



Loretto

Head of Business and
Economics

Information Pack

Loretto School is a leading independent boarding and day school located on the outskirts of Edinburgh. We seek an exceptional Head of Business and Economics to join and lead this successful department.

We are looking for an enthusiastic and passionate Head of Business and Economics, committed to the quality of learning and teaching and to providing an engaging and inspiring experience for the pupils. The successful applicant will be a teacher who understands the importance of this role as well as the broader task of conveying interest and passion for the subject in the classroom.

We are looking for a candidate with high expectations of students, who will maintain the high grades achieved in recent years while also promoting a love of the subject inside and outside the classroom.

The successful candidate is expected to possess the following qualities:

- a passion for teaching Business & Economics and an ability to share this with pupils
- a high level of academic qualification in Business/Economics
- the ability to plan, prepare and deliver creative and challenging lessons to all age groups
- experience of using innovative teaching methods that enhance learning and teaching
- the creativity to produce resources which contribute to teaching and departmental development
- strong organisational skills
- proven ability to work as part of a team and to share ideas with colleagues

The successful candidate will be required to teach Economics to GCSE and both Business and Economics to A-level. The department also teaches the BTEC Extended Certificate in Enterprise and Entrepreneurship (Pearson Exam Board) to pupils in Sixth form. Any experience in teaching/administering BTEC qualifications would be helpful, but is not essential.

You will have a recognised teaching qualification and be registered with the General Teaching Council for Scotland (GTCs) or in the process of achieving this.

You will have the opportunity to participate in the pastoral and extra-curricular life of the school.

The Department

The Business and Economics Department consists of two full time teachers and one part time teacher. There are two dedicated teaching rooms, furnished with Smartboard and PC as well as a standard whiteboard.

All pupils come to lessons with an electronic device and textbooks are available to pupils online.

Students in the 4th and 5th form follow the GCSE course, which is offered as part of our optional GCSE curriculum.

In the 6th form, Business is offered in two of our 5 curricular columns, while BTEC Enterprise and Entrepreneurship and A level Economics are offered in one of the 5 curricular columns. This arrangement makes it possible to take both Business and Economics at A level.



In 4th and 5th form there are 3 lessons of 55 minutes per week. In the 6th form there are 6 lessons of 55 minutes per week.

We are a very collaborative and close working team, regularly sharing resources and ideas with each other. Our results are consistently very good and our expectations for pupil achievement are high. The Business and Economics department at Loretto enjoys a relaxed and industrious atmosphere, and our subjects are popular choices for our pupils.



Our School

The first thing you notice when you enter the Loretto campus is the warm and vibrant atmosphere. Welcoming around 500 pupils across the Junior and Senior School, our small size means that every child is known and nurtured and feels part of our community.

Taking a holistic approach to education, every child is developed in mind, body and spirit. This ground-breaking educational philosophy was introduced by our most famous Head, Hely Hutchinson Almond. No matter where pupils' passions lie, a Loretto education ensures they will be supported to explore and develop these.

From wrap-around care in Pre and Junior School and day, flexi, weekly and full-boarding options in Senior School, Loretto offers flexibility to modern families. Pupils can board from age 12. The School has two boys' boarding houses, two girls' boarding houses, and one co-educational house – each welcoming boarding and day pupils, ensuring everyone feels at home at Loretto.



Loretto



Our pupils

The Lorettonian community is diverse and inclusive. We welcome pupils from 25 different countries, expanding the horizons of all our pupils. In addition, our bursaries and scholarships mean that no matter a child's financial background, a Loretto education is accessible.

Loretto pupils are well-rounded and determined. With a 99% A Level pass rate in 2024, pupils at the school perform exceptionally well academically. However, as every pupil is encouraged to pursue their individual interests, excellent achievements are evident everywhere – from the arts to the sports pitches and golf courses.



Loretto



Our Staff

We have a very friendly and supportive Common Room with a wide range of interests and life stories. The demographic of the staff is varied from newly qualified teachers to those who know the school and its history inside out. Some teachers have joined straight from university; others after taking a PGCE and some have taught in the Independent Sector before. In addition, several members of staff have also taught internationally. Naturally with such a wide range of backgrounds and experience the staff at Loretto are professional and encouraging of each other.

All staff members are enthusiastic about their subject and have a willingness to be involved in the life of the school beyond normal school hours. All staff are involved with extra-curricular activities and all have a passion for helping the children's learning experience outside the classroom. Staff at Loretto go the extra mile for the pupils in their care.

Wider school responsibilities

Loretto operates for seven days a week in term time (with lessons Monday to Friday and Saturday mornings) and all members of staff have broader roles in the pastoral care of children. The successful candidate will be a tutor to around ten tutees and will also undertake an evening duty in a boarding house once a week.

Terms of the Post

This is a permanent, full-time post. Loretto has its own salary scale and salary will be determined by experience and aptitude for the role. There is also a fee remission for staff with children at the School.

Application

If you think that this is the right opportunity for you, please apply through the [School Talent website](#). As part of the application process, you will be asked to submit a CV and provide a statement outlining why you would be suitable for the post.

You must have the right to work in the UK to apply for this post. Visa sponsorship is not available.

If you have any questions about the application process, please contact jobs@loretto.com

Closing Date: Sunday 21 September 2025 at 11:59pm.

The School is committed to equal opportunities for all its pupils and staff.

Loretto is committed to safeguarding and promoting the welfare of children. Loretto meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to Disclosure Scotland Protecting Vulnerable Groups (PVG) Scheme checks before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. The cost of this application will be met by the School. Annually, every member of staff at the School is required to undergo, complete, and sign to confirm that they have received child protection training and will uphold it.