

# Teacher of Economics and/or Business

CANDIDATE BRIEF



St John's School  
LEATHERHEAD

# About St John's



Thank you for your interest in St John's. We are proud of the outstanding work that our teaching and support staff do to create the vibrant, inclusive community which characterises our school. Working with us offers an opportunity to teach, grow, contribute and become part of a forward-thinking team. We look forward to welcoming an exceptional candidate to join us.

Alex Tate, The Head

St John's is a co-educational independent school for approximately 900 boys and girls aged 11 to 18. We are predominantly a day school (75% day, 25% boarding) with an innovative boarding offering which includes weekly, flexi and ad hoc options to create the best possible balance for busy families.

From the moment you step into St John's, you're met with a genuine sense the warmth and community. The blend of historic architecture and the vibrant energy of our staff and pupils creates an atmosphere that is both welcoming and inspiring, and a place in which to flourish.

Founded in 1851 to educate the sons of poor clergy, St John's has always been progressive, evolving to meet the changing needs of the pupils we educate. While the School has grown and adapted over time, our core values - courtesy, kindness, respect and tolerance - remain at the heart of everything we do.

*Our mission is to create an environment that is kind, supportive and full of opportunity, that inspires and equips pupils to thrive now and in the future.*

The School has a reputation for innovation, academic excellence, strong pastoral care and first class all-round education. Interest from prospective families is strong and growing, with five applicants competing for every Year 7 (11+ Lower Third) and Year 9 (13+ Fourth Form) place. Our dedicated staff team ensures that class sizes remain small, allowing us

to deliver an enriching learning experience for all our pupils.

Pupils start their journey in Years 7 and 8 (Lower and Upper Third), as part of the Lower School. From Year 9 (Fourth Form) onwards, each pupil joins one of our boarding or day houses where they are cared for by a team of tutors and matrons, overseen by a Housemaster or Housemistress. The strong pastoral structure ensures every pupil is known, valued, and supported as an individual.

A truly rounded education is central to life at St John's. Pupils are encouraged to explore a rich array of co-curricular activities - from sport, music and drama to community service. We value the spiritual and moral insights that come from our founding Christian principles.

Set in 50 acres of beautiful Surrey countryside, our campus is a short stroll into Leatherhead town centre and only 45 minutes by train from central London. With excellent transport links by road, rail and proximity to Heathrow and Gatwick airports, St John's is easily accessible. The campus is an impressive mix of mid-Victorian architecture and purpose-built contemporary additions.

Our facilities are excellent - from the state-of-the-art Sports Centre to the high quality IT infrastructure that supports a Bring Your Own Device (BYOD) policy. Every aspect of the School is designed to provide the best possible environment in which to learn and work.

# Working at St John's



We believe there is no limit to what our pupils can achieve. Within our vibrant learning community, we encourage every pupil to work hard, aim high, support others, and have fun. Central to this ethos is our exceptional team of people who make up St John's staff, whose expertise, energy and commitment shape every aspect of school life. We invest, reward, support and develop our employees because attracting and retaining the very best people is key to our continued success.

*"St John's is a fun, fast-paced place to work. It's full of energy and enthusiasm and no two days are ever the same!"*

Our teaching staff are actively engaged in refining and innovating their teaching practices through regular CPD, peer observation and self-reflection. With small class sizes and outstanding support, our teachers set high standards that are reflected in excellent public examination results. We are firm believers that academic results are not the only measure of a successful education. Our holistic approach nurtures open-minded, thoughtful, confident and happy young people, ready to thrive in higher education and beyond.

*"St John's is a workplace that values collaboration and creativity. It's a genuine caring community, and where everyone is working towards a common purpose."*

Our support staff are equally vital to the success of the School. From estates and operations to catering, IT, finance, HR and pastoral care, they are highly skilled professionals whose expertise allows the School to function effectively across aspects of school life.

# Employee benefits



## Professional reward and development

We recognise the expertise of our staff and aim to create an inspiring environment in which you can work to your full potential and develop your career:

- A competitive remuneration package with additional allowances for extra responsibilities
- Pension – teaching staff are offered membership of a defined contribution pension scheme with employer contribution
- A comprehensive induction and CPD programme for all levels of staff
- Regular appraisals to reflect on professional practice and developmental opportunities
- Full commitment to the induction and training of ECTs, providing excellent support and ongoing training and support with teacher training for unqualified teachers
- A comprehensive INSET programme delivering high quality seminars, shared good practice, first aid training and insights from expert external speakers
- High quality IT facilities, hardware and software
- Well-resourced departments.

## Rewards and perks

To make everyday life just that bit easier, we are continually developing the variety of rewards, discounts and perks that we offer our staff:

- A discount on school fees for staff children who satisfy the admissions criteria following successful completion of probationary period (proportionally reduced for part time members of staff).
- A holiday buy-back scheme and sabbatical opportunity
- Cycle to Work Scheme
- Limited car parking available on-site
- Microsoft 365 for up to five personal devices
- Interest free school loan
- Access to discounts at popular retailers
- Discounts are also available at local businesses such as Nuffield Health in Leatherhead.

## Health and wellbeing

Your health and wellbeing is important to us and we encourage our staff to make use of the services offered to help you live and work healthily and happily:

- Family friendly policies including flexible working, enhanced maternity and paternity pay
- We offer a Group Health Cash Plan
- A fun, free weekly bootcamp to get fit in an encouraging, motivating environment
- Use of the School's Sports Centre and outstanding sports facilities, including the swimming pool, at agreed times
- Free confidential advice line provided by DAS which provides advice and support on professional or personal matters
- During term time, our excellent Catering Team provides meals and refreshments
- Free flu vaccinations
- Yearly eyesight tests
- Access to a range of wellbeing initiatives.

## Community and environment

This is a stimulating, welcoming community where colleagues build supportive professional relationships and friendships:

- A supportive network of experienced Heads of Department, Senior House Staff and the Senior Management Team
- Highly skilled support and academic staff who, together, are integral to the successful running of the School
- As part of the staff community you can take part in enjoyable social events, sports activities and more...
- A beautiful environment which combines well-maintained historic buildings with state-of-the-art facilities
- Many parts of our beautiful and flexible school site are available to hire at a discounted rate for staff
- For eligible staff, accommodation within walking distance to St John's may be available.

# The Department



The Economics department in St John's School is a thriving, supporting and well-established department within the School and prides itself on a wealth of knowledge and expertise focusing on providing the best education to our pupils.

Economics is taught in the Sixth Form by a department which comprises five members of staff. At A level, the department prepares Economics pupils for the AQA specification.

Economics is an increasingly popular option at A level amongst both boys and girls, attracting approximately 35 percent of current Sixth Form pupils. The Economics department provides a rich and engaging curriculum which aims to foster a love of the subject and an excellent academic development for all pupils. This includes the use of technology in the delivery of the syllabus as well as enabling pupils to develop their critical thinking skills by enabling them to engage in independent research tasks.

The Business department aims to help pupils develop a range of transferrable skills which will enhance their employability such as organisation, team working and communication skills and it is increasingly becoming a popular option.

Business is taught in the Sixth Form by a department which comprises three members of staff. At A level, the department prepares Business pupils for the Edexcel specification.

A significant element of life at St John's is its broad co-curricular programme which simultaneously enriches academic life and offers experiences beyond the formal curriculum. The Business department contributes to this by encouraging participation in the business society as well as organising school trips (such as the Mini plant in Oxford) to enhance pupils' learning experience.

We are a dynamic and cohesive team and we look forward to working with new staff and the ideas they will bring.

# The Role



This is an exciting opportunity to work in a key department within the School and the successful candidate will be able to work within a team of enthusiastic and focused teachers. St. John's continues to develop and make exciting progress and the academic staff are key to ensuring our teaching and learning is excellent, foregrounds a love of learning and links to the changing world our staff and pupils inhabit.

The successful candidate will work with pupils from aged 11 to 18 and will enable progress of all pupils, including the most able with ambitious future plans and SEND pupils who may need greater support in accessing the curriculum.

The post is suited to either a graduate or an experienced teacher wanting to join a collaborative and successful Business and Economics Department. The position demands high professional standards and excellent subject knowledge in order to teach business and economics up to and including A level.

## Key responsibilities

Classroom teachers are responsible for the progress of pupils in their classes and for self-evaluating their own professional performance and development. They are expected to contribute to their departments' curricular and co-curricular provision and to exhibit a love of learning and, in particular, for their subject.

### This is achieved by:

- self-evaluation of their subject knowledge and understanding of educational initiatives
- self-evaluation of the quality and effectiveness of their own teaching and their classroom management

- monitoring pupil progress to ensure they achieve well against prior achievement and similar groups nationally
- self-evaluation of their contribution to the policies and aspirations of the School
- encouraging pupil feedback in both oral and written forms and including school surveys
- contributing to departmental, pastoral and whole school discussions and documentation (e.g. department reviews; INSET discussions).

Classroom teachers are also responsible for their own knowledge and adherence to the guidelines, rules and regulations set out by external examination boards and JCQ, as detailed in the examinations policies, the JCQ regulations and course specifications. Teaching staff are also responsible for engaging with line managers and senior leaders in order to develop within the specific context of St John's School's whole school aims, systems and structures.

All teaching staff are expected to tutor in one of our houses. This could be either a boarding or day house with either boys or girls. Our tutors act as a mentor for their tutees and our small tutor groups allow tutors to build effective and supportive working relationships with their groups and to get to know each pupil as an individual.

There is also an expectation for all teaching staff to contribute to the extra-curricular provision in the School. This could be in the form of involvement in sports, the Combined Cadet Force (CCF), the Duke of Edinburgh award scheme, academic societies, drama, music or any other of the activities the School offers.

# Job Description



RESPONSIBLE TO: Head of Department

## Teaching responsibilities

### TEACHING

- Effective planning and delivery of lessons.
- Creating high quality resources for lessons taught and to contribute to the department's resources
- Effective planning and delivery of independent tasks (e.g. homework/ prep) which support learning
- Incorporating a range of teaching strategies which enable all pupil groups to access the curriculum (more able, SEND, EAL)
- Ensuring relevant regulatory frameworks are upheld in teaching (e.g. JCQ, health and safety, etc.)
- Incorporating relevant ICT into teaching which supports both learning and professional work
- Contributing to department and whole school discussions and initiatives in teaching.

### LEARNING

- Monitoring pupil progress through a wide range of strategies
- Ensuring all pupil groups (more able, SEND, EAL) can access the curriculum and can make excellent progress
- Enabling and forming successful relationships with young people which enable them to learn in a supportive and positive environment
- Contributing to department and whole school discussions and initiatives in pupil learning.

### ASSESSMENT AND FEEDBACK

- Using a wide range of internal, ongoing assessments to monitor, track and support pupil progress
- Using a wide range of feedback strategies to communicate attainment, progress and areas for development to pupils
- Communicating assessment and feedback to parents effectively (verbally and in writing)
- Contributing to department and whole school discussions and initiatives in assessment and feedback
- Using an understanding of AfL to underpin all of the above.

### CONTINUING PROFESSIONAL DEVELOPMENT

- Engaging in ongoing professional development, both within the School's formal programme and independently
- Using effective self-evaluation of subject knowledge, teaching and contribution to school life to inform ongoing professional development.

### CO-CURRICULAR

- Engaging in the wider life of the School.

### UPHOLDING WIDER SCHOOL VALUES

- Upholding the values of the School, including its commitment to kindness, in all areas of professional life
- Active involvement in the pastoral life of the School as a tutor.

## Health and Safety at St John's School

Under the Health and Safety at Work etc. Act 1974 and associated legislation, colleagues at St John's are expected to be comply with H&S requirements at all times, including but not limited to Risk Assessments, Coshh, PPE, Manual Handling and to follow St John's policies and procedures. Specifically, colleagues must continuously carry out all duties in a manner, which endangers neither themselves nor others. If you consider something is unsafe or likely to cause injury or ill health, you must rectify it if safe to do so, or report it to your immediate manager or the Health and Safety Manager.

## Data Protection at St John's School

The School will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the School's Data Protection Policy and the Staff Privacy Notice which can be found on the website.

## Staff Conduct

Colleagues at St John's are expected to adopt high standards of personal conduct in order to maintain the confidence and respect of all those with whom, and for whom, they work and must abide by the Staff Conduct Policy at all times.

# The Candidate



|                                 | <i>Essential</i>  | <i>Desirable</i>   | <i>Evidence*</i> |
|---------------------------------|---|--|------------------|
| <i>Qualifications</i>           | <ul style="list-style-type: none"> <li>• A good honours degree</li> <li>• Qualified teacher status (QTS) (desired)</li> </ul>   | <ul style="list-style-type: none"> <li>• Post-graduate qualification</li> </ul>  | A<br>C           |
| <i>Experience and knowledge</i> | <p><b>Experience and knowledge of:</b></p> <ul style="list-style-type: none"> <li>• Teaching across the 11 to 18 age range</li> <li>• Having had a positive impact on pupil outcomes (internally or externally assessed)</li> <li>• Delivering highly effective teaching and learning in the classroom</li> <li>• Using a wide range of assessment and feedback strategies accurately and to enable pupil progress</li> <li>• Using ICT to support teaching and learning</li> <li>• Working with all pupil groups (more able, SEND, EAL)</li> <li>• Continuing professional development</li> <li>• Contributing to the co-curricular life of their department and school</li> <li>• Upholding the Teacher Standards</li> <li>• Understanding and complying with relevant JCQ regulations</li> <li>• Understanding and complying with safeguarding regulations, policy and practice</li> </ul> | <p><b>Experience and knowledge of:</b></p> <ul style="list-style-type: none"> <li>• Having had a positive impact on improving pupil outcomes (internally or externally assessed)</li> <li>• Working collaboratively to deliver highly effective teaching and learning beyond their own classroom</li> <li>• Having had a positive impact on improving pupil outcomes for specific pupil groups (more able, SEND, EAL)</li> </ul> | A<br>I<br>R      |
| <i>Skills</i>                   | <ul style="list-style-type: none"> <li>• Excellent teaching</li> <li>• Excellent assessment and feedback</li> <li>• Highly effective, professional use of ICT</li> <li>• Highly effective communication (with pupils, parents and colleagues), both verbally and in writing</li> <li>• The ability to work successfully in teams</li> <li>• The ability to work successfully under pressure</li> </ul>  | <ul style="list-style-type: none"> <li>• Highly effective self-evaluation</li> <li>• Monitoring pupil progress against prior achievement and similar groups nationally</li> </ul>  | A<br>I<br>R      |
| <i>Personal qualities</i>       | <ul style="list-style-type: none"> <li>• Love of the subject</li> <li>• Intellectual curiosity</li> <li>• Kindness</li> <li>• Trustworthy</li> <li>• Have integrity</li> <li>• Hard-working</li> <li>• Be able to be a positive presence in the workplace</li> <li>• Be able to forge excellent working relationships</li> </ul>  | <ul style="list-style-type: none"> <li>• Be an advocate of the power and importance of education in all contexts</li> <li>• Initiative</li> </ul>  | A<br>I<br>R      |

\*A: application; C: certificates; I: interview; R: references

# Child Protection



St John's School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children."

In addition to their job description, the job holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at St John's. The post holder's responsibility will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead .

# The Selection Process



## How to apply

Please complete an application form and equal opportunities monitoring form (available to download from [www.stjohnsleatherhead.co.uk/about-us/careers-at-st-johns/current-vacancies/](http://www.stjohnsleatherhead.co.uk/about-us/careers-at-st-johns/current-vacancies/)) and provide a letter supporting your application addressed to:

**Alex Tate, The Head**

**Closing date:** 9.00am, Wednesday 28 January 2026

**Interviews will be held:** week commencing 2 February 2026

Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received. We reserve the right to appoint before the closing date and therefore invite interested candidates to apply as soon as possible.

St John's recognises the importance of attracting candidates from the widest possible sources in order to secure the range of skills and experience within our staff team.

Completed applications should be sent to St John's School via email to [recruitment@stjohns.surrey.sch.uk](mailto:recruitment@stjohns.surrey.sch.uk) or online via our website.

*Further enquiries about this position or application process*

**Karen Perkins, Head of HR**  
[recruitment@stjohns.surrey.sch.uk](mailto:recruitment@stjohns.surrey.sch.uk)

01372 373000