

## Appointment of Teacher of Business Studies (part-time)

September 2026

**Information for Applicants**



## Welcome

The Effingham Schools Trust is made up of a small group of schools sharing a Christian ethos nestled in the beautiful Surrey countryside. A family atmosphere pervades the schools where pupils can thrive, staff have fulfilling roles, and parents can be confident in their choice of education for their young people.

In 2019, neighbouring schools St Teresa's and Cranmore formed the Effingham Schools Trust partnership to create a diamond model school for girls and boys aged 2 to 18 years delivering all the advantages of both single-sex and co-education to girls and boys. Manor House subsequently joined the Trust in September 2023, forming a dynamic educational triumvirate. The partnership allows each school to focus on its strengths whilst retaining its individuality, offering all pupils an extraordinarily rich variety of shared events, facilities and resources. September 2025 saw the opening of the new co-educational Sixth Form on the St Teresa's site, the final part of the forward-looking educational strategy that the Trust has created.



## The Role

St Teresa's is delighted to offer an outstanding opportunity to appoint a Teacher of Business Studies, on a part time basis. This is an exceptional opportunity for a passionate and dedicated Teacher to make a real and lasting impact. We are looking for an energetic, enthusiastic individual who can inspire pupils and play a key role in the life of our vibrant school community.

The Teacher of Business Studies will contribute to the teaching of Business Studies throughout the School; to develop appropriate syllabuses, to enable students to achieve their goals and reach their potential.



## Teacher of Business Studies - Main Duties & Responsibilities

- To contribute to the teaching of Business Studies throughout the School, develop appropriate syllabuses, materials and schemes of work to enable students to achieve their goals and reach their potential;
- To plan and deliver engaging and well-structured lessons in Business Studies, in line with the curriculum;
- Contribute to the development and review of the Business Studies curriculum;
- Deliver lessons that build pupils' understanding of business ethics, sustainability, and corporate social responsibility;
- To have high expectations of student achievement and behaviour;
- To organise and attend departmental meetings and work cooperatively within department teams;
- Assessing, recording and reporting on the development, progress and attainment of pupils;
- Prepare pupils for internal assessments and external examinations;
- To work on timetable allocation;
- To work closely with colleagues to maximise the success of the department;
- To play an active role and contribute to the wider school community;
- To set a good example to the students at all times, including in matters such as dress code and moral conduct;
- Contribute to the organisation of Business-related extra-curricular activities, such as clubs, competitions or trips;
- To attend departmental meetings, parent meetings and INSET days and work cooperatively within Department teams;
- To be familiar with the aims and objectives of the Department as outlined in the departmental handbook;
- To be familiar with school policies, in particular safeguarding procedures, and promoting the welfare of children.

## Teacher of Business Studies - Person Specification

### Qualifications

- A good honours degree in a relevant subject.
- Evidence of extensive, relevant continuing professional development.

### Experience

- An impressive record of outstanding and recent teaching in a senior school.
- Understanding of child-safeguarding issues and successful use of measures that promote and ensure the safeguarding of children.

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### Knowledge

- Excellent subject knowledge, fostering and maintaining students' interest in the subject.
- Demonstrate a critical understanding of developments in the subject and curriculum areas.
- A clear understanding of the essential qualities necessary for effective teaching and learning.

### Skills

#### *Be able to:*

- Maintain professional relationships with colleagues
- Provide information about pupil performance to children, parents and other staff.
- Communicate effectively with pupils, parents and colleagues.
- Deal with professional matters and sensitive issues diplomatically.
- Observe confidentiality.
- Demonstrate a commitment to extra-curricular activities

### Personality

- Ability to inspire pupils with a commitment to encourage pupils at all levels.
- Have a good attendance and excellent punctuality.
- A willing and supportive team member.
- Energetic and creative.
- Keen to develop professionally.
- Resilience.
- Committed to safeguarding and promoting the welfare of children.

## St Teresa's School

St Teresa's school sits in 55 acres of beautiful countryside and the school benefits from excellent facilities. The school is centred around the original eighteenth century manor house, which has evolved over the years and now proudly boasts some outstanding facilities.

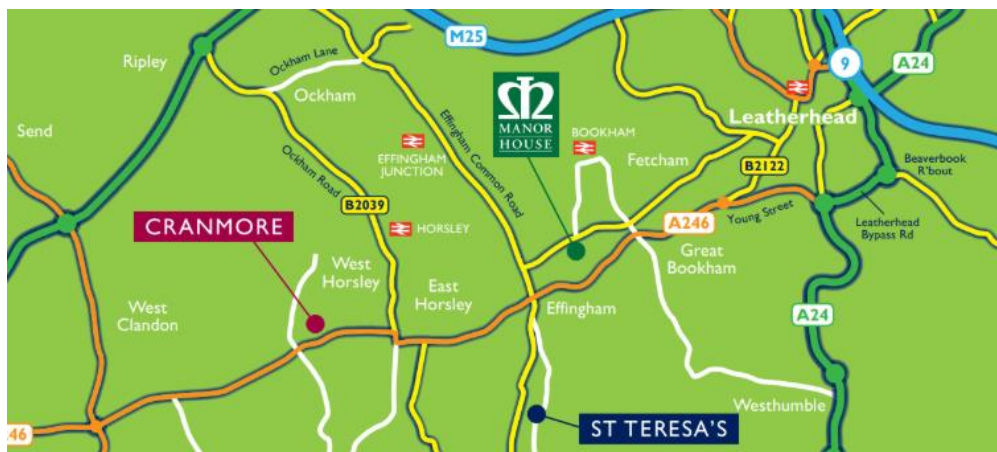
St. Teresa's offers a strong, caring community based on its Catholic traditions, but remains an inclusive environment that welcomes pupils and staff from all backgrounds. With recognised strengths spanning academia, sport and the creative and performing arts, we focus on the individual, allowing the girls to achieve their best and enabling them to follow their own unique path to happiness and success.



A number of facilities are provided to meet the needs of a modern education. These include a Sixth Form Centre, Equestrian Centre, Tennis Academy, a Performing Arts Centre comprising a large theatre, drama studios, music classrooms, practice rooms and recording suite. In addition, pupils at St. Teresa's enjoy a 25m indoor swimming pool, five netball courts, a multi-sport sports hall and newly revamped astroturf pitch.



St. Teresa's stands in grounds of 55 acres in an area of outstanding natural beauty between Dorking and Effingham in Surrey. There is easy access to London by road or rail; both Gatwick and Heathrow are within 45 minutes' drive.



## Remuneration and Benefits

Our staff enjoy working as part of a strong school community.

We reward our talented staff with a range of benefits.

### **Salary**

Salaries are competitive and in line with independent school teaching scales.

### **Continued Professional Development**

All staff have access to professional development training as part of the school's performance development and appraisal process. Individuals are encouraged to continue to develop their skills to provide high quality teaching and learning for our pupils.

### **Fee Remission**

Discounts may be available on school fees. Full terms and conditions provided by the Director of Finance.

### **Pension Scheme**

Generous contributory pension scheme.

### **Refreshments and lunch**

Refreshments and lunch provided during term time.

### **Cycle to work**

Cycle to work scheme for staff members.

### **Parking**

Parking for staff members is provided on site.

### **Counselling Service**

A free, confidential 24-hour telephone service available 365 days per year.

### **Use of School sports facilities**

Staff may use the school's 25-metre indoor pool when available.

## Application and Selection Process

All applicants are required to complete an **application form** containing questions about their academic and employment history and their suitability for the role. A Letter of Application addressed to Mr Stuart Field (Headmaster) should accompany the application form.

The letter should indicate your suitability for the post and your motivation for submitting the application. Further information including examination results and the Independent Schools' Inspection Reports can be found on the Schools' website [www.st-teresas.com](http://www.st-teresas.com),

As part of St. Teresa's commitment to safeguarding and promoting the welfare of children, any offer of employment to this post will be subject to receipt of a satisfactory Enhanced Disclosure and Barring Service check, along with qualifications, two satisfactory references and a satisfactory response to a Health Questionnaire. **Please note that references will be taken up on shortlisted candidates prior to interview.**

<b>Closing Date for Applications:</b>	<b>Monday 13<sup>th</sup> April 2026</b>
<b>Early applications are encouraged, as we reserve the right to interview and appoint prior to the closing date.</b>	
<b>Applications should be sent to:</b>	Mrs Karen Babler (Recruitment Manager) <a href="mailto:k.babler@st-teresas.com">k.babler@st-teresas.com</a> St Teresa's School Effingham Surrey RH5 6ST

**St Teresa's School is committed to safeguarding and promoting the welfare of children. Our recruitment process follows the guidelines in KCSIE. Applicants undergo enhanced screening including checks with past employers, the DFE and the disclosure and barring service.**