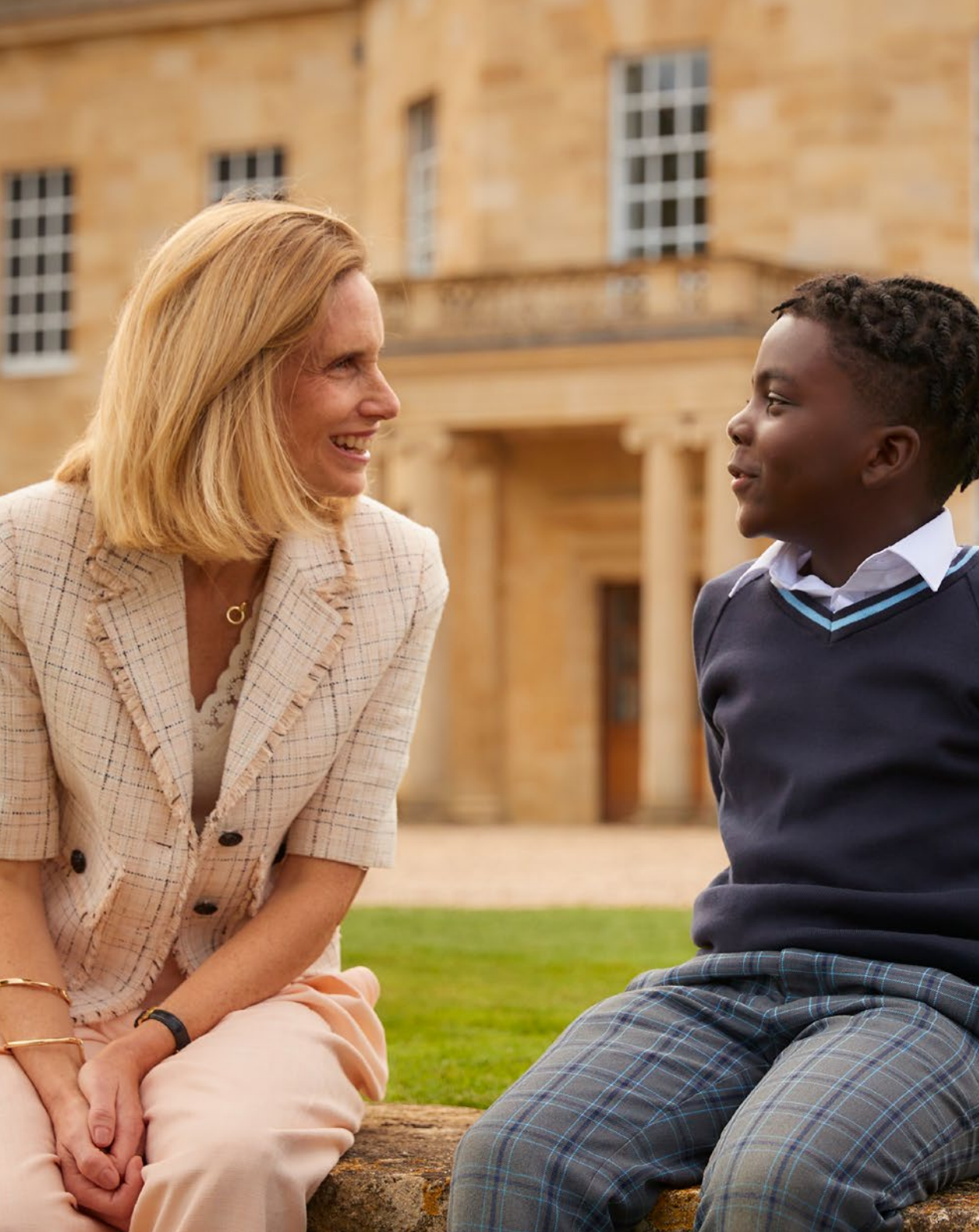


Exceptional Breadth | Individual Focus

**Candidate Information Pack**  
**Teacher of Business**

Deadline for applications | Midday on Monday 18 May

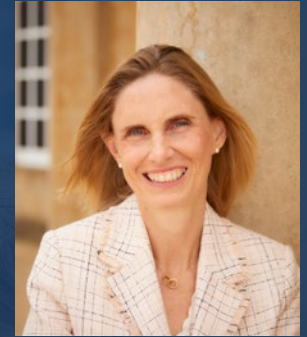




## From the Head

Thank you for your interest in working at Cokethorpe.

Entering the School, the historic buildings set in extensive, tranquil grounds give the impression of a school steeped in tradition, of ancient chapels, converted stables, cobbled squares, and endless curiosities. Open the front door and you will discover something rather more.



Cokethorpe is a dynamic school. We are driven by a shared commitment: to inspire and guide young people to discover their passions, to pursue excellence and to learn from mistakes. Learning and teaching at Cokethorpe is rigorous and research-informed; our classrooms are energised spaces where ideas bounce.

Our grounds are much more to us than a backdrop; the landscape teems with purposeful activity, whether that be enhancing classroom learning or engaging in our extensive co-curricular programme.

And at the heart of everything is community. This is as true for staff as it is for pupils and parents. Our Common Room is an encouraging environment, where staff share ideas and best practice derived from lived experience, and where colleagues are actively supported to grow their careers and craft to the benefit of all.

I look forward to your application.

**Dr Sarah Squire**

Head, Cokethorpe School

## About Cokethorpe

Cokethorpe is an HMC and IAPS, independent day school for boys and girls from the age of four to eighteen. Situated in beautiful parkland just ten miles outside Oxford, the School has a strong reputation for providing a rigorous, broad curriculum underpinned by a research-informed approach to learning and teaching, and a knowledge that all pupils have the capacity for excellence if encouraged to be ambitious and take responsibility for their own learning.

The School is proud of the fact that its admissions process credits pupils who show a wide range of skills, leading to a dynamic and diverse learning environment. Students leave Cokethorpe to study at a range of different institutions, including Oxbridge, Russell Group and other equally reputable institutions, as well as pursuing Degree Apprenticeships with some of the most distinguished companies in the UK. Results at GCSE and A Level are very positive, with a strong emphasis on the value that is added to pupils through excellent learning and teaching.

Success at Cokethorpe is bolstered by the Leadership Programme, which runs throughout the School and encourages pupils to develop particular traits: integrity, courage, empathy, judgement, ambition and responsibility. The aim is for pupils to take ownership of their own development.

The School has a strong co-curricular programme and, whilst excellence in the classroom is paramount, all members of the Common Room are encouraged to see themselves as playing a role in this wider curriculum. It is a busy, purposeful school in which positive relations develop, and exciting and varied opportunities arise.

There is a strong focus on teacher development at Cokethorpe School, and applications are welcome from Early Career Teachers and those seeking School-based training.





## About our Department

Our busy and popular department offers GCSE and A Level Business Studies, A Level Economics and the Level 3 Double and Extended Diploma in Business. Both Business Studies and Economics are typically amongst the most popular subjects at A Level, and the department takes great pride in the number of students who progress to study related subjects at degree level. A Level success builds on strong foundations set by high quality and engaging teaching at GCSE level where, again, Business Studies is amongst the most popular 'optional' subjects. The Department follows the Edexcel specification for both Business Studies and Economics.

The Level 3 Extended Diploma has been growing in popularity and offers a compelling alternative to the traditional A Level route. Whilst we do not expect all members of the department to contribute to the delivery of the programme, it is something that is encouraged.

We are a hardworking and creative team who work collaboratively and are committed to providing high quality and enjoyable lessons. We have a wealth of shared resources, interlinking these with current news articles to bring the subject to life.

## Person Specification

We are seeking an outstanding and experienced teacher of Business with a passion for teaching and the ability to inspire pupils in their learning. It would be expected that the successful candidate would teach to A Level.

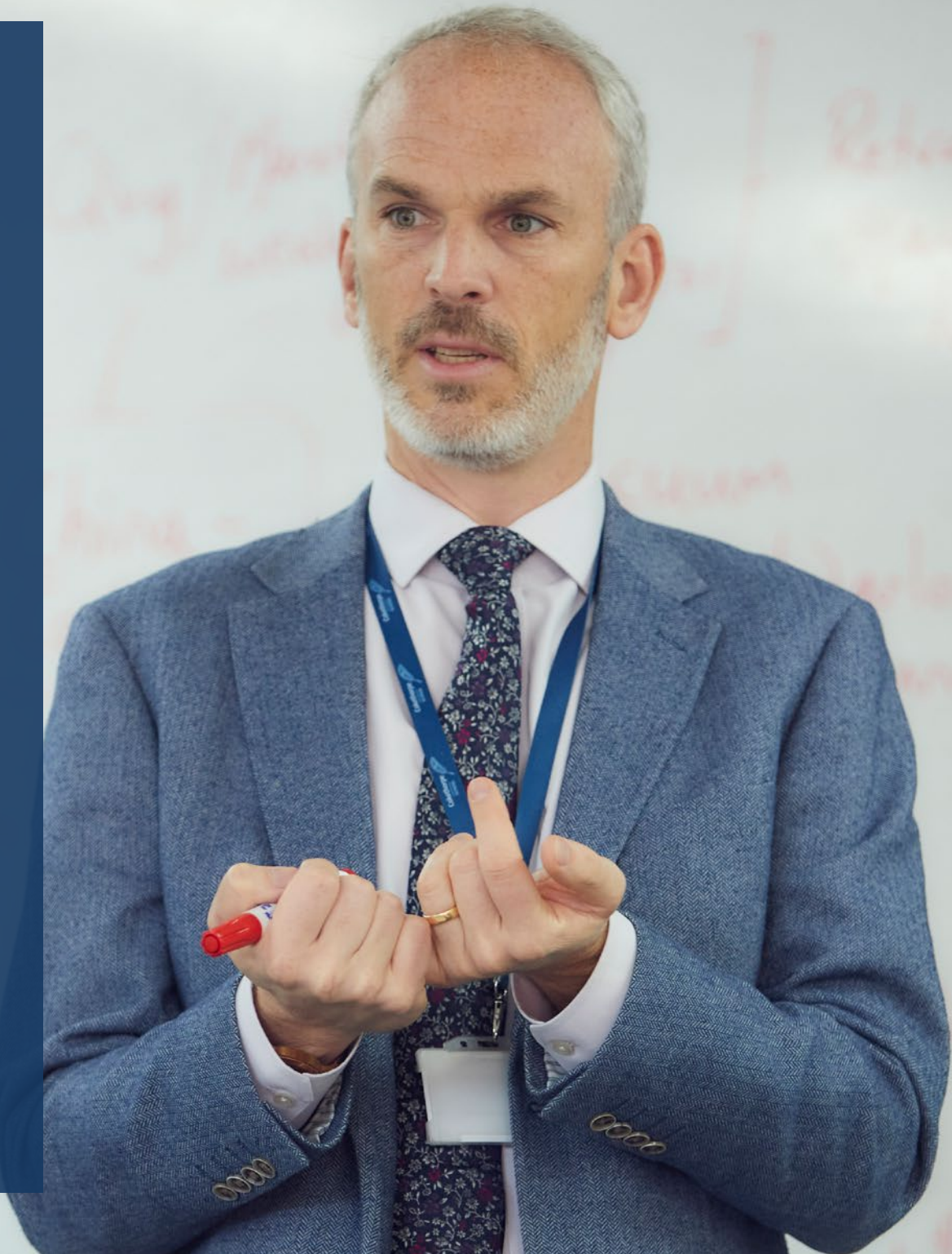
We offer an excellent working environment and relevant opportunities for professional development and training.

### Requirements:

- A degree in Business or a related discipline, with excellent subject knowledge
- Strong interpersonal and communication skills with pupils, parents and staff
- A commitment to giving regular and effective verbal and written feedback to pupils in order to facilitate their development as learners
- A willingness to share ideas, experience and resources
- High standards of written and oral communication
- Good ICT skills and a willingness to continually improve them
- Ability to work to deadlines
- A commitment to high standards, including working with the department to continually evaluate and improve teaching and learning
- A commitment to valuing and respecting the views and needs of children and young people
- Willingness to contribute to the wider school life including the sports programme, co-curricular commitments, the activities programme and the tutoring and House system.
- Attend school functions, including parents evenings and all Open Mornings
- Undertake such duties and tasks which may be reasonably assigned by the Head of Department and academic team.

### Desirable

- Ability to teach Economics.





### Additional Requirements

- Be committed to safeguarding and promoting the welfare of children and adhere to and ensure compliance with the School's Child Protection Policy
- Promote fundamental British values
- Comply with the requirements of the Health and Safety at Work Regulations. Taking reasonable care for their Health and Safety and for others affected by their works and to cooperate with the employer in ensuring that Health and Safety responsibilities are carried out
- Duty of confidentiality towards the School. To acknowledge that, in the course of employment, you will have access to Confidential Information. You agree that you shall not divulge or communicate to any person, corporation, company or other organisation; use for your own purposes other than those of the School; or otherwise disclose or make use of any Confidential Information relating to or belonging to the School.

## Teaching at Cokethorpe

There is no fixed definition of what a 'Cokethorpe Teacher' will look like. Indeed, we believe that diversity within the Common Room is a huge benefit. However, there are basic values that we expect all colleagues to share:

- The child comes first; what we do as a school must be focused on what is most beneficial to the learning and development of the children in our care
- High standards and expectations; we want our pupils to be the best they can be, and do not settle for less
- A focus on development; we want our teachers to be reflective and self-aware, willing to hone their craft and become better
- Collaboration; the Common Room functions best when teachers communicate with one another and support one another.

We are committed to being an organisation that inspires individuals of all backgrounds and prior experiences to provide educational and professional opportunity for all. Cokethorpe does not discriminate on the grounds of race or colour, nationality or national or ethnic origins, religion or belief, sex, sexual orientation, pregnancy or maternity, marital or civil partnership status, gender reassignment, age or disability. Applications are welcome from all sections of the community.

**Applications are welcome from candidates at all stages in their careers, with a full induction programme.**





A teacher at Cokethorpe School can expect:

- Small class sizes – typically between sixteen to eighteen, dropping to eight to twelve for Sixth Form
- Engaged pupils
- Well-resourced departments
- Excellent, integrated IT provision – all classrooms are equipped with screens and docking stations for Surface Pro devices
- A strong commitment to professional development
- A supportive approach – we are a community, working together to provide excellent opportunities for our pupils.

In return, the School expects members of teaching staff to:

- Deliver well-prepared lessons that challenge and inspire pupils
- Assess pupil progress over time and deliver interventions as required to ensure rigour
- Write reports at appropriate times throughout the academic year and provide constructive, honest feedback at Progress Review Evenings
- Act as a Form Tutor, providing pastoral care for a small group of pupils
- Contribute fully to the co-curricular programme, including engagement in Games and the Prep Activities Programme
- Contribute to cover for absent colleagues and provide supervision for Sixth Form study, as requested
- Contribute to departmental activities and developments. This might include trips, lectures, events, as well as initiatives that are designed to enhance a particular aspect of pupil learning
- Engage positively in the marketing of the School, both to prospective parents and other interested parties
- Work collaboratively within the Common Room community, adhering to expectations regarding professional responsibilities and conduct.

## Appointment of Staff

### To Apply

Interested and qualified candidates should submit electronically (as separate PDF documents in one email) the following to Mrs Sophie Crossley, Head of Human Resources, at [recruitment@cokethorpe.org](mailto:recruitment@cokethorpe.org) before the closing date. We reserve the right to interview prior to the closing date:

- A covering letter addressed to Dr Sarah Squire, Head
- A completed Cokethorpe School application form.

Personal CVs are not required.

Please note that for candidates invited to interview, referees will be contacted prior to the interview date where possible.

**Deadline for applications: Midday on Monday 18 May. Early applications are encouraged.**

Interviews will take place commencing Wednesday 20 May.

Interviews may take place before the closing date for suitable candidates. Please apply early to avoid disappointment.





## Terms of Appointment

Shortlisted candidates will be interviewed and written documentation recorded. Any gaps in employment history will be fully investigated. Safer recruitment procedures are followed and members of the Senior Leadership Team are accredited by the Oxfordshire Safeguarding Children Partnership/NSPCC for recruitment. Child protection awareness is an integral part of the induction programme for new members of staff.

Following acceptance of an offer of appointment, a formal contract of employment will be drawn up. The following notes provide guidance, without prejudice, on the likely main provisions of the agreement.

**Competitive salary plus benefits.**

**Appointment Date: September 2026.**

### Medical Fitness

Any offer of employment will be conditional upon the appointee's fitness to carry out the role. New employees will be asked, following an offer of employment, to complete a questionnaire regarding medical fitness.

## Recruitment Checks

The School is committed to safeguarding and promoting the welfare of children. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence. Our policy on the employment of ex-offenders is available on the vacancies section of the School's website.

All employees are expected to undergo child protection screening and appointments are subject to a satisfactory enhanced Disclosure and Barring Service check and other pre-employment screening. This includes receipt of at least two references satisfactory to the School, medical fitness, qualifications check where relevant for the post, the right to work in the UK, an identity check, online searches, and an overseas police check if the applicant has worked abroad within ten years from the date of appointment.

All appointments are made in accordance with our Equality policy and applicants should let us know of any special needs they may have so that adjustments can be made if required.





## Benefits of Working at Cokethorpe

- Generous pay scale
- Flexible total benefit options for teachers
- Aviva APTIS defined contribution pension scheme
- Non-contributory Aviva Life cover and Income Protection schemes
- Fee discount for children of permanent staff subject to Cokethorpe's admissions criteria and means testing
- Training: An extensive training/CPD programme, ISTip ECT Induction programme
- Staff are issued with a Surface Pro and given training in order to enable them to maximise the benefits of the device
- Personal Accident Insurance
- Cycle to Work Scheme
- Free use of the School's sporting facilities (including the Gym, Tennis Courts and Golf Course)
- Free Meals and Refreshments during term time
- Free use of the School's Coffee Shop in association with Ue Coffee Roasters
- The School is situated on a single campus, with the majority of teachers enjoying the benefits of working in their own classroom
- Free parking on site
- A number of subsidised social events
- Opportunities to join trips to far-flung destinations
- Annual Flu Vaccination.



# Cokethorpe

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## SCHOOL

Witney  
Oxfordshire  
OX29 7PU

[cokethorpe.org](http://cokethorpe.org) | 01993 703921