



Exmouth  
Community  
College  
Academy Trust

Job Pack

# Business Studies Coordinator

Permanent

MPS/UPR + TLR 2B (£5,352 per annum)

**Closing Date:** Monday 4 March 2024 at 10.00am

**Interview Date:** Monday 11 March 2024

# Letter from the Headteacher

Dear Applicant

Thank you for your interest in Exmouth Community College. We have an exciting opportunity for a committed and passionate colleague to join our community of highly motivated staff, enthusiastic students, supportive parents and knowledgeable Governing Board. Having only recently arrived at ECC myself (having been a Headteacher at another large Secondary near Bristol for five years) I have been blown away by the warmth of the welcome that I've had here and I can assure you of the same.



You will be joining the College at a really exciting time, just as we come to the end of a major upgrade of our site and facilities. This includes the 'showpiece' £13 million Elizabeth Lee building, a new Maths block, a new student canteen, other significant refurbishment and the creation of a vast green open area for our students. This will allow us to provide an exciting and very broad educational experience for the next generation of ECC students in inspiring, state of the art facilities.

We are also in the process of looking to join a Multi-Academy Trust. Having spent a great deal of time reviewing our position, we believe that joining a Multi Academy Trust will continue to improve the experience that we provide for our students and the professional opportunities that this will bring our staff.

We have a broad view of education. We actively focus on the quality of our curriculum and in ensuring that our students leave ECC with the very best outcomes that they can from a wide range of subjects. But much more than this, we want to prepare our students for all the opportunities and challenges that life will throw at them. Exposing them to a wide range of experiences and opportunities beyond the classroom will prepare them for the world of work and build the character they need to lead happy, successful and fulfilled lives.

We put the development of staff at the centre of our philosophy, including a unique Assistant Headteacher role with responsibility for our staff and their development. We take it really seriously, and very much subscribe to Richard Branson's mantra to develop our staff well enough so they can leave but treat them well enough so they don't want to.

There is a really strong sense of community at ECC. Through us all working together as staff, families and governors, and pulling together as one community, we will continue the work to build a College that caters brilliantly for its community and prepares our young people for their future.

So if you are looking for a school that is focussed on ensuring consistently great learning experiences for our young people, both in and out of the classroom, investing in your well-being and professional development, and where your passion and ideas will be welcomed enthusiastically, we would love to hear from you.

I hope that you find the information in this pack to be both interesting and informative. I would also urge you to explore our website to get a deeper understanding of what we are all about. Whilst we are in the process of finalising our new 'School Vision, it will, I hope, give you a sense of why we are so proud of our students and community.

I recognise that much time and thought goes into preparing an application, which I thank you for in advance. In turn, we will give your application serious consideration.

If you require any further information regarding the post or the application process, please do not hesitate to contact us.

With warm wishes

A handwritten signature in blue ink, appearing to read 'Tom Inman'. The signature is fluid and cursive, with a long horizontal stroke at the end.

Tom Inman  
Headteacher

# Introduction to the Business Studies Department

## Staffing

The Business Studies Department is made up of a full-time Coordinator and two part-time teachers, who are both members of SLT and experienced Business teachers. KS4 and KS5 lessons are shared across the department with all staff teaching A Level Business.

## Accommodation and Resources

There is a dedicated Business Studies classroom, fully resourced with a suite of computers. Over the past year or so the department has moved to the use of booklets for GCSE and A level Business, and this has proved to be very popular with students.

Recruitment for the Business Studies option is very good with numbers above 190 students at Key Stage 4 and 55 students in Post-16.

In addition to the curriculum activities, the department has been very successful in delivering and supporting students develop their business and enterprise skills over recent years. The department takes an active role in promoting Enterprise Education and developing links within the local business community. The department has taken the lead on a number of Enterprise projects within the College and the wider Exmouth learning community.

## Curriculum

The Business Studies Department is a successful department offering Edexcel GCSE Business and OCR Cambridge Nationals in Enterprise and Marketing. Post 16 students follow the Edexcel A Level Business course. In 2023 A level results were above national averages with 79% of grades at A\*-C and over 50% of grades at A\*-B. After a successful 2022 set of grades, KS4 results took a small dip in 2023 but 2024 predictions look far more positive

## Extra-Curricular

The department like to do many trips that bring the curriculum to life. There is an annual trip to Thorpe Park for the year 10's and we have also visited Cadbury World. The Post-16 students attend Tutor2U revision events at Cribbs Causeway in Bristol.

## General

Business Studies is a very popular and expanding subject at the College; numbers have grown every year since 2019. We are a popular choice amongst students and aim to remain so. It is important that students are given the chance to explore Business Studies and not to be taught in a "chalk and talk" fashion. We are supportive of students and each other and our key aim is to ensure all students, whatever their circumstances, achieve and progress in a positive fashion.

# Job Description

<b>Title:</b>	Business Studies Coordinator
<b>Contract Type:</b>	Permanent
<b>Start Date:</b>	1 September 2024
<b>Salary:</b>	MPS/UPR + TLR 2B (£5,352 per annum)
<b>FTE:</b>	0.8000 – 1.0000 FTE (see below)
<b>Reporting to:</b>	Designated Senior Leadership Team Member
<b>Responsibility for:</b>	No line management responsibilities currently

## Introduction to the Post

Exmouth Community College is seeking an outstanding, inspirational and dynamic qualified teacher to take on the Business Studies Coordinator role. This offers a unique opportunity for an ambitious, creative and enthusiastic individual to coordinate the Business Studies Department within the context of the whole College vision.

We have flexibility to offer between 0.8 – 1.0 FTE. Please state your preferred FTE range within the Supporting Statement section of your application.

## Business Studies Coordinator Role

As defined in the School Teachers Conditions of Service Document and College policy documents, the post holder will undertake a sustained additional responsibility and co-ordinate the Business Studies staff, whilst supported by a designated member of the Senior Leadership Team.

### Purpose of the Post

- Co-ordinate Business Studies within the context of the whole College vision, in order to contribute to whole College improvement.
- Co-ordinate the Business Studies Department to develop in line with national expectations and explore new strategies so that Business Studies in the College can continue to improve.
- Provide professional leadership and co-ordinate a number of people, in order to secure high student achievement in the context of the College's overall aims and priorities.
- Promote high standards in Business Studies teaching in the College, in order to ensure that all students achieve their potential.
- Ensure there is consistency within the Business Studies team in the implementation of College policies and procedure, in order to ensure that the expectations of students are consistently high.
- Endorse positive attitudes to learning in Business Studies lessons and activities throughout the College.

### Key Responsibilities

- Monitor standards of teaching and student achievement across all Business Studies lessons and plan for improvement.

- Work with the designated member of the leadership team to undertake regular evaluation of the work of the department, in line with the College evaluation policy.
- Co-ordinate a clear direction for the Business Studies Department within the context of the College vision and goals, setting a subject development plan which involves all subject teachers.
- Actively engage all subject leaders in effective planning, development and delivery of the Business Studies curriculum in line with College aims.
- Conduct the performance management process, including annual appraisal meetings and reviews, identifying any training needs.
- Exercise professional skills and judgements in order to support and develop members of the Business Studies Department, providing regular feedback in a way which recognises good practice and supports progress against appraisal objectives, to lead and enhance the teaching practice of others.
- Act as a positive role model so that staff have a clear understanding of good professional conduct.
- Effective organisation of resources and allocation of staff.
- Co-ordinate the budget to ensure spending is in line with learning priorities and best value principles.
- Assist with the recruitment and induction of new members of the Business Studies Department.
- Hold regular Department meetings.
- Promote equal opportunities so that all learners achieve their potential.
- Ensure high standards of Health and Safety within the Department
- Any other duties commensurate to the post.

## **Classroom Teacher Role**

The post holder will adhere to the professional duties of a teacher as set out in the School Teachers' Pay and Conditions of Service document and College policies.

### **Key Responsibilities**

- Provide a nurturing classroom and school environment that helps students to develop as learners.
- Help to establish / maintain discipline and good order in the classroom and across the Business Studies Department.
- Contribute to the effective working of the Business Studies Department.
- Participate in departmental CPD and undertake professional development as identified.

### **Teaching and Learning**

- Plan and teach engaging and effective lessons that motivate, inspire and improve pupil attainment.
- Use regular assessments to monitor progress and set targets.
- Respond accordingly to the results of such monitoring.
- Ensure that all students make significant and continuing progress.
- Maintain accurate pupil data that can be used to make teaching more effective.
- Identify situations where the Senior Staff needs to be involved.
- Communicate enthusiasm of the subject, and the areas of learning related to it, to students.

### **Department Ethos**

- Have an infectious enthusiasm for the teaching of Business Studies.
- Ability to initiate curriculum innovation and develop resources.
- Engage with the College's Incremental Coaching programme.
- Interested and involved in the College's aim to service the needs of the whole community.

# Person Specification

Attributes	Essential	Desirable	How Identified
<b>Qualifications</b>			
Qualified to degree level in Business Studies or related subject specialism	✓		Application, Certificates.
Qualified teacher status	✓		
Ability to teach GCSE and A Level	✓		
<b>Teaching Experience</b>			
Successful experience of teaching Business Studies in a placement or a previous school	✓		Application, Interview, Assessment/ Observation, Reference.
Proven track record of raising attainment in a positive classroom environment	✓		
Ability to provide professional leadership and management	✓		
Experience of providing professional leadership and management		✓	
<b>Teaching Standards</b>			
Set high expectations which inspire, motivate and challenge students	✓		Application, Interview, Assessment/ Observation, Reference.
Promote good progress and outcomes by students	✓		
Demonstrate good subject and curriculum knowledge	✓		
Plan and teach well-structured lessons	✓		
Adapt teaching to respond to the strengths and needs of all students	✓		
Make accurate and productive use of assessment	✓		
Manage behaviour effectively to ensure a good and safe environment	✓		
Fulfil wider professional responsibilities	✓		
<b>Personal Qualities</b>			
Passion for Business Studies	✓		Application, Interview, Assessment/ Observation, Reference.
Enthusiastic and inspiring	✓		
Capacity to adopt a variety of leadership and management styles	✓		
Ability to command respect	✓		
Capacity to analyse student progress data and identify areas for development	✓		
Awareness and understanding of data protection and confidentiality	✓		
Facility to work with groups of students to raise expectations and achievement	✓		
Creative and dynamic approach to problem solving and turning ideas and opportunities into successful practice	✓		
Ability to work actively, productively and flexibly as part of a team	✓		
Adaptable, flexible and creative	✓		
Excellent written and oral communication skills	✓		
Confident user of ICT	✓		
Ability to take responsibility and show initiative	✓		

## Additional Criteria

We have an expectation that all staff employed at Exmouth Community College will:

- Commit to the safeguarding and welfare of all students
- Understand and recognise the principles of equality and diversity
- Commit to regular and on-going professional development and high standards
- Demonstrate and promote good practice in line with the ethos of the College

## Important Information

Please read the *Application and Recruitment Guidance Notes* available from the College website before completing your application.

We are committed to providing the best possible care and education to our pupils and safeguarding and promoting the welfare of children and young people, and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks. A satisfactory Enhanced DBS Disclosure (with Barred List check) will be required before the successful candidate can commence employment at Exmouth Community College.

Exmouth Community College will treat applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. As part of the recruitment process such information will only be considered in light of its relevance to the post for which you are applying. Failure to disclose previous criminal history could result in the withdrawal of an offer of employment. All information disclosed will be treated in the strictest confidence.

All shortlisted candidates will be required to declare information on any convictions, cautions, reprimands or final warnings, which would not be filtered in line with current guidance (see: [DBS filtering guide - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/db filtering guide)). Therefore, if your application is shortlisted, and if you have received a conviction or caution which would not be filtered in line with current guidance, you must provide details on the Self Declaration form which will be provided to you.

This post involves engaging in regulated activity relevant to children. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

## To Apply

Please complete the Teaching application form available from the College website. Your completed application form should be submitted before 10am on the closing date.

Early applications are encouraged. Exmouth Community College reserves the right to interview and appoint prior to the closing date of the advertisement, should the College be able to identify an appropriate candidate.

Email to: [recruitment@exmouthcollege.devon.sch.uk](mailto:recruitment@exmouthcollege.devon.sch.uk)

Or post to: Human Resources, Exmouth Community College, Gipsy Lane, Exmouth, Devon, EX8 3AF

## Questions?

For further information about this post please contact Amanda Day:

Email: [amanda.day@exmouthcollege.devon.sch.uk](mailto:amanda.day@exmouthcollege.devon.sch.uk)

Phone: 01395 255687