



Job pack for Teacher of Business

Bedford Modern School (BMS) is an Independent Co-educational Day School, governed by the Harpur Trust. There are more than 1200 students in the School ranging in age from 7 to 18. BMS enjoys a reputation both locally and regionally for excellence in Sport and Performance Arts and our school community is friendly, happy and supportive.

The School is located on the outskirts of Bedford, a town recognised as one of the best places to live in the East of England by the Sunday Times last year. It is also well served by major road links and London St Pancras is only a 40-minute journey away by train. With commanding views of the Bedfordshire countryside, the facilities are excellent: a separate Junior School, dedicated Sixth Form and new purpose-built Science Centre, with faculties clustered throughout the School. Extensive and impressive sports facilities include a fully equipped gym and indoor sports hall, a boathouse on the banks of the nearby River Great Ouse and a swimming pool on site.

We offer a premium education appropriate to both boys and girls where the intellectual needs of each student are a priority. The wide and varied curriculum is responsive to the needs of both students and parents. Individuals are assessed at entry and those with particular strengths or learning needs are identified and monitored. Students are encouraged to maximize their academic potential whilst optimising their participation in our diverse and inclusive co-curricular programme. Pastoral care is integral to the success of BMS and all staff are expected to contribute to this supportive culture.

Please visit our website: www.bedmod.co.uk for further information on the School.

Faculty information The PPE Faculty

Head of Faculty: Emma Charlton

Head of Business: Emma Charlton

The PPE Faculty at Bedford Modern School has ten members of staff, that is made up of Business, Economics, Philosophy, Psychology, and Politics. The Business department currently has 4 teachers, some of whom teach other PPE subjects. Business is a popular choice for sixth form students that achieve excellent examination results.

The Business department is housed in the Rutherford Building where other PPE subjects are taught. Sixth form students have access to a supervised Sixth Form-only study centre with 50 PCs, which can be booked for lessons by subject teachers for sixth form lessons. The department is well resourced with textbooks and a variety of reading resources within the school library. The department teaches in rooms equipped with interactive boards and staff are issued with touchscreen laptops.

We offer the following qualification:

- A Level Business (currently AQA, but we are reviewing this for September 2026)

The department meets fortnightly within the teaching day to catch up with administrative issues, share resources, and to take part in subject specific continuing professional development.

Teachers within the Faculty contribute to the strong sense of identity, work closely together in what is a very friendly and supportive environment. There is also a strong emphasis on sharing ideas within the Faculty.

The student-led PPE Society is a key part of the extra-curricular provision within the Faculty, which is run by the chair and representatives from each PPE subject. The annual formal PPE Dinner is extremely popular, with an Old Bedford Modernian (OBM) from the Faculty invited back to speak. There are also regular PPE Debates attracting students within and outside the Faculty to cover a range of topical PPE-related issues.

In Business specifically we have a popular weekly Society where students can enhance their real-world knowledge of Business. Students also have the opportunity to go on a trip to Mini in Oxfordshire and attend exam board workshops.

There are weekly support sessions put on after school to support students to achieve their potential, including masterclasses on key areas of the specification.

Please contact Emma Charlton (echarlton@bedmod.co.uk), Head of PPE, if you have any queries.

Teacher Job Description

- To plan and teach sequences of lessons which follow the department scheme of work and are in line with public examination syllabuses where appropriate.
- To have a sound understanding of how students learn and structure lessons carefully to maximise learning.
- To build effective relationships with students to understand and accommodate any specific learning needs they may have.
- To teach well-structured lessons which maximise participation and provide appropriate challenge to all students.
- To use a deep subject knowledge to anticipate student misconceptions and to develop a range of techniques for teaching the most difficult parts of the subject.
- To make regular use of assessment to support student progress towards achieving their academic targets.
- To set, mark and feed back on homework in line with the department policy and homework timetables
- To employ a variety of feedback methods including marking, monitoring and formative assessment to gauge understanding and inform lesson planning.
- To engage in regular professional development, both subject specific and pedagogical, to conduct peer observations and to reflect on your teaching and refine where you identify a more effective method. (Recommended guidance is 35hrs CPD per year, but this includes peer observations, self-study etc and not just attending on courses).
- To contribute to the wider activities within the Faculty/Department and the school co-curricular programme.
- To complete attendance registers for every lesson and monitor patterns of student attendance/absence.
- To promote the positive values, attitudes and behaviour expected from all students by treating them with respect and consideration.
- To report concerns about individual student progress and behaviour to tutors and other staff as appropriate.
- To make appropriate use of the school's rewards and sanctions procedures in line with the school's behaviour policy.
- To demonstrate consistently high expectations of all students and a commitment to raising their achievement.
- To communicate promptly and sensitively with parents, carers and other relevant bodies where necessary.
- To prepare for and attend parents' evening and complete student reports.

- To provide UCAS subject reports in a manner that aids tutors in producing UCAS references (A Level teachers only).
- To demonstrate consistently high standards of personal and professional conduct, showing tolerance and respect of the rights of others whether other staff, students, or parents.
- To ensure all child protection policies are adhered to and that any concerns or incidents are raised in accordance with these policies.
- To carry out any other duties not specifically listed, but which could be reasonably be considered part of the role.

Form Tutor Responsibilities

- To get to know and build a trusting relationship with your tutees and contribute to the pastoral support of your tutees.
- To monitor the progress of your tutees and coordinate support where needed.
- To contact parents as required, (including meeting them if necessary).
- To deliver extended tutorial and PHSE sessions.
- To attend parent tutor evenings.
- To write pastoral reports.
- To attend year group and whole school assemblies.
- To record incidents on CPOMS as required.
- To liaise with Medical, Academic Support, Wellbeing and any other professionals as and when necessary.

For Sixth Form Tutors:

- To be aware of the latest initiatives in terms of higher education, work related training and gap years.
- To be familiar with the UCAS process (including use of Unifrog and UCAS platforms) and support tutees with personal statements/letters of application and write UCAS references in Y13, or in some cases Y14.
- To work in unison with Senior Tutor and other members of the Sixth Form Team to support each tutee on their individual post-18 journey.

Person specification Teacher of Business

	Essential	Desirable	How shown
Qualifications	An undergraduate degree (2:2 or above) in Business or a related subject.	PGCE and/or other post-graduate qualifications.	Certificate
Experience	Experience of Post 16 teaching. Working knowledge of the current assessment demands of exam boards.	Use of ICT in teaching and learning. Subject knowledge sufficient to stretch and challenge able students in Business. Up to date pedagogical knowledge including of recent research on evidence-based teaching approaches. Ability to teach Economics to KS5.	Reference
Professional skills and qualities	Excellent oral and written communication skills. Administrative, organisational and ICT skills, ability to use MS Excel, MS Word and MS PowerPoint. The ability to prioritise and meet deadlines.	Experience with Business extra-curricular activities. Supporting Year 13s with applications for Business related Higher Education. Knowledge of MS Teams.	Application form Lesson observation Interview Reference
People management skills	Ability to supervise and manage groups of children and young people. A positive attitude towards children and young people. Ability to work collaboratively. The ability to motivate children to be the best that they can be.		Application form Lesson observation Interview Reference

Other personal qualities	A track record of voluntarily undertaking continuous professional development. Positive, enthusiastic, and flexible with a 'can do' attitude. Approachable, dedicated, conscientious and professional. Ability to adapt to changing situations. A sense of humour and a genuine interest in delivering positive outcomes for young people.		Reference Interview
---------------------------------	---	--	----------------------------