



Stoke Newington School
& Sixth Form

JOB PACK

Head of Business Studies

Dear Applicant,

Thank you for applying for the post of **Head of Business Studies**. This is an exciting time to be working with us. We are an oversubscribed school and sixth form, with a diverse and enthusiastic student intake, looking to widen our curriculum offer to reflect our post-16 pathways.

You will be one of a strong team of sixth form Humanities teachers who are keen to further develop consistently outstanding practice. You will be our first Head of Business Studies and, if successfully appointed, you will oversee the establishing and development of the subject, initially the Sixth Form but with a view to extending to Key Stage 4. We offer the additional allowance as we want you to take forward responsibility for curriculum design, high standards and achievement in this subject.

You must have excellent interpersonal skills, drive, determination and energy, and the highest expectations of every student and yourself. We have a well-regarded professional development programme to support you in your teaching and leadership roles.

We recommend you visit our school in advance of interviews if possible; please email recruitment@sns.hackney.sch.uk to arrange a date/time, or if you have any queries.

The closing date for applications is **midday Friday 8th November 2019**. Interviews are scheduled for **Wednesday 20th November 2019**.

Best wishes,

Zehra Jaffer

Headteacher



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Head of Business Studies

Inner London pay scale plus TLR 2A

Required for 20th April 2020

The School

This is an exciting opportunity to contribute to the development of a successful and popular 11-19 inner-city comprehensive school which has recently received an excellent OFSTED inspection. The school is committed to creative teaching and learning. We aim that every colleague has excellent professional development which leads to all students having an outstanding education.

The Post

You will be leading the Business Studies department and teaching the subject at KS5. You will be part of a successful Humanities faculty who have a very strong overall record of quality teaching and high student achievement with the 14-19 age group. You will be supported throughout by a well-established leadership team, each of whom are highly ambitious for every student's and staff member's success. You will initially be the only Business Studies teacher but we are keen to develop and grow the subject.

You

The successful candidate will:

- Be well qualified in Business Studies and have an excellent knowledge of the Pearson BTEC National Extended Diploma in Business
- Have a passion for teaching across the age range 14-19
- Want the very best for and from every student and every member of staff
- Be ambitious for their future career.

Contacting us

If you are interested in joining us, or would like to see the school, then please email us on recruitment@sns.hackney.sch.uk to arrange a visit. You can also visit our website at <https://www.stokenewingtonschool.co.uk/jobs> and download an application pack.

The closing date for receipt of applications is midday Friday 8th November 2019.

We are an equal opportunities employer committed to ensuring diversity in our workforce.



Job description

Position Title: Head of Business Studies

Responsible to: Head of KS5 Humanities

Overview of role:

1. Develop and ultimately lead a department which has student progress, engagement, creativity and enjoyment at the heart of its ethos.
2. Lead and manage teaching, learning and curriculum development in Business Studies.
3. Be accountable for student progress and outcomes in the department.
4. Lead and develop professional learning in the department.
5. Be accountable for the line management of staff across the department.
6. Ensure that the BTEC course provides an excellent foundation for students to move onto a wide variety of university courses or workplace apprenticeships.
7. Actively recruit students from Stoke Newington School and beyond, ensuring that the BTEC has a high profile across Hackney and neighbouring boroughs.

Responsibilities:

1. Act as role model, setting the highest standards of stimulating, challenging, enjoyable and inclusive teaching and learning.
2. Promote and foster enrichment, extension and extra-curricular activities for students, to develop their interest, motivation and enjoyment.
3. Develop and improve the quality of teaching and learning in the department through observation, constructive professional feedback, modelling, team-teaching and, where appropriate, providing targeted training.
4. Responsibility for promoting and improving the departmental environment for learning.
5. Responsibility for strategic planning in Business Studies, ensuring that developments are aligned with school priorities.
6. Lead the development of appropriate courses and syllabuses as the department grows.
7. Work with other post-holders in the Sixth Form, ensuring that development across the Business Studies curriculum best supports student progress and achievement.
8. Work with the Deputy Head (Curriculum) to develop our Business Studies offer at KS4
9. Manage the subject budget effectively to achieve best value.
10. Be a member of the School Development Team.
11. Manage cover arrangements for absent colleagues.
12. Lead on information for open evenings, prospectus and interviewing Business Studies students.
13. Ensure literacy, numeracy, equality, diversity and fundamental British values are embedded into the curriculum.
14. Ensure rigorous monitoring of student attendance, punctuality and progress against targets
15. Comply with the Code of Conduct for staff.

SELECTION CRITERIA

Skills & Abilities

1. Excellent communication and organisational skills.
2. Ability to lead through gaining commitment and strategic planning and delivery.
3. Excellent interpersonal skills and high-level ability to work collaboratively.
4. Excellent creative teaching ability.
5. The highest expectations of every student and staff member
6. Commitment to personal career development.
7. Ability to organise whole school/year-based activities.
8. Ability to think and plan strategically and manage change.
9. Ability to work hard under pressure.
10. Ability to use IT effectively.

Knowledge and Understanding

Knowledge and understanding of the curriculum including recent developments in Business Studies education.

Knowledge and understanding of the school's development plan and the role to be played by a subject lead.

Understanding of developing differentiated schemes of work including homework and assessment opportunities.

Knowledge of strategies for supporting teachers and improving teaching and learning.

Equal Opportunities

1. Understanding of the different social backgrounds of students.
2. Understanding of the needs of different students, and the appropriate policies and strategies to support them.
3. Understanding of the needs of bilingual students.

Experience

1. Experience of teaching BTEC National Extended Diploma in Business to students of differing abilities.
2. Collaborative methods of teaching and working with colleagues in the preparation, assessment and monitoring work.
3. Leading change and managing people.
4. Leading on some aspect of achievement and curriculum development.
5. Using IT to raise achievement and as a management tool.
6. Experience as a form tutor and/or pastoral work.

Qualifications

Qualified teacher status.

Excellent degree in Business Studies.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS AND TRAINING		
• Good Honours degree or equivalent in relevant subject	?	
• Graduate with Qualified Teacher Status	?	
KNOWLEDGE AND EXPERIENCE		
• Successful teaching experience in the secondary sector	?	
• Experience of teaching Business Studies across KS4 and KS5		?
• Leadership of teams and the development of the subject area of Business Studies	?	
• Evidence of performance data to inform classroom teaching	?	
• Ability to mentor and develop skills in others	?	
• Implementation of an initiative that has raised student attainment		?
• Effective approach to behaviour management	?	
• Excellent subject knowledge in Business Studies	?	
• Able to monitor, evaluate and review student progress	?	
• Ability to plan, deliver and monitor effective intervention	?	
• Ability to use ICT to support the role	?	
PERSONAL QUALITIES		
• High professional standards and expectations	?	
• Inspiring role model for students and staff	?	
• Collaborative approach to working with all colleagues based on strong relationships	?	
• Excellent communication and interpersonal skills	?	
• The ability to prioritise work	?	
• To be committed to school improvement and raising standards	?	
• Commitment to a broad and balanced education for all students	?	
• Clear vision, ability to think creatively and innovatively	?	
• Ability to work under pressure	?	