

# The **Emmbrook** School



Applicant Information Pack:  
**Teacher of Business and/or Economics**

Full-time/part-time

Closing date: Wednesday 5<sup>th</sup> February 2025



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# An exciting opportunity in a popular, successful school

*Since 2019 The Emmbrook has grown significantly, from under 800 students to over 1,300 at present. As a result of rising standards and greater popularity with families, we expect to have over 1,400 students in September 2025. This post is one of a number of a teaching posts for September that will facilitate our continued expansion.*

Applications are invited from well qualified and enthusiastic teachers of Business and/or Economics to join our Business and Economics Department. We are committed to ensuring that every child is supported to learn and thrive.

Business and Economics is taught at Key Stage 4 and 5. If you are a skilled practitioner with the ability to inspire and motivate students, we would like to hear from you. This is an excellent opportunity for either an ECT or an experienced teacher.

The Emmbrook is a flourishing school full of energy and high expectations. It was judged good in all areas when last inspected by Ofsted (October 2023).

## We offer:

- A culture and ethos where staff work collaboratively, feel valued and are well supported.
- A thoughtful and impactful approach to continuing professional development.
- A strong commitment to the wellbeing of all staff.
- A school where our pupils "are focused on their learning" and "take pride in rising to the school's high behaviour expectations" (Ofsted, 2023).
- A strong track record of rising outcomes at KS4 and in the Sixth Form.
- Being part of The Circle Trust, giving you access to a network of experienced educational leaders and mentors.

## As Teacher of Business and/or Economics you will:

- Be utterly ambitious for every student that you teach.
- Have a love of your subject and the skills, talent and energy to bring that to every lesson.
- Work collaboratively with department and school colleagues.
- Share our FAIR values (family, ambition, integrity and respect).

To arrange a visit or apply

Sarah Farndon (Head's PA) – [vacancies@emmbrook.wokingham.sch.uk](mailto:vacancies@emmbrook.wokingham.sch.uk) Tel. 0118 978 4406

Applications can be made via the [application form](#) on our school website

**Closing date:** Wednesday 5th February (Please note, applications will be reviewed daily and we reserve the right to close the advert early, should we receive sufficient applications).

*The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo screening appropriate to the post. This will include an enhanced DBS check.*



## Our school

The Emmbrook is a mixed 11-18 comprehensive secondary school. We offer students of all abilities and interests the opportunity to fulfil their potential.

We have a strong sense of community. When Ofsted last visited (October 2023) we were proud of the first line of the report which began "pupils and parents value the 'family feel' of the school and how welcoming it is."

You would be joining an amazing staff body. We are collaborative and supportive. Our CPD programme is organised by staff for staff; such peer-to-peer support allows every member of staff to develop and grow their professional expertise.

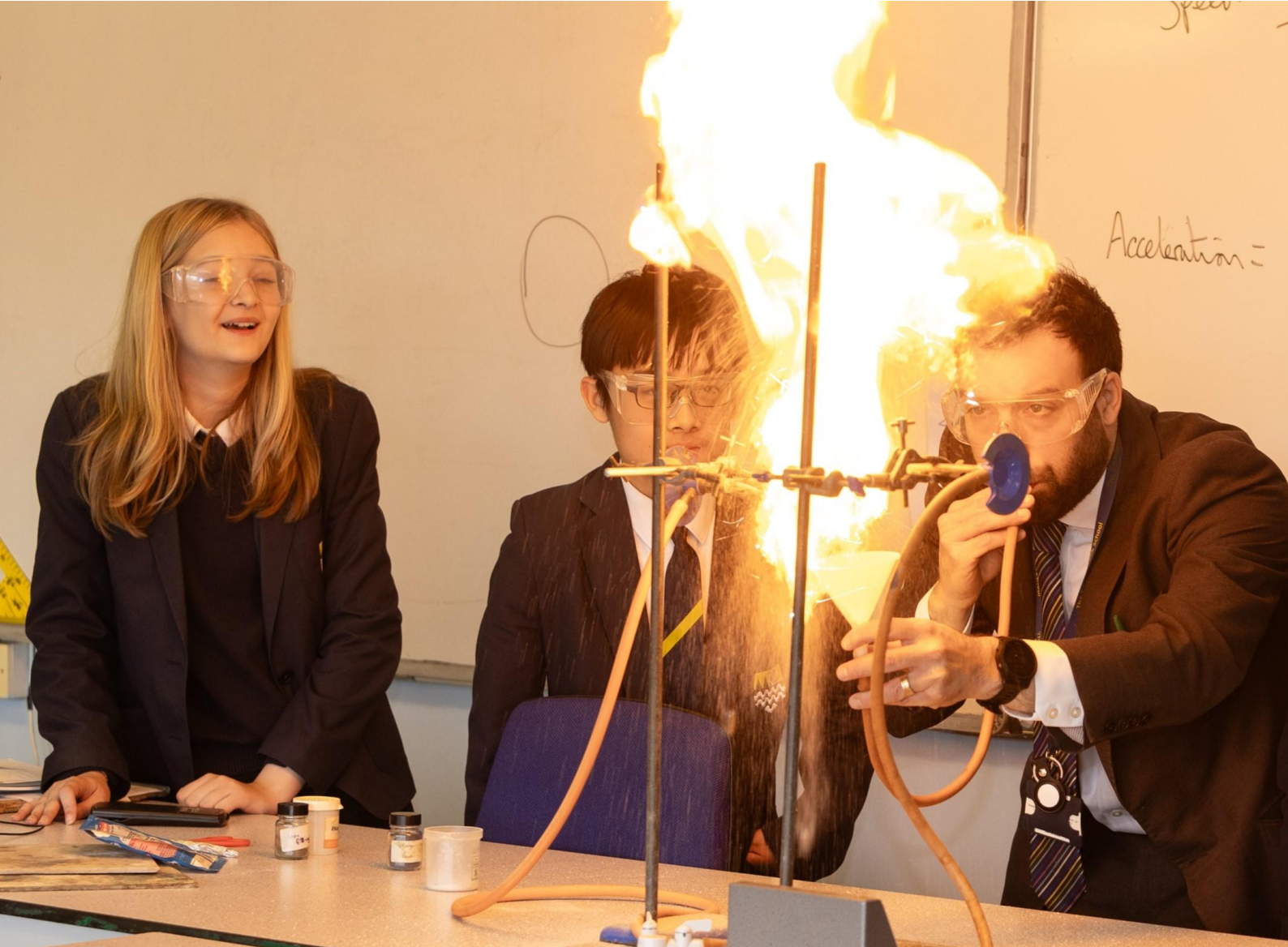
The hard work and dedication of staff is leading to rising standards and a track record of academic outcomes improving overtime. We are determined to sustain this journey.

## Key Information

Type of School	Academy
Planned Admission Number (PAN)	210
Number on Roll (NOR)	1,312
Ofsted (October 2013)	Good in all areas

## Business and Economics Department

Our Business & Economics Department is both popular and successful. At KS4 we offer GCSE Business and CNAT Marketing and Enterprise. At KS5 we offer A-level Business and A-level Economics. There are currently 4 colleagues in the department, all expert in their chosen areas. This post will increase the team to 5.



## Curriculum and qualifications

We are committed to providing a curriculum that is broad, balanced, challenging and fosters a love of learning. The curriculum is designed to: build on students' prior learning, provide engaging and high-quality learning experiences, and promote aspirational performance and progress for all its students. Each subject area has its own clear statement of curriculum intent, designed to reflect the school's values and vision.

- In KS3, students follow the full breadth of the national curriculum to build a strong foundation of knowledge and skills for KS4.
- In KS4, students have a large degree of freedom to choose subjects that reflect their talents, interests and future aspirations. There is a wide range of GCSE subjects with vocational choices available and students can select four option subjects.
- In Sixth Form, we offer a traditional A-level pathway to university, degree apprenticeship, college or work.

Our students achieve academic excellence at GCSE and A-level. Our most able students out-perform their peers nationally and we support students to take up places at top universities, including Oxbridge. We take great pride in the achievements of all our students at all levels and we recognise that every single member of staff makes a vital contribution to this success.



## Pastoral life

The house system has been an integral part of the school since our inception. It aims to provide an even greater sense of community, competition and a range of opportunities for students to get involved in school life and try new skills. We have four houses: Jupiter (yellow), Mercury (red), Saturn (green) and Venus (blue). Every student in the school is identified within their house through their school ties which has a coloured stripe. Throughout the year there is a programme of inter-house competitions (including sports, academic, artistic and crafts events) which culminates with sports day in July. Students earn house points through the year.


We offer a wide range of clubs to enrich the experience of our students. This includes music (orchestra, bands and choirs), PE (individual and team sports), academic subjects (such as science) and hobbies/interests (for example retro-gaming or crochet). There is a well-established School Council and prefect system, both of which support student voice and provide students with opportunities to contribute to the development of the school. Students from all year groups have the opportunity to go on trips, ranging from day trips to local sites of interest, through to significant residential trips abroad (in recent years to Borneo, USA and China).

Family	Ambition	Integrity	Respect
We support each other in everything that we do.	We are determined to achieve excellence.	We are always honest and do the right thing.	We treat everyone and everything with care.

## Our culture

**We have four values (family, ambition, integrity and respect) that form the foundation of our actions. Together, the first letter of these four values form the word 'fair' – this is our guiding principle; we act with fairness at all times.**

# About The Circle Trust

The Circle Trust, established in 2018, was created to serve Wokingham and the surrounded area. The Circle Trust was borne out of a desire that all children and young people have an excellent, well-rounded education and flourish in first-rate schools where the best teaching, the best facilities and the most up-to-date resources are made available to  them.



[An introduction to The Circle Trust](#)

We are a community of schools that have shared values and an essential common ethos and vision for education and learning. At the centre of our work together is improving the educational outcomes for our pupils.

Our Trust's vision is

All children and young people deserve to have an excellent well-rounded education and **to flourish** in first rate schools with the best teaching, the best facilities and the most up to date resources made available to them.



# Our values

Our values are our cultural north star they drive our behaviour and decision making.



The highest educational outcomes for every learner is paramount.



Preserving the unique identity and ethos of all our schools is essential.



To be anything but utterly inclusive is non-negotiable.



Being self-reflective is essential in encouraging innovation, our Trust is always driven to improve further.



What we say is what we do, we recognise talent, foster expertise, believe well-being for all is fundamental.



Our Trust promotes collaborating with others and being outward looking.



# Our schools

We understand how to manage the balance between effective and efficient common systems whilst ensuring that the individual character and ethos of different schools is maintained. We work in a very transparent way, where schools have the opportunity to influence and their views are taken into account.

As a trust we are rooted in this approach and our ambition is clear; to improve the educational outcomes for children and young people. We don't want to change schools; we want to help them progress.



Badgemore Primary School



Emmbrook Infant School



Emmbrook Junior School



Nine Mile Ride Primary School



Shinfield Infant and Nursery School



St Crispin's School



The Emmbrook School



Wescott Infant School



Westende Junior School

## Our name

In the early days, we spent hours debating our name! We chose “The Circle Trust” as it symbolically reflects our approach and ethos. It is a name that is deliberately neutral, without association to a specific school. One of our core values is inclusivity, and we wanted our name to encapsulate that. We include any type of school or phase and appreciate the importance of treating every school as unique.

## Our support

Our Trust provides the support and infrastructure that schools need to enable them to develop and improve, and for the school leadership and their local governance to achieve their objectives.

At the heart of our Trust is access to school improvement advice and guidance. We call this package of support “The Learning Curve!” As an all-through Trust (nursery—18 years), we are able to provide school improvement advice and strategy based on consistent and fluent approaches to education provision.



## To find out more:

Please visit [The Circle Trust](#) website and [Family Circle guide](#).

If you would like to arrange a meeting, please get in contact via the school office.

We'd love to have a cuppa with you!



## Job description

### Salary

MPS/UPS

### Reporting to

Curriculum Leader of Business and Economics

### Contract

Full-time/part-time, permanent

### Start Date

September 2025

## Job purpose

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students.
- To monitor and support the overall progress and development of students as a subject teacher and form tutor.
- To facilitate learning experiences which provide students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

## Main Duties & Responsibilities

<b>Teaching, Learning &amp; Assessment</b>	<ul style="list-style-type: none"> <li>▪ To assist in the development of appropriate programmes of study, resources, schemes of assessment and teaching strategies for the subject taught.</li> <li>▪ To contribute to the curriculum area and department's development plan and its implementation.</li> <li>▪ To plan and prepare lessons that are suitable to the needs of students taught.</li> <li>▪ To track student progress and use information to inform teaching and learning.</li> <li>▪ To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.</li> <li>▪ To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.</li> <li>▪ To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</li> <li>▪ To ensure that lessons develop broad skills, such as ICT, literacy and numeracy.</li> <li>▪ To ensure a high quality learning experience for students which meets internal and external quality standards.</li> </ul>
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	<ul style="list-style-type: none"> <li>▪ To prepare and update subject materials.</li> <li>▪ To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.</li> <li>▪ To undertake assessment of students as requested by external examination bodies, departmental and school procedures.</li> <li>▪ To provide frequent, timely and personalised feedback to all students so that they make outstanding progress.</li> <li>▪ To review impact of teaching and programmes of study and implement changes as required.</li> <li>▪ To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.</li> <li>▪ To ensure the effective/efficient deployment of classroom support to ensure that all students are able to maximise their learning within lessons.</li> </ul>
<p><b>Personal development, behaviour and welfare</b></p>	<ul style="list-style-type: none"> <li>▪ To apply the Behaviour management systems so that effective learning and teaching can take place.</li> <li>▪ To be a Form Tutor to an assigned group of students.</li> <li>▪ To liaise with your Year Leader to ensure the implementation of the school's pastoral system.</li> <li>▪ To actively participate in the school's staff development programme.</li> <li>▪ To continue personal development in the relevant areas including subject knowledge and teaching methods.</li> <li>▪ To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</li> <li>▪ To take accurate and timely registers each and every lesson.</li> <li>▪ To complete the relevant documentation to assist in the tracking of students.</li> <li>▪ To promote the general well-being of all students.</li> <li>▪ To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.</li> <li>▪ To comply with the school's Health and safety policy and undertake risk assessments as appropriate.</li> <li>▪ To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.</li> <li>▪ To actively safeguard student through effective application of the Safeguarding Policy.</li> </ul>
<p><b>Outcomes for students</b></p>	<ul style="list-style-type: none"> <li>▪ To accurately monitor the performance of students.</li> <li>▪ To regularly inform students and parents of progress and next steps advice.</li> <li>▪ To keep an accurate mark book to track the progress of students.</li> <li>▪ To ensure that all aspects of entries and assessments for public examinations are accurate and timely.</li> <li>▪ To contribute to the preparation of Action Plans and progress files and other reports.</li> </ul>
<p><b>Leadership and management</b></p>	<ul style="list-style-type: none"> <li>▪ To support the Curriculum Leader to ensure that the curriculum area provides a range of teaching which leads to outstanding progress for all students.</li> <li>▪ To assist in the process of curriculum development so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's core values.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ To engage actively in the Performance Management Review process.</li> <li>▪ To contribute to the process of monitoring and evaluation of the curriculum area/department, in line with agreed school procedures, including evaluation against quality standards and performance criteria.</li> <li>▪ To seek/implement modification and improvement where required.</li> <li>▪ To contribute to the school's planning activities.</li> <li>▪ To assist the Curriculum Leader to identify resource needs and to contribute to the efficient/effective use of physical resources.</li> </ul>
<b>Additional Duties</b>	<ul style="list-style-type: none"> <li>▪ To play a full part in the life of the school community and to support our core values.</li> <li>▪ To implement all school policies.</li> <li>▪ To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.</li> <li>▪ To communicate effectively with the parents of students as appropriate.</li> <li>▪ Where appropriate, to communicate and co-operate with persons or bodies outside the school.</li> <li>▪ To follow agreed policies for communications in the school.</li> <li>▪ To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools.</li> <li>▪ To contribute to the development of effective subject links with external agencies.</li> </ul>

This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

## Person Specification

Teacher of Business and/or Economics		Essential	Desirable
<b>Professional Knowledge</b>	Qualified teacher status	✓	
	Degree in a relevant subject	✓	
	Further professional qualifications		✓
	Understanding of current developments in education	✓	
	Excellent subject knowledge	✓	
	Ability to deliver Business and/or Economics throughout KS3 & KS4	✓	
	Ability to deliver A-level in Business and Economics related subjects		✓
<b>Abilities &amp; Experience</b>	Proven classroom teacher experience in a secondary school	✓	
	Effective positive behaviour management	✓	
	The ability to track and monitor student progress and use the information to inform teaching and learning	✓	
	A willingness to train and share methodology within initial teacher training	✓	
	Knowledge of AfL and active learning techniques, with the ability to implement them through the taught curriculum	✓	
	Effective user of ICT to promote learning	✓	
	A willingness to develop the subject through extra-curricular activities		✓
	Ability to be an effective form tutor	✓	
<b>Personal Qualities</b>	Communication skills (both orally and in writing) – expressing points clearly, understanding others' views and responding in a manner appropriate to the situation	✓	
	Decision making skills – the ability to investigate, solve problems and make decisions	✓	
	Personal impact, self-confidence and presence	✓	
	Energy, determination and perseverance	✓	
	Enthusiasm and commitment	✓	
	Reliability and integrity	✓	
	Sense of humour	✓	



Photo taken by Stewart Turkington Photography

## About Wokingham

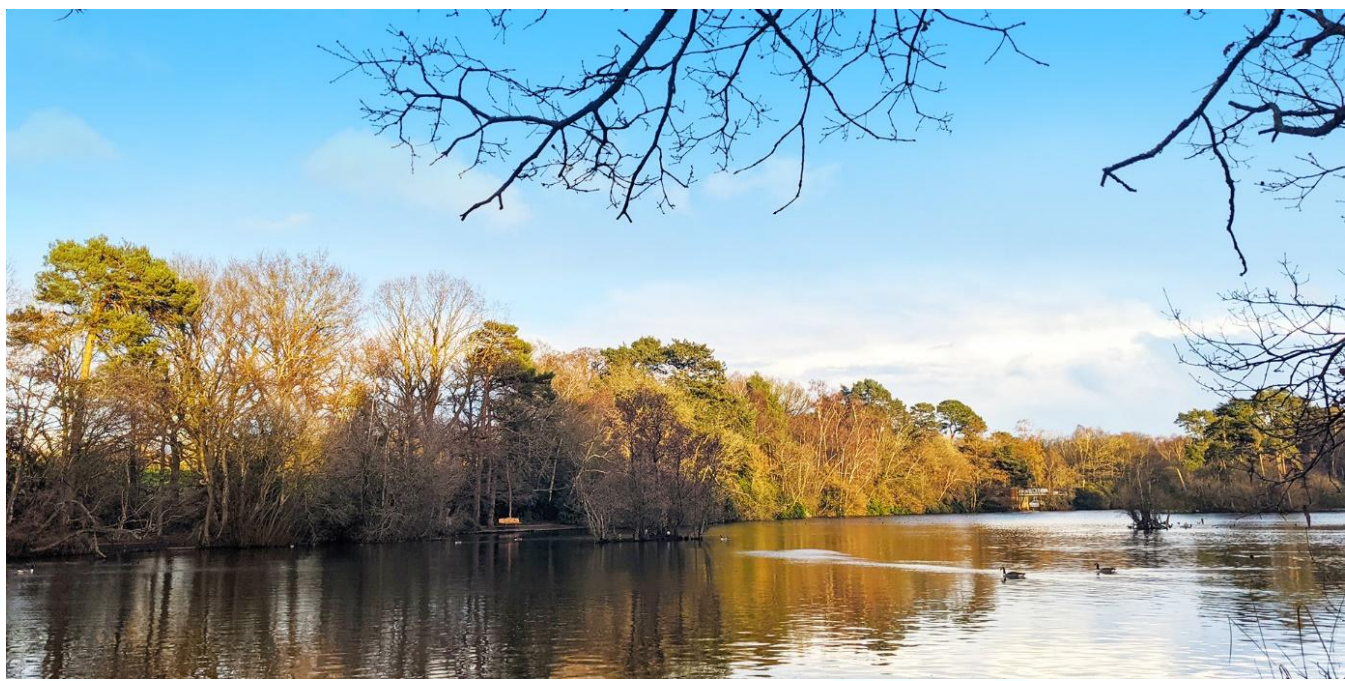
Wokingham has plenty to offer and our historic market town is by no means standing still. We are coming to the end of a £100m town centre regeneration programme and the population continues to grow.

We are often found at or near the top of surveys for the best place to live and to raise a family. We are surrounded by spacious woodland and lush green fields. There are plenty of options for being active in the great outdoors – we are near excellent mountain bike trails, water sport centres, play areas, skateboard parks, golf courses and bridle paths. There are also many other ways to keep busy with nearby cinemas, ten pin bowling and theatres.

We enjoy good transport links by road and rail to key towns such as Reading, Bracknell, Windsor, Basingstoke and Guildford, in addition to being just 40 miles from central London and 25 miles from Heathrow Airport. Reading is an award-winning shopping destination in the Thames Valley region and Windsor is of course world-renowned for its Royal residence, Windsor Castle.

Wokingham has a strong community spirit which is highlighted by the fabulous May Fair, International Street Concert, Food and Drink Festival and Winter Carnival. The town truly comes alive during these events.

**We love our town, and we look forward to welcoming you.**



## The process and how to apply

The Circle Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post. This will include an enhanced DBS, checks on references and an online search.

Visits to the School	Visits to the school are warmly welcomed, please contact the School Office to arrange a visit.
Application form	Please complete <a href="#">The Circle Trust application form</a> . This is the only form that will be accepted. You should ensure that your personal statement is no more than two pages of A4 and that it reflects your suitability in terms of the Person Specification.
References	We require two references from all candidates, one of which must be from your most recent employer. If any references relate to employment at a school/college, your referee must be the Headteacher/Principal. If you are short-listed, the school will contact your referees without further reference to you.
Equal opportunities monitoring form	<p>We are committed to recruiting, retaining and developing a workforce that reflects at all grades the diverse communities that we serve. It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair and transparent.</p> <p>Any information provided on this form will be treated as strictly confidential, will not be seen by staff directly involved in the appointment and no information will be published or used in any way which allows any individual to be identified.</p> <p>The completion of this <a href="#">equal opportunities monitoring form</a> is entirely voluntary. However, it will assist us in carrying out this monitoring. We would therefore be grateful if you would complete the questions on this form.</p> <p>Prior to shortlisting this information will be removed from your application form and used only to provide data for statistical purposes.</p>
Application closing date	<p>The closing date for applications is Wednesday 5th February. Applications can be via the <a href="#">application form</a> on our school website.</p> <p>Please send your application to Sarah Farndon (Head's PA) - <a href="mailto:vacancies@emmbrook.wokingham.sch.uk">vacancies@emmbrook.wokingham.sch.uk</a> tel. 0118 978 4406</p> <p>Applications will be acknowledged by email on the next school day.</p>
Shortlisting	Shortlisting will be against the Person Specification criteria as detailed in this pack. We will also check all applicants for gaps in employment history. Those applicants that best meet the Person Specification will be invited to interview.
Checks	If you attend the interview, you will be required to bring photographic identification, proof of the right to work in the UK and proof of qualifications.



## Offer of employment

We will make a verbal offer of employment to the successful candidate by telephone. This will be followed up by a written offer which will be emailed or posted. Any offer is made subject to satisfactory references, enhanced DBS clearance and other safeguarding checks as required.

All unsuccessful candidates will be notified by email

## How we use your data

In completing this application form you should refer to the Recruitment Privacy Notice on our website. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice.

If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Staff Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside The Circle Trust without first seeking your permission, unless there is a statutory reason for doing so.

In accordance with our statutory obligations under Keeping Children Safe in Education, The Circle Trust is required to conduct an online search as part of our due diligence on the successful candidate. This may help identify any incidents or issues that have happened and are publicly available online. If there are any, we may wish to explore them with you prior to confirming your appointment. We carry out these searches for SLT roles using a trusted third party.

If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice.

Thank you for your interest. If you have any questions or wish to arrange a visit, please contact the school office.



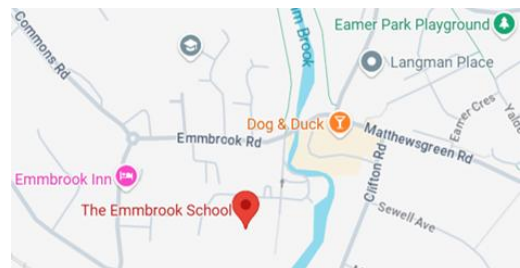
### **The Emmbrook School**

**Emmbrook Road**

**Wokingham**

**RG41 1JP**

**0118 978 4406**



The Emmbrook School is an academy and part of The Circle Trust.

The Circle Trust is a charitable company registered in England and Wales (number 11031096) whose registered office is The Oval Offices C/O St Crispin's School, London Road, Wokingham RG40 1SS.

Further information about The Circle Trust is available at [www.thecircletrust.co.uk](http://www.thecircletrust.co.uk).