



*Where young  
people are*  
**known,  
valued &  
treasured**



# Teacher of Business Application Pack

Co-educational Independent Catholic Day School for ages 4-18 in St Albans



## Welcome to St Columba's College

St Columba's College is located 25 miles from Central London in the cathedral city of St Albans in Hertfordshire. The College is a thriving 4-18 independent co-educational day school, comprising a Prep School of approximately 200 pupils and a Senior School of 600 students, of whom 160 are in the Sixth Form.

St Columba's is an academic and aspirational school devoted to academic excellence and the holistic development of each individual child. It was established in 1955 by the Brothers of the Sacred Heart and is a Roman Catholic foundation based on the educational philosophy developed by its founder, Father André Coindre: to ensure a provision of education rooted in religious values, structured through friendly discipline, nurtured by personal attention, and committed to academic excellence. We are an integral part of a dynamic group of 12 schools located primarily across the United States.



**Job title:** Teacher of Business (0.6 for experienced Teacher or full-time for Trainee Teacher)

**Responsible to:** Head of Business & Economics

### Overall Purpose

St Columba's College is seeking an enthusiastic and dynamic Teacher of Business to join our vibrant department. This is an exciting opportunity to contribute to the high-quality education and holistic development of our students, within an institution renowned for its commitment to academic excellence and nurturing environment. If you are passionate about Business and eager to inspire young minds to explore the economic complexities of our world, we invite you to become part of our community. Working within the Business and Economics department, you will play a pivotal role in shaping the intellectual and emotional landscape of our students. Delivering engaging, thought-provoking lessons that not only meet the academic standards but also ignite a passion for learning about the local and global Business environment.

We are looking for someone who is able to teach any of the following: CTEC Business Level 3, Business GCSE, A Level Business, with Key Stage 3 teaching seen as desirable. The role presents an opportunity to work alongside a team of Business and Economic specialists, play a key role in the development of our curriculum, particularly our vocational offering and become an integral part of a thriving department within the College. Our department is at the forefront of integrating technology into our teaching practices, enriching the learning experience, and preparing our students to thrive in an increasingly digital world. The department provides rigorous yet supportive training for all staff.

### Key responsibilities include

- Delivering inspirational and informative lessons across the Senior School.
- Utilise a range of teaching methodologies to cater to diverse learning styles, ensuring all students achieve their full potential. Engaging in continuous professional development, to ensure the highest standards of teaching and learning.
- Maintaining a supportive classroom environment that encourages curiosity, critical thinking, and respectful discourse.
- Participating actively in the school's pastoral care programmes, contributing to the overall well-being and development of our students.
- Candidates must be willing to contribute to both the Department's and College's broad and lively wide-ranging extra-curricular programme

## **Department Organisation with Current GCSE and A-Level Results**

The Business and Economics Department consists of three specialist teachers who teach across all ages and abilities. All students learn through Microsoft learning packages and a variety of online and offline resources, facilitating a highly collaborative environment. The department is proud of its dynamic use of technology to enhance learning.

We are immensely proud of our GCSE Business students. Results in Business exceed the national average. In 2025, 37% of our students gained a grade 9-7; with 100% being awarded a 9-4. At A-Level, our results are also very positive. In 2025, 90% of our students gained an A\*-B in Economics and 50% gained A\*-B in Business A Level ; it is testament to the dedication of both our staff and students that many of our students go on to study Economics, Business Management and other Business- related courses at university with their excellent A-Level grades

## **Curriculum Overview**

All students have access to a 1:1 device, specifically a Microsoft Surface Pro, to underpin teaching and learning. Students use OneNote in place of exercise books for most lessons and homework. Class sets of textbooks and online resources are used to develop students' knowledge of topics. The department is using a variety of both handwritten tasks and the Microsoft 365 apps to enhance students learning and departmental training is rigorous yet supportive for all staff. This has proved to be highly successful and has allowed the students access to a multitude of learning opportunities as well as keeping their exam skills and writing ability strong.

## **Form 2 (year 8) – Finance**

The schemes of work follow an independent financial awareness course for young people called Money Sense. With a strong emphasis on practical skills and finance in the real world. Students are taught in 1 x 50-minute lesson per week for this introduction to finance.

## **GCSE Business**

Business GCSE students have 3 x 50-minute lessons a week in Form 4 and Form 5. We study the Edexcel Pearson Business GCSE, which is examined in 2 themed papers. Paper 1 is Investigating Small Business Theme, this includes topics such as start up, break even analysis, economic factors affecting business. Paper 2 is Building a Business, this includes methods of growth, business ethics, strategic operations. Both papers contain a variety of short answer, multiple choice and case study related questions with extended essay writing required.

## **Business A level and Economics A level**

For A-Level we offer both Economics and Business as separate A levels. For Business we use the AQA Exam board, which is building on the themes studied by the students in KS4, but is developed enough to inspire students new to the course also. In Lower Sixth, students have 6 x 50 minutes lessons per week, split evenly between subject specialists. We complete 6 units in Lower Sixth Form. Units this year include Leadership and Management, Human Resources, Financial decision making and Marketing Decisions.

In Upper Sixth, there are 7 x 50-minute lessons per week. We study the remaining topics 7-10. This includes units such as External Political, Legal and Economic factors affecting business, Corporate Social Responsibility, Managing Change and Business Culture, Strategic decision making and investment appraisal techniques. One lesson per week is dedicated to exam practice and improving students' essay skills. A-Level students are expected to research and read around the subject assisted by a variety of subscribed dedicated journals and podcasts to produce regular evidence of independent learning.

### **CTEC - Level 3**

The lesson structure is the same as the A Levels to fit into the timetabling at KS5. The Cambridge Technicals Level 3 Business course (OCR) provides students with a practical and applied understanding of how organisations operate through a blend of examined and coursework units. Learners study key areas such as the business environment, working in business, customers and communications, marketing and market research, and an introduction to human resources. Assessment is split between two externally examined units (Units 1 and 2, worth 40%) and three coursework units (Units 4, 5 and 8, worth 60%), offering a balanced structure that supports both theoretical knowledge and applied skills. The course develops students analytical thinking, decision-making, communication, teamwork, project management, digital literacy and problem-solving through real business scenarios. It prepares learners for a wide range of career pathways, including management, marketing, finance, HR, sales and business administration.

### **Additional Information**

Alongside the timetabled lessons, the Business and Economics Department runs weekly exam skills session for the exam year students and an open drop-in clinic for all year groups, for both Business and Economics. In Form 4, students enhance their learning of exchange rates, stocks and shares with an interactive 'Stock market Challenge' competition. Our Form 5 students undertake a Bank of England and City Tour to investigate London's financial and Business heritage.

### **Facilities and Accommodation**

We have 2 dedicated teaching rooms for Economics and Business, one primarily for GCSE and another within the sixth form centre, for smaller group teaching. Each classroom is well resourced with a range of textbooks, mini-whiteboards, and electronic equipment including interactive viewboards in all classrooms. Other classrooms are used as required.

The Economics Office in Iona house provides for individual working space but also a place where ideas and strategies can be discussed and shared daily. All Business and Economics staff are allocated a workstation which is equipped with a docking station for staff devices, access to department shelving and an undercounter filing cabinet. Refreshment needs are catered for in a suitably equipped kitchen area in Iona house, where staff can make tea and coffee, along with a small fridge to store milk and soft drinks. The College provides free tea and coffee, as well as milk, sugar, biscuits, and fruit. A photocopier (shared with Iona house departments) is available for staff use.

### **Specific Responsibilities**

- Develop engaging and challenging learning experiences through creative lesson planning and resource utilisation, aligned with the Departments policies.
- Conduct regular monitoring and tracking of students' learning to inform teaching strategies and planning.
- Ensure accurate and timely assessment and marking practices aligned with departmental policy, including monitoring student progress, implementing interventions, recognising achievement, writing subject reports, and providing comprehensive feedback on progress and areas for development during parents' evenings.
- Mark internal examinations thoroughly and fairly to ensure moderation and standardisation of results.
- Stay informed about national developments within the subject area and teaching methodologies.
- Play an active role in the creation and implementation of detailed lesson plans and assessment frameworks, as guided by the Head of Department, to ensure educational consistency and excellence.
- Champion a collaborative spirit within the department, facilitating the sharing of best practices, and promoting a unified team dynamic.

### Generic Responsibilities

- Attend College events related to the subject area as directed by the Headmaster
- Fulfil duties and cover for absent colleagues as needed
- Undertake routine administrative tasks as required by the Head of Department and Senior Leadership Team (SLT).
- Take on pastoral responsibility for a tutor group, fostering a supportive and nurturing environment.
- Be a member of a team of teachers which nurtures the Catholic ethos of the College in tradition of the Brothers of the Sacred Heart
- Promote and safeguard the welfare of our students
- Contribute to co-curricular activities

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the responsibility and seniority of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.

### Safeguarding Children

The appointee's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the College's Safeguarding Policy at all times and to engage with relevant safeguarding training and updates as requested, including in-person training and online courses, which may be beyond the usual working hours. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the College s/he must report any concerns to the Designated Safeguarding Lead and record on CPOMS.

### Remuneration and Benefits

- St Columba's College operates its own salary scales
- This position is offered as 0.6 for an experienced practitioner or full-time for a Trainee Teacher whilst completing the Post Graduate Teacher Apprenticeship (PGTA) with the University of Buckingham
- The College offers a fee remission for children of permanent members of staff educated at SCC (pro rata for part-time working)
- Membership of APTIS, a Defined Contribution Pension Scheme
- 17 weeks of annual leave to include an October two week break
- Complimentary lunch / tea / coffee / fruit / biscuits
- Eye care vouchers
- Free annual flu vaccination
- Access to an online employee benefits hub including discounted gift cards, cycle to work and tech schemes
- Access to use of a confidential 24-hour counselling help line
- Use of the College Fitness Suite outside of school hours
- Free car parking on site
- Support with Continuing Professional Development
- All staff have use of a Microsoft Surface Pro for school use

### Work with us

St Columba's is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including reference checks with past employers and the Disclosure and Barring Service.

If you wish to discuss this vacancy further, please contact Jackie Metcalfe, Head of HR, at [metcalfe.j@stcolumbascollege.org](mailto:metcalfe.j@stcolumbascollege.org) or on 01727 892095. To apply for this position, visit our website [stcolumbascollege.org](http://stcolumbascollege.org)

### Application Process

Closing date: 10 am on Monday, 20th April 2026. Interviews will be conducted shortly afterwards.

Early applications are encouraged as the College reserves the right to call suitable candidates to interview and to appoint prior to the closing date.





St Columba's College, King Harry Lane, St Albans, Hertfordshire, AL3 4AW

**01727 855185**

**[colleadmin@stcolumbascollege.org](mailto:colleadmin@stcolumbascollege.org)**

St Columba's College is a Catholic Foundation of the Brothers of the Sacred Heart (US Province)