



THE PORTSMOUTH GRAMMAR SCHOOL

PGS JOB DESCRIPTION – TEACHER OF BUSINESS (FIXED TERM)

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Summary of the role

The Portsmouth Grammar School is a leading co-educational school located in the historic heart of Portsmouth. It values the development of the whole person, placing emphasis on both academic achievement and co-curricular involvement. The school aims to support every pupil in order that they might achieve their potential.

The school is seeking to appoint a temporary part time teacher of Business (approx. 0.6FTE) from January 2027 for two terms through to August 2027. The school runs a two week timetable and the days of work for both weeks are Tuesday morning, Wednesday, Thursday and Friday. The successful candidate will be required to teach up to GCSE, with the majority of classes at KS4, as well as two KS3 academic enrichment courses in finance and enterprise, for which all teaching materials can be provided.

Candidates should be well qualified subject specialists, able to inspire young people with their enthusiasm for Business and for teaching, and ensure all pupils reach their full potential.

The school offers excellent training and support to teachers at all stages of their career. PGS teachers convey passion for their subject and seek to maximise progress by knowing their pupils well and adapting their teaching accordingly. We are always looking to develop new ideas and approaches to teaching and are keen to incorporate the particular interests of new members of staff into the overall curriculum scheme.

Outstanding teaching and learning at PGS are achieved by inspirational and creative teachers with excellent subject knowledge and the ability to use ICT and interactive resources to enhance learning. Teachers' planning is informed by assessment for learning, ensuring all pupils make very good progress in each lesson. Our pupils are encouraged to take responsibility for their learning and understand how they can improve using constructive feedback provided by their teachers.

The successful applicant will be expected to contribute fully to the pastoral and co-curricular life of the school. It is an expectation that all part-time senior school teachers will have a co-tutor or cover tutor responsibility within the pastoral system.

How to apply:

Candidates are asked to apply using the online MyNewTerm application form linked to our advert on the ['Work With Us'](#) page of our school website.

Any informal enquires about the role or how to apply are very welcome at recruitment@pgs.org.uk

The closing date will be midday on **Tuesday 6th October 2026**. Interviews will be scheduled to take place in the week commencing 12th October 2026, with a provisional interview date of **Tuesday 13th October 2026** and candidates are asked to allow a whole day for the interview process.

The Economics and Business Department

The department is well resourced and has an excellent track record in public examinations; related subjects are the school's most popular university and apprenticeship destinations.

Academic results at A Level are extremely strong and pupils are supported to achieve the very top grades in both AQA and Edexcel specifications. In 2026, over 75% of Economists achieved A*/A and over 100% A*/A in Business. Over 63% achieved grade 7-9 at GCSE following the OCR specification. Pupils of all abilities are catered for and encouraged to achieve their potential and results reflect the successful differentiated support we offer.

The department runs numerous co-curricular activities and opportunities for pupils. Enterprise clubs for several year groups are well attended, as is a Business and Economics Society. We encourage pupils to enter national essay

	competitions and were recently successful in the Cambridge Economics Challenge. Throughout the academic year the department organises a varied schedule of guest speakers and extra-curricular opportunities for pupils. This includes hosting an Institute of Economic Affairs spring Sixth Form conference, and trips to The City of London, and the BMW Mini Factory. The Department has four dedicated teaching rooms as well as a Departmental Office. These areas are all located on the top floor of the Sixth Form Centre. Each of the teaching rooms has an Active Touch Screen and whiteboard.
Line management responsibility for	This role does not offer line management responsibility.
Main duties and responsibilities	• To teach Business and its related subjects (Enterprise and Introduction to Finance) from Y7 to Y11, with a particular focus on GCSE Business. • To contribute to the departmental co-curricular programme and to the school's wider co-curricular programme. • To contribute to the pastoral life of the school as required by the Senior Deputy Head. • All staff are expected to promote and safeguard the welfare of children and young people for whom they are responsible and with whom they come into contact.
Safeguarding responsibilities	• This role involves regulated activity with children. • All teaching staff contribute to the pastoral life of the school. • All teaching staff are required to attend regular training in safeguarding and child protection
Benefits	The Portsmouth Grammar School prides itself on being a caring employer and all staff are encouraged to discuss any aspects of their terms and conditions of employment initially with their line manager and, as necessary, with the Bursar who signs all contracts of employment on behalf of the Governing Body. The school is a strong supporter of Continuing Professional Development (CPD) and its INSET programme of Professional Development Days provides staff with many personal development opportunities. Key financial benefits of employment at PGS include:

	• A generous salary structure supplemented by payment of an additional PGS Allowance • There are many opportunities to take on additional paid responsibilities to assist in the management and operation of the school • A generous fee concession for the children of teaching staff, subject to criteria and approval; applied pro rata for part-time staff • Auto-enrolment into the school's defined contribution pension scheme with Aviva • Non-contributory death-in-service policy calculated at 4 times annual salary Other key benefits include: • Provision of a two-course lunch during school terms, with a meal provided before all parents' evenings • Cycle to Work scheme • Free use of the school's sports facilities which include a well-equipped Fitness Centre • Employee Assistance Programme • Free on-site parking available on a first-come, first-served basis. The school is always looking for innovative ways to improve the working conditions and remuneration of its employees and welcomes suggestions from all staff.
--	---

Person specification			
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment			
	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i> Strong academic qualifications in Economics, Business or a related subject	<i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i> QTS	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications if necessary

Experience	<i>The categories of work or organisations, types of achievements and activities required by the Applicant that would be likely to predict success in the role</i> • Experience of teaching Business at KS3 and KS4	<i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i>	Contents of the application form Interview Lesson observation Professional references
Skills	<i>The skills required by the Applicant to perform effectively in the role</i> • Ability to teach Business from Y7 – Y11 • Ability to contribute to the pastoral and co-curricular life of the school, including as a tutor.	<i>The skills that would enable the Applicant to perform effectively in the role</i>	Contents of the application form Interview Lesson observation Professional references

Knowledge	<i>The knowledge required by the Applicant to perform effectively in the role</i> • Knowledge and understanding of legislation relating to current guidance in Keeping Children Safe in Education and other guidance issued by the Department for Education and ISSR	<i>The knowledge that would enable the Applicant to perform effectively in the role</i> • Knowledge of examination specifications in Economics and Business • General knowledge of and interest in university and career options for students of Economics and Business and related subjects	Contents of the application form Interview Lesson observation Professional references
------------------	--	---	---

Personal competencies , qualities, attitude and behaviours	<i>The personal qualities, attitude and behaviours that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i> • motivation to work with children and young people • ability to form and maintain appropriate relationships and personal boundaries with children and young people • willingness to lead the sharing of ideas and best practice within the department • ability to play a role in the co-curricular and super curricular activities of the Economics and Business department and to contribute to the wider co-curricular programme of the school • ability to contribute to the pastoral life of the school • willingness to support the school's external partnerships • willingness to support the aims and ethos of the school	<i>The personal qualities that would assist the Applicant to perform effectively in the role</i>	Contents of the application form Interview Lesson observation Professional references
---	---	--	---