



**BARKING ABBEY SCHOOL**

**ACTING HEAD OF  
BUSINESS  
(MATERNITY COVER)**

RECRUITMENT PACK



**BELONG**  
BARKING

**ASPIRE**  
ABBAY

**SUCCEED**  
SCHOOL

GIVE  
AND  
EXPECT  
THE  
BEST



# Contents

Headteacher's Welcome.....	4
The Recruitment Process.....	5
Advertisement.....	6
Job Description.....	8
Person Specification.....	13
Our Ethos and Values.....	14



# Headteacher's Welcome

Welcome to Barking Abbey school and thank you for expressing an interest in applying for the position of Acting Head of Business (Maternity Cover).

For me there are three simple things that I want us to achieve at Barking Abbey school.

First, our motto 'Give and Expect the best' leads us to want to be the best in everything we do. We have some of the best results in the area, we have pupils at the best universities, we have the most pupils on apprenticeships in the entire country, we have basketball players in the best leagues and so much more. We have all of this because we push our pupils and each other to excel. All of us try to be our best every day.

Second, I firmly believe that if you can't see it you can't be it. We want to give our pupils the chance to see successful people of every religion, colour and background whilst they are at school. Whatever their dreams we want to support them and provide the networks and contacts to help them to achieve.

Finally, we want our pupils to have a voice in the world. To be confident enough to express their views and also to have the knowledge to be able to make an effective contribution. The more you know the more powerful you can be in the world.

Sir Tim Brighouse said "If a teacher makes the weather the school creates the climate." and I firmly believe this. It is our role as a leadership team to create the best possible learning environment for our teachers to teach in. In return we expect the best possible teaching from them and our results show this over time. We have created systems and structures that support high quality learning, whilst minimising workload and maximising impact.

Our recent Ofsted report indicated that the school could be judged outstanding and so we are expecting them back to confirm this view. The report states; "Pupils learn and achieve very well. Pupils across both sites are happy and safe at Barking Abbey School. Pupils are motivated to work hard and enjoy positive working relationships with staff. Students new to the sixth form commented on how welcoming, inclusive and diverse the community is. Teachers feel listened to and well supported." (Ofsted, December 2022)

If you share our ethos and values and absolutely believe in the potential of all young people then we can offer you the chance to make a difference and change our community for the better, and look forward to receiving your application form and welcoming you to our school.



Tony Roe  
Headteacher

# The Recruitment Process

We are proud of our school, the staff and students and in normal times we would warmly welcome prospective applicants to visit us prior to application to learn more about the role and view the School in action.

All interested applicants must complete the online application form on the TES website.

The interview process will be organised to provide a range of assessment tasks and opportunities for candidates to find out more about the school and demonstrate their ability to fulfil the role.

## Key Dates

**Closing Date for Applications** Monday 18th March 2024

**Interviews week commencing** Monday 25th March 2024

Please note all dates are subject to change.

We warmly welcome visits to the school. To arrange this please email: [jobs@barkingabbeysschool.co.uk](mailto:jobs@barkingabbeysschool.co.uk)



# Advertisement

## Acting Head of Business (Maternity Cover)

**Commencing:** As soon as possible/September 2024

**Salary Scale:** MPS/UPS TLR 2C

An exciting opportunity has arisen for a motivated and ambitious Head of Business (Maternity Cover) at Barking Abbey School. We are keen to find the right candidate for our wonderful department, an individual with a passion for teaching and learning, excellent subject knowledge and pedagogy, and the determination to provide students with an enriched business curriculum. The ideal candidate will be a role model to our young people, with the ability to build positive, professional relationships, and with the desire to inspire a love for business.

The Business department is well established and very successful with excellent Key Stage 4 and 5 results. We have the highest uptake of GCSE option choices at in our Sixth Form. The department has a supportive and collaborative culture, which is motivating for students and staff alike.

Barking Abbey is a heavily over-subscribed dual campus secondary school in the London Borough of Barking and Dagenham, with a well-deserved reputation for academic excellence and a supportive professional environment.

The school is located less than 10 minutes walk from Upney tube and 15 minutes from Barking mainline station.

Barking Abbey celebrates its diversity, and we positively welcome applications from all sections of the community. If you are interested in making a difference in young people's lives whatever your background or history please apply.

In return we offer:

- A supportive and encouraging staff team
- The opportunity to access a wide range of CPD opportunities within and beyond school
- A school which understands the importance of staff well-being and workload management
- A positive ethos with excellent behaviour reinforced by highly visible SLT and centralised behaviour systems

"Pupils learn and achieve very well... Pupils across both sites are happy and safe at Barking Abbey School... Pupils are motivated to work hard and enjoy positive working relationships with staff... Students new to the Sixth Form commented on how welcoming, inclusive and diverse the community is... Leaders prioritise aspiration and ambition." (Ofsted, December 2022)

Please click here to find out more information about what it is like to work at Barking Abbey:

<https://www.barkingabbeyschool.co.uk/home/join-us/staff-vacancies/>

To find out more about how teachers can secure rented accommodation at a discounted rate of 20% please contact: [info@bdsip.co.uk](mailto:info@bdsip.co.uk)

Barking Abbey is committed to safeguarding and promoting the welfare of children and is an Equal Opportunities Employer.

This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including Disclosure check, will be undertaken on all successful applicants.

Online searches may be conducted for all shortlisted candidates and will be conducted for all successful candidates as part of our due diligence checks.



# Job Description

Job Title	Acting Head of Business (Maternity Cover)
Allowance	TLR 2C
Department	Business
Location	Sandringham Road and Longbridge Road
Line Manager	Assistant Headteacher for Sixth Form
Line Management of	5 members of the department
Responsible for	The provision of a full learning experience and support for students
Liaising with	Head/Leadership Team, teachers and support staff, LA representatives, external agencies and parents
Working Time	Full time as specified within the STPCD

## MAIN DUTIES AND RESPONSIBILITIES

- To teach Business throughout the school at all levels (GCSE, BTEC Level 3 and A Level).
- To be responsible for monitoring, reviewing and evaluating the work of members of staff in the department and setting appropriate targets.
- To implement and oversee the production, review and development of schemes of work for Business within the department, in liaison with members of the Pedagogy Team.
- To provide clear leadership based on awareness and understanding of current subject developments at KS4 and post-16 curriculum to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all students.
- To lead the Business department to deliver high standards of teaching and professional practice.
- To be accountable for high standards of learning, student progress, improved attainment and support and challenge for students.
- To manage and monitor all examination groups.
- To contribute towards researching and developing new teaching resources in liaison with members of the department.
- To be responsible for the proper use, care and maintenance of departmental equipment and resources.
- To be responsible in liaison with other members of the department for the implementation of the school's Health and Safety and Security policy.
- To be responsible for monitoring, reviewing and evaluating the progress of students and setting appropriate targets.
- To ensure Whole School Priorities as set in the SDP are embedded into departmental practice.
- Other duties as reasonably directed by the Head Teacher.
- All duties and responsibilities as detailed in the School Teacher's Pay and Conditions of Employment document.

## POST PURPOSE

- Under the reasonable direction of the Head Teacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students as a teacher.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and



academic growth.

### **TEACHING AND LEARNING**

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/ learning experience of students.
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To plan, prepare and deliver outstanding lessons to provide students with the opportunity to achieve their potential.
- To ensure that lessons are engaging and stimulating taking into account individual educational needs of the students across the department.
- To oversee the development and production of high quality teaching and learning plans and schemes of work.
- To manage, develop and share resources to enhance teaching of Business and Economics.
- To monitor the progress and achievement of the students following the course and identify the appropriate intervention strategies for underachieving students.
- To keep records of students' progress and achievement and ensure appropriate targets are set across the department.
- To ensure all teachers in the department set relevant homework and mark it providing the students with a meaningful feedback.
- To implement and evaluate the departmental assessment policy to ensure that marking and assessment impact positively on students' achievement and are rated as outstanding in all key stages.
- To deliver high quality extra-curricular activities.

### **OPERATIONAL/STRATEGIC PLANNING**

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department.
- To contribute to the Curriculum Area and department's development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole school's planning activities.
- To develop, in consultation with the senior line manager and members of the department, a broad and balanced range of relevant courses / modules which stimulate students' interest and engagement in learning, and are appropriate to the needs of all students at the school.
- To lead / oversee curriculum development, including the development of appropriate syllabuses, resources, schemes of work to school format, teaching, assessment and marking policies which support the school's implementation of all current statutory requirements.
- To respond actively to national, regional and local developments and initiatives, including content, teaching practice and methodology.

- To liaise with the Exam Officer to maintain accreditation with the relevant examination and validating bodies.
- To ensure the accuracy of exam entries and data.
- To encourage collaborative projects in conjunction with other departments within and beyond the learning area, and outside the school's formal timetable involving where appropriate, other staff and other schools, including feeder primaries.
- To encourage, facilitate and participate in the development of ICT within the department.
- To attend appropriate INSET, to co-ordinate departmental INSET, to contribute to whole school CPD programme with a view to developing and disseminating good practice.
- To play an active role as a middle leader in whole school development.
- To ensure that the work of the department promotes a positive ethos and encourages social and moral responsibility through adherence to the school mission statement and aims.
- Manage the departmental stock, teaching resources and finances efficiently in order to achieve the aims of the school and the department.
- Draw and implement the Department Development Plan and prepare a departmental SEF.
- To analyse and interpret relevant national, local and school data and inspection evidence to inform policies, practice and expectations and teaching methods.

### **CURRICULUM PROVISION**

- To assist the Head of Department, the Deputy Head Teaching and Learning, to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.

### **CURRICULUM DEVELOPMENT**

- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's Mission and Strategic Objectives.

### **STAFFING**

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.
- To lead the department by example through modelling excellent professional practice.
- To promote teamwork and motivate staff to ensure effective working relations.
- To be responsible for the day-to-day management and deployment of staff and to be mindful of work/life balance.
- To oversee arrangement for classes when staff are absent, ensuring proper cover work is provided, and that the cover teacher is aware of work to be done.
- To be a team leader in performance management and the professional development of staff.
- To oversee the induction and monitoring of new staff in the department, and to ensure that newly-qualified and beginning teachers are appropriately monitored and supported.
- Effectively line manage members of the department with responsibility allowances.
- With the Leadership team, plan for the staffing needs of the department, and to participate in the recruitment and selection of staff.

### **QUALITY ASSURANCE**

- To help to implement school quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.

- To review from time to time methods of teaching and programmes of work.
- To take part, as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

### **MANAGEMENT INFORMATION**

- To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

### **COMMUNICATIONS & LIAISON**

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.
- To take part in liaison activities such as parents' evenings, review days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

### **MANAGEMENT OF RESOURCES**

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.

### **PASTORAL SYSTEM**

- To be an Academic Mentor to an assigned group of students.
- To promote the general progress and well-being of individual students.
- To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of action plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- To apply the Behaviour Management systems so that effective learning can take place.

### **HEALTH AND WELL-BEING**

- To ensure staff know the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people.
- To ensure staff know the local arrangements concerning the safeguarding of children and young people and know how to identify potential child abuse or neglect and follow safeguarding procedures.
- To ensure staff know how to identify and support children and young people whose progress, development or well-being is affected by changes or difficulties in their personal circumstances, and when to refer them to colleagues for specialist support.

### **SCHOOL ETHOS**

- To play a full part in the life of the school community, to support its distinctive ethos and vision, 'Ours' is a school where everyone gives and expects the best and everyone can say, "I belong" and to encourage and ensure staff and students to follow this example.
- Promote actively the school's corporate policies.

- Comply with the school’s health and safety and safe-guarding policies and undertake risk assessments as appropriate.

Whilst every effort has been made to explain the main duties and responsibility of the post, each individual task undertaken may not be identified.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Head Teacher within the grading level of the post and the competence of the post holder.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

<b>Employees Signature</b>		<b>Date</b>	
<b>Head Teacher Signature</b>		<b>Date</b>	



## Person Specification

	Criteria	Essential	Desirable	Assessment Method		
				Application A Interview I Task / LO T		
				A	I	T
<b>Knowledge &amp; Skills</b>	Good teaching experience.	√		√	√	√
	Excellent subject knowledge.	√		√	√	√
	Good classroom management skills and rapport with pupils.	√			√	√
	Good leadership and motivational skills.	√			√	
	A strong, dynamic character.		√		√	
	Good communication, inter-personal skills and organisational skills.	√		√	√	
	Demonstrate the ability to enthuse and encourage others.	√			√	√
	Understanding of examination process.	√		√	√	
<b>Qualifications</b>	A good standard of general education.	√		√		
	Good Honours Degree.	√		√		
	A recognised teaching qualification, such as a PGCE.	√		√		
	Further professional study.		√	√		
	A Business-related degree.	√		√		
<b>Experience</b>	Have high personal and professional standards and well-developed pastoral skills and instincts.	√			√	√
	Demonstrate the ability to enthuse and encourage others.	√			√	√
	Leadership experience based at KS3, KS4 and post-16 curriculum.	√		√	√	√
	Experience of monitoring, reviewing and evaluating the progress of students and setting appropriate targets.	√		√	√	
<b>Attitude &amp; Personal Qualities</b>	Flexible, motivated, able to work unsupervised and an ability to deal with unpredictable situations.	√		√	√	
	Commitment to delivering whole school ethos and whole school priorities.	√			√	
	Tact, discretion and listens whilst maintaining confidentiality.	√		√	√	
	Willingness to take part in the wider life of the School.	√		√	√	
	Commitment to safeguarding and promoting the welfare of children and young people.	√		√	√	
	Motivation to work with children and young people.	√		√	√	
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	√			√	√
	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	√			√	√
	Honesty and Integrity.	√		√	√	
	Ability to demonstrate an awareness of equality and diversity and to promote these through working practices.	√		√	√	
	Ability to work flexibly and outside of normal school hours.	√			√	
Current driving license and car for travel and transport between The Upper and Lower School.		√		√		

## Our Ethos and Values

# **B**RAVERY **E**XCELLENCE **S**ELF-DISCIPLINE **T**EAM-BA

The Barking Abbey way is to give and expect the **BEST**.

We asked pupils to select three words that describe Barking Abbey to them. The most popular responses became the core values of our school.

**BELONG**  
BARKING

**ASPIRE**  
ABBEY

**SUCCEED**  
SCHOOL

Our vision is to provide a happy, caring and stimulating environment where all students will recognise and be given opportunities to maximise their potential – academically, spiritually and socially - and ensure that they are well equipped to meet the challenges of education, work and life.

Barking Abbey aspires to:

- Develop confident, articulate, assertive young people.
- Foster well-rounded, empowered, resilient, independent young people.
- Nurture young people who will go out and change the world for the better.
- Enhance opportunities through creating an inspirational learning environment where all students aspire to achieve their potential - ensuring that no student is left behind.
- Raise aspirations – giving students the necessary tools to explore and be who they want to be.
- Encourage individuals to be adaptable, aspirational and unafraid to question and evaluate.
- Engender a sense of belonging, and of pride in the school, themselves and their wider community.

Barking Abbey is a heavily over-subscribed split site secondary school in the London Borough of Barking and Dagenham, and has a well-deserved reputation for its friendly and supportive atmosphere and its excellent academic achievements. With a large KS5 provision and an Additional Resourced Provision (ARP) on both of our campuses, the school provides a varied role for the right individual.



Sandringham Campus  
 Sandringham Road  
 Barking  
 Essex  
 IG11 9AG

Longbridge Campus  
 Longbridge Road  
 Barking  
 Essex  
 IG11 8UF

[www.barkingabbeysschool.co.uk](http://www.barkingabbeysschool.co.uk)

