



Loretto

# Teacher of Business Studies Information Pack

### **Teacher of Business Studies (part-time, 0.5FTE)**

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

We are looking for an enthusiastic and passionate Teacher of Business Studies committed to the quality of learning and teaching and to providing an engaging and inspiring experience for the pupils. You 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. The successful candidate will begin in August 2025.

It is essential that you are capable of teaching Business Studies at GCSE Level and either BTEC or A Level.

You will have a recognised teaching qualification and be registered with the GTCS or in the process of achieving this. Economics or BTEC experience would be beneficial, but is not essential.

You will possess the following qualities:

- a passion for Business Studies and an ability to share this with pupils
- a high level of academic qualification in Business Studies
- the ability to plan, prepare and deliver creative and challenging lessons to all age groups
- the confidence to use innovative teaching methods that enhance learning and teaching
- the creativity to produce resources which contribute to teaching and departmental development
- good organisational skills and punctuality
- willingness to work as part of a team and to share ideas with colleagues

You will be required to teach Business Studies to GCSE and A-level (both Edexcel exam board) and will have the opportunity to participate in the pastoral and extra-curricular life of the school.

Join us and you'll find that we support ambition, recognise achievement and encourage innovation in every one of our people. Whatever your role, working at Loretto School is beyond a job, it's a future full of progression and reward.

Loretto is a very busy boarding school and all staff are expected to contribute to our extensive extra-curricular programme.

In addition to your basic salary, the benefits of working with the School include:

- Generous pension scheme
- Bike to work scheme
- Free meals at the school canteen
- Family friendly policies
- Employee Assistance programme
- Fee remission for staff with children at the school (non-contractual benefit)
- Annual review and opportunities for training and continued professional development
- Opportunities for involvement in the wider school community

We aim to attract and retain a diverse group of talented people, who are committed to upholding the school's ethos. As an Equal Opportunities employer, we welcome applications from all sections of the community.

### **Terms of the Post**

This is a permanent part-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 (non-contractual) for staff with children at the School.

### **Interview procedure**

It is anticipated that the first-round interviews will be held by senior staff. Candidates who advance to the short list will be interviewed in school by the Headmaster and other senior staff.

### **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.

**Closing Date: Thursday 5 June 2025 at 11:59 (GMT)\***

**\*This date may be earlier if there are sufficient numbers of suitable applicants.**

If you have any questions about the application process, please contact [jobs@loretto.com](mailto:jobs@loretto.com)

It is anticipated that first interviews will be held around Thursday 12 and Friday 13 June 2025.

*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.*

*You must have the right to work in the UK to apply for this post.*



## 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.



### 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 and all members of staff have broader roles in the pastoral care of children.