h. Be aware of the need to differentiate work and challenges according to the ability of the pupils, whilst maintaining high expectations of all and taking full account of any Special Educational Needs
- i. Teach lessons that are inclusive for all pupils and that use diverse and inclusive materials.
- j. Teach the strategies needed to pass exams.
- k. Know about pupils' personal circumstances that may affect your teaching and pupils' learning.
- l. Mark accurately and constructively according to school guidelines. Keep clear records of pupil attendance and performance according to school guidelines.

- m. Set and mark work for classes in the event of your absence.
- n. Ensure that pupils' efforts are properly rewarded.
- o. Ensure that homework is appropriately set.
- p. Follow and implement the school's curriculum policies.
- q. Support interventions within the subject area to encourage academic excellence.

### 2. Contribute to the work of the department

- a. Contribute to the subject area or department documentation, the construction and review of schemes of work, sets of resources and departmental administration.
- b. Share resources and ideas and disseminate examples of good practice.
- c. Attend subject meetings.
- d. Act as an advocate for your subject area and advise pupils about GCSE and A Level choices at the appropriate times (if applicable).
- e. To ensure resources are used effectively and kept in good order.
- f. Contribute to the setting, management, marking and administration of internal examinations and scholarship papers.
- g. Organise and take part in subject area trips and visits.
- h. Work with the SEND department to provide pupil support.
- i. Contribute to revision sessions as appropriate. Deliver lessons for 'Moving Up!' Evening for year 6 into 7.



## Job Description - Teacher of Business and Economics

### 3. Contribute to the all-round education that the school offers

- Contribute to the departments co-curricular programme.
- Contribute to the departments outreach programme.
- Contribute to external competitions in your subject area.
- Make recommendations to the librarian for your subject area.

### 4. Contribute to the corporate life of the school

- Uphold the school ethos and rules, taking due regard for professional standards and advice from senior staff.
- Take responsibility for the behaviour of pupils directly in your care and at other times if the situation warrants, apply school sanctions consistently.
- Help colleagues who may experience difficulties in their role.
- Take part in duties as may be reasonably directed by the school's leadership team.
- To cover for colleagues as directed by the school's leadership team.
- Contribute to the spiritual life of the school by attending Assembly and occasionally contributing to assemblies.
- Attend staff meetings.
- Complete administrative tasks according to deadlines and with due regard for colleagues.
- To invigilate internal and Public Examinations

### 5. Foster your own professional development

- Take part in Staff Induction, Professional Development and Annual Review, and INSET events. Undertake relevant CPD.
- Maintain an up-to-date knowledge of your subject and associated pedagogy through reading and further training.
- Attend staff working groups to develop good practice.

### 6. Communicate with parents

- Write reports and grade sheets according to the school's assessment calendar.
- Ensure reports include specific targets and strategies for girl's development.
- Attend Parents' Meetings.
- Communicate clearly and promptly (following the communication protocol) with parents if requested.

### 7. Promote the school

- Act as an advocate for the School both in and out of school.
- Contribute to marketing publications.
- Contribute to marketing events and Open Days.

### 8. Any other reasonable task requested by the Headmistress



## The Position - Part time Careers Lead

We are seeking an enthusiastic and skilled Careers Lead to lead and develop high-quality, personalised careers guidance within our small and supportive school community.

This is a key strategic and delivery role, supporting pupils to make informed choices at important transition points and preparing them for future education, training and employment.

The successful candidate will oversee the school's Careers Education, Information, Advice and Guidance (CEIAG) provision, ensuring it is well planned, compliant with statutory guidance and proportionate to the size and needs of the School.

Working closely with senior leaders, teaching staff and external partners, the Careers Lead will deliver a personalised careers programme, provide one-to-one guidance for pupils in Key Stages 4 and 5, and organise careers-related events, employer engagement and work experience opportunities.

The role also includes responsibility for monitoring impact, tracking destinations and supporting staff development in relation to careers guidance.

### Hours:

This post is offered on a part-time basis and is a non-teaching position.

Working hours and days are flexible and can be arranged to fit around the Business and Economics teaching timetable, professional or personal commitments, while meeting the needs of the role and the School calendar.

### Accountabilities

### Careers Provision

Careers provision will be delivered proportionately to the size, context and needs of the School.

- Plan, implement and evaluate an annual development plan for Careers linked to the School Development Plan.
- Advise the Senior Leadership Team on policy, strategy and resources for careers guidance, including how these meet the Gatsby Benchmarks.
- Organise planned activities and large events, including a biannual Careers Fair and a biannual Industry Day.
- Develop careers provision across all year groups, including Pre-Prep and Prep.
- Organise regular opportunities and events to raise awareness and aspiration for pupils and parents, including careers talks and assemblies.
- Assist with and attend school trips linked to careers opportunities, as appropriate.
- Evaluate the impact of careers provision using pupil feedback, destination data and Gatsby Benchmark audits, and report outcomes to senior leaders.
- Provide termly reports on careers provision, impact and compliance to the Senior Leadership Team and, where appropriate, Local Advisory Board.



## The Position - Part time Careers Lead

### Careers Advice and Guidance

Careers provision will be delivered proportionately to the size, context and needs of the School.

- Deliver high-quality, personalised careers guidance through individual interviews and targeted support at KS4, KS5 and other year groups where individual students request them.
- Ensure careers guidance is impartial, inclusive and promotes equality of opportunity, actively challenging stereotypes and supporting the needs of all students.
- Following the interview, provide written student action plans, signposting to further information or resources if required.
- Be present on A Level and GCSE Results Days to offer careers advice, guidance and support where necessary.
- Attend Sixth Form Open Evening.

### Work Experience Opportunities

- Oversee the work experience programme for Year 11 and Lower Sixth students and support with placements where possible.

### Curriculum

- Support the PSHCCE Co-ordinator in the Senior Department to implement and resource a comprehensive careers programme which empowers pupils.
- Support the PSHCCE Subject Lead in Pre-Prep and Prep to deliver careers-based activities as calendared throughout the year.
- Support Heads of Department in facilitating subject-specific visiting speakers relating to careers.

### Networking

- Maintain links with local careers agencies and networks to keep abreast of innovative practice in careers guidance.
- Attend local business, careers and networking events, where relevant, to grow the school's network.
- Establish and maintain effective links with parents, carers and relevant organisations (e.g. employers, youth and community agencies), and co-ordinate their contribution to the programme.

### Training and Policy

- Keep up to date with current careers guidance, provision and best practice.
- Deliver training sessions to staff to raise awareness of, and confidence in, careers guidance.
- Develop, implement and review the School's Careers Policy, including Provider Access.
- Provide staff training on careers and the Gatsby Benchmarks when required.

### Administration, Data and Record-Keeping

- Collate and process data on student aspirations, activities, future choices.
- Track and analyse pupil destinations to inform evaluation of the careers programme and support continuous improvement. Undertake careers-related administrative duties and checks, ensuring documentation is completed accurately
- Oversee the effective use of digital careers platforms and online resources to support pupil guidance, tracking and engagement.



## The Position - Part time Careers Lead

### Promotion of Careers

- When appropriate, celebrate the work of careers and/or pupil successes relating to careers within the School Newsletter and on the school's social media pages, including LinkedIn.
- Promote opportunities and events for relevant students through appropriate channels, including work experience placements.

### Budget

- Contribute to preparing an annual budget for CEIAG provision.





# The Person - Teacher of Business and Economics and Careers Lead

## Skills Required

- Ability to work effectively both in collaboration with other professionals/teams and also on own initiative - *Essential*
- Excellent interpersonal skills, particularly the ability to relate to young people, parents, colleagues and external agencies with sensitivity, tact and diplomacy - *Essential*
- Strong organisational skills, with a methodical approach and ability to manage competing priorities - *Essential*
- Good time management, including ability to prioritise and organise own workload and to work to deadlines - *Essential*
- Able to establish good working relationships with a wide range of stakeholders, including students, colleagues, external organisations and parents/carers - *Essential*
- Ability to use ICT packages such as intermediate Word, Excel, PowerPoint, One Drive, and Sharepoint - *Essential*

## Experience

- Experience as a subject teacher covering KS3-5 Business - *Essential* and Economics - *Desirable*
- Experience of providing and producing data and statistical information for analysis - *Essential*
- Experience of planning, developing and implementing projects and programmes - *Essential*
- Experience of planning and organising large events - *Desirable*
- Experience of using Morrisby Careers Platform or similar digital Career Tools - *Desirable*
- Practical experience of delivering CEIAG or closely related guidance, pastoral or progression support for young people - *Essential*
- Experience of promoting to and working with multi agencies including voluntary & community groups, training providers, public and private sector organisations - *Desirable*
- Experience of delivering training and career development workshops to groups - *Desirable*
- Understanding of statutory careers guidance requirements and the Gatsby Benchmarks - *Desirable*

## Knowledge Base

- Excellent subject knowledge and understanding - *Essential*
- Excellent professional knowledge and understanding - *Essential*
- Understanding of national and examination curricular requirements of the subject - *Essential*
- Up to date with professional developments in the subject and other aspects of education - *Essential*
- Experience of creating and delivering engaging and challenging programmes of study - *Essential*
- Awareness of health and safety requirements relevant to the job - *Essential*

## Qualifications

- Qualified teacher status - *Essential*
- Good honours degree in Business and or Economics or related subject - *Essential*
- Masters Degree - *Desirable*
- Level 6 Qualification in Careers Guidance (QCG) / Diploma in Careers Guidance, or NVQ Level 4 in Advice and Guidance (or equivalent), or relevant experience with a clear willingness to work towards an appropriate qualification - *Desirable*

## Personal Attributes

- Ability to enthuse children and adults - *Essential*
- Self-motivated with a positive 'can do' approach to work - *Essential*
- Enjoy rising to the challenges inherent in a school environment - *Essential*
- Good Sense of Humour - *Desirable*
- Ability to consistently provide a high quality, welcoming and supportive learning experience for all pupils - *Essential*
- Able to self manage and work to pre-agreed deadlines - *Essential*
- Focused, determined and action oriented - *Essential*
- Methodical and precise with excellent attention to detail - *Essential*
- Honesty and integrity - *Essential*
- Professional and approachable attitude - *Essential*
- Willingness to learn new skills - *Essential*



## How to Apply

**Please complete the application form, available on the School's website, and submit as a pdf document, with a covering letter of no more than two sides of A4 (pdf), outlining your reasons for applying and why you will be a good fit for our school community.**

Your application should be addressed for the attention of the Headmistress and sent by email to: [headmistress@durhamhighschool.com](mailto:headmistress@durhamhighschool.com)

### **Closing date for applications:**

**Monday 23 March , 9.00am**

**Interviews will take place Wednesday 25 March**

**Salary:** Teaching will be paid on Teachers salary DHS 1-9 and Careers Lead will be paid on DHS Support Staff Scale Point 34 (FTE £35,687.93), which equates to £11,777.02 pro rata.

### **Safeguarding and Safer recruitment**

Durham High School is committed to safeguarding and promoting the welfare of children. The successful applicant will be subject to an enhanced DBS disclosure check.

In addition, as part of the shortlisting process, Durham High School will carry out an online search on the shortlisted candidates as part of its due diligence, as per the governments 'Keeping Children Safe in Education ' document (September 2025)

### **Equal Opportunities**

The School is committed to the principles of equal opportunity, diversity and inclusion. We are committed to attracting and retaining the very best staff and ensuring that our staff body reflects the diversity of our students and local community.



Durham Education Limited is part of The Galaxy Global Education Group and is registered in England, Company No. 15934079

## Contact Information

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