



ST EDMUND'S COLLEGE
& PREP SCHOOL

A CAREER AT ST EDMUND'S COLLEGE

Part-time Teacher of Economics and Business - Approx. 0.75
Required for September 2025



Closing Date for Applications: Midday, Thursday 5th June 2025

Interviews to take place: As soon as possible after the closing date

Suitable candidates may be interviewed before the closing date and we reserve the right to withdraw the position if an early appointment is made.

St Edmund's College, Old Hall Green, Ware, Hertfordshire, SG11 1DS
Telephone: 01920824335 Email: hr@stedmundscollege.org
www.stedmundscollege.org

Education for the whole person: Intellectual, physical, emotional and spiritual





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Dear Colleague,

Thank you for expressing an interest in a position at St Edmund's College.

I hope that this brochure will give you a sense of what we are looking for, as well as a flavour of this wonderful school.

Half an hour from London, yet nestled in 450 acres of breathtakingly beautiful Hertfordshire countryside, St Edmund's is a lovely place to live and work. Founded in 1568, as a seminary, then a boys' school, it is the oldest continuously operating and oldest post-Reformation Catholic school in the country, yet we are a modern, forward-thinking, imaginative and lively school. We are proud of our academic standing, but grades are not our sole focus. At St Edmund's the spiritual, academic, pastoral and co-curricular are of equal value. These four elements combine to create an education that is second to none.

The true measure of our success is found in the qualities of the young people we send out in the world: excellent but never arrogant; ambitious but never selfish; robust but never uncaring and faith-filled but never intolerant.

We are a close-knit community which looks after its staff. People enjoy working here, and your dedication and loyalty will be matched by a competitive salary and generous benefits, commensurate with your experience and the seniority of the post.

If you would like to discuss the post informally at any stage, please feel free to get in touch. In the meantime, we very much look forward to receiving your application.

With all best wishes,
Yours faithfully,



Matthew Mostyn,
Headmaster



Our Community



The College has an incredible sense of community among its staff which can be felt immediately. The fascination of our setting is lasting and the Good Schools Guide describes the College as: "A successful, flourishing, dependable school with real spiritual heart."

Our 400 acre site with its large leafy grounds, impressive playing fields and attractive school buildings offers modern facilities in a country setting, providing a safe and stimulating environment for young minds. With excellent transport links and only 30 minutes by train to central London stations, the College is 20 minutes' drive from junction 25 of the M25, immediately off the A10. Also within easy access is London Stansted airport, which is a 20-minute drive.

At St Edmund's we strive to:

- Provide a rounded education for the whole person – intellectual, physical, emotional and spiritual.
- Encourage students to demonstrate care and concern at home and in the wider community.
- Reflect the scholarship of St Edmund with a balanced and challenging curriculum for each individual.
- Show concern for all within the College community, demonstrate our collective commitment to be truly Christ-centred in all we do, and ensure that the students' experience of relationships within the College reflects the Gospel maxim, "Love thy neighbour as thy self".
- Build on our enriching Catholic heritage, making prayer, worship and liturgy a central part of our lives and our community.
- Create meaningful interaction between the College, home and the wider community and prepare our students to make their way in the world while making a difference to the world.

The ISI regulatory compliance inspection in November 2019 recorded that all eight parts of the standards were met.

Rooted in Christ and Catholic tradition and under the guidance of our patron, St Edmund, we aim to realise the God-given potential, in body, mind and spirit, of all members of our community through service and leadership.



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Our History



Founded in 1568, St Edmund's College is the oldest Catholic school in England, offering an all round co-education for students from 3 to 18. Our community values both academic excellence and the achievement of one's personal best, right through from our Prep school, to Sixth Form and beyond.

We are proud of our academic achievements at GCSE and A Level. Originally located in Douai, France as a seminary to train priests, the College also became a Catholic school for boys. During the French Revolution, it transferred to England and found its present home on the beautiful site of Old Hall Green in 1793.

In 1874 the junior boys were separated from the rest of the College into St Hugh's Preparatory School, which became St Edmund's Prep in 2010, and in 1974 girls from the adjacent Poles Convent were admitted to Rhetoric as the first stage towards co-education, which was accomplished by the closure of Poles in 1986.



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Five Year Strategic Plan



The Governors' and Headmaster's aim is to raise our standards even further, with continued investment in staff, buildings and resources, and they have developed a Five Year Strategic Plan, which is inspired by the College's Five Mission Aims:

- Christ Centred Education
- Scholarship of St Edmund
- Education of the Whole Person
- Home and the Wider Community
- Catholic Heritage



What advantages do our staff enjoy?



There are many advantages enjoyed by most independent schools and their staff: a disciplined environment, the opportunity for teachers to express their passion for their subjects, good resources, smaller class sizes and greater professional freedom for all members of our staff community. Relationships between students and staff, both teaching and non-teaching, are extremely strong.

We hold professional development to be of the utmost importance, and have a generous training budget for that purpose, as well as an established appraisal system.

The College offers the following benefits:

- Excellent catering facilities including school lunches during term time when the kitchens are open, cakes and biscuits during break times in the staff common room and hot drinks machines.
- Use of the College sports facilities when not in use by students, including the gym.
- For children of staff:
 - Discretionary discount on College Fees, subject to completion of the admissions process.
 - After school club and breakfast club charged at cost.
 - Parties for children of staff including at Easter and Christmas.
- Free parking.
- Cycle to Work Scheme.
- Access to free counselling and health advice helplines.
- The College has its own pay scale, above national averages



A Career at St Edmund's College	
Teacher of Economics and Business	
Job Description	
Reporting to:	Head of Department
Summary of the role:	<p>St Edmund's is looking to appoint a Teacher of Economics and Business to deliver a broad-based curriculum. The post would suit someone unqualified or new to the profession, newly qualified or an experienced teacher with excellent practical skills and the ability to engage and inspire pupils. The successful applicant will be a passionate advocate of the subject, who will be able to contribute effectively to departmental development.</p> <p>The Business and Economics department aims to stimulate interest in how businesses work, at an individual, national and global level. We aim to provide pupils with a sound knowledge of Economic and Business principles in order that they can develop the ability to think as entrepreneurs. As a department, we provide the pupils with an understanding of key Business issues, Economic theory and their application to the real world.</p> <p>The department currently has 5 teachers with a range of teaching experience. Economics is taught at A Level Business at St Edmund's College is taught at GCSE, A Level, and CTEC. We follow the Pearson Edexcel specifications.</p> <p>The first three terms of your employment will be a probationary period.</p>
Probationary period:	1 academic year
Main duties and responsibilities:	<p>Key Responsibilities: Economics and/or Business</p> <ul style="list-style-type: none"> To teach classes as allocated by the Head of Department following whole school and departmental policies. To ensure all pupils have access to a rigorous learning experience, which is differentiated to their needs. To ensure that assessment is an integral part of your everyday teaching and is used to inform and set appropriate targets and teaching strategies. To collaborate with other members of the department and contribute to the departmental development of the curriculum, organisation of resources and to the review of whole school policies. To maintain standards of pupil behaviour and discipline within the classroom and elsewhere in the College. To help to maintain an organised, engaging and interactive learning environment particularly in your classroom. To liaise with the HOD for the target setting of pupils. To encourage pupils and present them with the opportunity to develop a range of skills and techniques, personal skills and attributes essential for working life. To contribute to the provision of pupil enrichment activities within the Business and Economics department. To attend appropriate INSET and CPD to enhance the delivery of individual and departmental objectives. <p>Business</p>

	<ul style="list-style-type: none"> To enable pupils to critically examine the aims, objectives and practices of business organisations from their economic, environmental and social perspectives. To encourage pupils to develop an understanding of the methods and language used for decision making in business organisations. To provide opportunities to examine the implications of complex and changing situations in business. To enable pupils to understand and interpret information in verbal, numerical and graphical format, and present their findings through written communication and with the use of ICT. <p>Economics</p> <ul style="list-style-type: none"> To enable pupils to critically examine economic theory and apply this in practice. To encourage pupils to develop an understanding of economic methods and language. To provide opportunities to examine the implications of complex and changing dynamics in different economic contexts across the world and consider creative solutions to current and future economic challenges. To help enable pupils to understand and interpret information in verbal, numerical and graphical format, and present their findings through written communication and with the use of ICT. <p>Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.</p> <p>Embrace the College's High-Performance Learning (HPL) philosophy and framework and apply it to all aspects of College life.</p>
Safeguarding Responsibilities:	<ul style="list-style-type: none"> The post will involve close contact with, and a high degree of responsibility for, children and young adults. The majority of this will be regulated activity. Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.
Other	<ul style="list-style-type: none"> You may also be required to undertake other duties of an appropriate level and nature as and when requested by the Headmaster, Senior Leadership Team and Head of Department. Performing the 'Role of Teacher' job description, as set out in the College's Academic Handbook.
	<p>St Edmund's College and Prep Old Hall Green, Ware, Hertfordshire, SG11 1DS Telephone: 01920 824335 Email: hr@stedmundscollege.org</p>
<p>The College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Candidates will be required to undergo relevant Safeguarding Checks.</p> <p>We will seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.</p> <p>This role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.</p>	



A Career at St Edmund's College

Teacher of Economics and Business

Person Specification

	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> • Good (Honours) Degree in Economics and or Business 	<ul style="list-style-type: none"> • Post Graduate Qualification in Education or QTS or equivalent. • Some Business pr Economics at university level may be an advantage. Or experience teaching. 	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications</p>
Experience	<ul style="list-style-type: none"> • Experience of delivering an Economics and Business curriculum that meets the diverse needs of the pupils. • Experience of teaching GCSE and A Level Business / Economics. • Experience in using a wide range of teaching materials and implementing these effectively in the classroom. • Experience in using ICT to support teaching and learning activities both in and outside the classroom. • Experience in the use of moderation, assessments and tracking to raise achievement. • Experience of good record keeping. • Experience of developing and maintaining good relationships with students, staff and parents. • Fully committed to CPD. 	<ul style="list-style-type: none"> • A record of student progress and achievement in public examinations. • Delivery of Business-related enrichment and co-curricular activities. • Produce, maintain and share high quality learning materials and resources, which are aligned with the HPL philosophy and framework. 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

Skills and
Knowledge

- A good knowledge of a wide range of teaching materials and the ability to implement these in the classroom.
- A record of sustained outstanding classroom practice.
- A commitment to ongoing research into teaching and learning strategies.
- A commitment to treat all with respect.
- Clear and effective communication skills, both written and spoken, for dealing with pupils, parents and staff.
- Possess good organisational skills.
- Able to work with flexibility and with initiative.
- A willingness to teach topics in line with the College's Business curriculum.
- Ability to work within a team.
- A commitment to leading by example with high standards for self and others.
- Ability to listen/observe/acknowledge.
- Attention to detail.
- Be able to motivate others.
- Be open in practice and communication with the team and committed to sharing good practice.
- Willing to engage in the wider and co-curricular life of the College.
- Understanding of impact of decisions which affect pupil outcomes.

Contents of the
application form

Interview

Professional references

Personal competencies qualities, attitude and behaviours	<ul style="list-style-type: none"> • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Emotional resilience in working with challenging behaviours. • Positive attitude to use of authority and maintaining discipline. • Fully committed to the department and willing to contribute to the departmental plan. • Responsible, honest and reliable. • Personable, willing and helpful. • Independently strong and confident, as well as being a team player. • Ability to work calmly under pressure with a professional disposition. • Willing to communicate and resolve difficulties at the earliest opportunity. • Positive and pro-active attitude. • Pragmatic. • Adaptable. • Good time management skills and ability to prioritise. 		Contents of the application form Interview Professional references
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