

Dear candidate

Thank you for your interest in the Head of Business Studies role at Downend School. This is an exciting opportunity for you to join the Business team and to be part of the exciting and vibrant wider Downend community, where every member of teaching and support staff play their part. We know just how important a decision this is for you as well as us and we hope this pack and the selection process enables us both to make the right decision.

Downend School is a mixed comprehensive school, located in Downend, South Gloucestershire, which serves years 7 to 13. The school is oversubscribed and has been for a number of years. It is a popular choice for local parents, who choose us as their first choice. Our school population currently totals around 1450 students. Standard year group sizes are 240, although due to popularity we currently have 270 in some year groups, with approximately 180 students in our Sixth Form. The Sixth Form is located in a separate building, within the same site, although Sixth Form lessons also take place within the main school buildings.

Our school is part of the Castle School Education Trust, a group of like-minded schools whose shared ambition is to provide A Great Education for Every Child. Whilst Downend retains its own unique identity and ethos, being part of a family of schools brings additional support as well as opportunities to share expertise, provision and costs across our schools.

By all the official ways we measure school success Downend is a successful and stable school. We are an Ofsted 'Good' school and have been for over 10 years and our [most recent report](#) from October 2024 is a lovely reflection of the quality of the education we provide. We are also very proud of our results at Key Stage 4 and 5, which can be found [here](#) and show that our young people achieve highly from a variety of different starting points.

Ofsted and examination results are important ways of measuring success but it may be that, like me, you feel that there are other measurements too. We feel strongly at Downend that education is also about character; about behaviour; about developing attributes and about values. As a community we place a huge amount of importance on supporting our students to become young people of substance with the knowledge and skills to understand and improve the world around them, and the moral substance to do the right thing. In order to do this we use our [PRIDE values](#) to ensure our young people **participate**, are **respectful**, embrace their own and others' **identities**, show **determination** and strive for **excellence** and these run through all we do, from [curriculum](#) content through to our [pastoral care system](#).

Downend School prides itself on being an inclusive, happy school for students and staff. We are committed to actively engaging with issues of inequality in all its forms in order to shape our school ethos and culture and ensure all of our students go out into the world and thrive in a multi-cultural and progressive society. We would encourage you to look at our [website](#) in order to understand more about the journey we are on.

With best wishes

Linda Ferris

Job Title: Head of Business

FTE: 1 FTE

Contract type: Permanent

Join us in Providing a Great Education for Every Child

Downend School is looking for a full-time, permanent Head of Business to join us from September 2025.

About us

At Downend School we provide a safe, supportive and challenging learning environment that aims to inspire and empower young people to grasp opportunity; to reach their potential and excel; to develop responsibility and integrity and to respect themselves and others.

We have a strong ethos based on our core PRIDE values of participation, respect, identity, determination and excellence. We set standards high and aim to nurture young people who are well equipped to become active and positive members of the school community and to develop the knowledge and skills necessary to succeed in a time of rapid change.

Our curriculum is ambitious and well taught, using [The Downend Lesson](#) to ensure a consistent approach to classroom practice and a shared language for learning. Our classrooms are orderly and disciplined but also vibrant and exciting learning spaces where an intellectual curiosity and a life-long love of learning can be fostered.

We are also proud of the care and support we offer our students. We strongly believe in the value of creating a friendly and caring school community where youngsters feel a sense of belonging and feel valued and respected. Happy and motivated students will flourish and become successful young people. Above all, Downend is a happy school.

We can offer you:

- Confident, well-behaved students and calm and orderly classrooms, backed up with a centralised behaviour system.
- Dedicated, friendly colleagues at all levels of the school, who have a huge amount of expertise and a commitment to working in the best interests of our students.
- A clear curriculum vision and focus on evidence-based practice.
- A strong commitment to CPD and development of all staff, in order to ensure continuous improvement for individuals and the school.
- An inclusive ethos and commitment to diversity, equity and inclusion for staff, students and families.
- A commitment to the health and wellbeing of our staff
- An ECT programme described as “top quality support” leading to “ECTs feeling extremely well-supported at a range of levels” by our Appropriate Body evaluation.
- An excellent benefits package including up to 30% discount with Microsoft and Dell; discounted gym membership; cycle to work scheme and a dedicated counselling service

About the role

You will lead the development of all aspects of the Business Department, including the quality of **curriculum, teaching and learning** and **assessment**. You will line manage members of the Business Department and ensure the whole team is **empowered** to **improve** and **develop** their own

practice. You will have an up-to-date knowledge of **best practice** and **support** others in applying this in their classrooms. You will be responsible for the **monitoring** and **evaluation** of student **progress** and will also contribute to the wider school **values** and school improvement priorities.

You will be joining a department that aims to provide students with a varied and stimulating curriculum that encourages students to be inquisitive and independent thinkers. The Business department is currently composed of 3 teachers, who work collaboratively to ensure high standards of teaching and learning, subject knowledge and curriculum design. Outcomes in Business at KS4 and 5 are strong across all ability ranges. Business is an extremely popular choice at KS4, with well over 100 students choosing it each year as an option, for which we complete the Edexcel GCSE qualification. At KS5, Business continues to be a popular option, where we offer the Level 3 Cambridge Technical qualification. We currently have over 35 students studying the subject in Sixth Form.

About you

You will be an excellent teacher with high expectations of all students, including a commitment to the most vulnerable. You will have the subject knowledge, expertise and passion to teach Business to KS5 level.

You will be a team player, understanding that a common approach to certain aspects of school improvement are vital in driving up standards. You will be committed to your own and the school's drive for continuous improvement, whilst also understanding the school's friendly and inclusive ethos. You will therefore be personable and approachable and be able to quickly build effective relationships with students and colleagues in the School and across the Trust.

We do welcome applicants from outside of the UK, but in order to consider your application and a possible sponsorship, you must first apply for a role through our E-Teach Career Site and have been awarded qualified teacher status (QTS) by the Teacher Regulation Agency to teach in a school in England. We cannot consider your application without this.

In order to apply for this role please complete an application form by Monday 27th January. Please let us know if you require any adjustments as part of the process.

Please know that depending on the number of applications received we may decide to close the advert early. If you do not hear from us by a week after the closing date then please assume that you have not been shortlisted for an interview. We wish you all the best in your future and ask that you join our E-Teach Talent Pool so as to keep up to date with all of our latest current opportunities.

Safeguarding Statement

CSET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Successful candidates are subject to child protection screening appropriate to the post, which will include an enhanced Disclosure and Barring Service check for the children's workforce and a Children's Barred List check.

Equal Opportunities Statement

As a Disability Confident Employer, CSET is committed to equal opportunities and encourages applicants from all backgrounds and communities, as we recognise the importance and benefit this has for our pupils

Job Description and Person Specification

As well as the responsibilities set out below there may on occasion be reasonable requests for other duties not listed. These will always be within the scope of your role and capability.

Job Title	Head of Business	School	Downend School	Hours	FTE
Reports to	SLT Line Manager	Line Manages	Business Teachers	Grade	MPS-UPS + TLR 2
Qualifications: Honours degree, QTS with experience of teaching across at least two key stages					
Role Profile					
<p>As Head of Department, you will be responsible for ensuring that all students receive a well-planned and effectively delivered Business curriculum. You will support and challenge all students to achieve their full potential and achieve academic success in Business, through your own exceptional classroom practice and by supporting your team to develop their own classroom practice. You will be accountable for Business outcomes at KS4 and KS5. The postholder will be expected to act as a role model to all students, upholding the school values and promoting the safety and welfare of young people in accordance with CSET/School policies and procedures and any associated guidance.</p>					
Person Specification					
<p>You will be a dynamic teacher and effective leader, who has a clear passion for Business and a strong desire and commitment to share this with young people. You will have strong subject knowledge and be a skilled and reflective practitioner. You will be personable and see the value in working collaboratively with your peers across the department, school and Trust. You will be able to build effective relationships with peers and will be someone who your team can look to for support and guidance. You will be a strategic thinker who can manage the day to day but has the foresight about how to prepare the department in readiness for the future. You will inspire and motivate your team in order to be successful at creating an inclusive educational environment which secures school improvement. You will execute your duties in a professional manner, modelling and setting high standards in all areas of school life, and implementing school and Trust policies with consistency. You will have an up to date knowledge of safeguarding and child protection legislation and implement this in accordance with CSET wide and school policies.</p>					
Responsibilities					
<ul style="list-style-type: none"> • Be a champion for the department advocating its place in the curriculum and the benefits it provides students. • Ensure your lessons and your department's lessons are well planned and follow schemes of work, with regular and consistent assessments, which ensure students receive high quality feedback. • Encourage a culture of shared practice in the department and within the curriculum where resources are shared and practice is discussed • Communicate with parents on a range of issues and communicate appropriate information to teaching and support staff • Monitor the performance and functioning of the department. • Regularly review the specification taught, initiating and leading change as required, thereby ensuring students follow appropriately focussed schemes of work that not only meet legal requirements but also provide optimum challenge • Lead department meetings and attend middle leader meetings • Promote and maintain high expectations linked to our school values • Ensure that students achieve well relative to their prior attainment, making progress as good as or better than similar students nationally and in the school. 					

- Take an active part in the whole school and CSET CPD programme.
- Assume responsibility for a tutor group.
- Actively contribute to the school's extra curricular programmes and to help organise and accompany educational visits as appropriate.
- To implement the school behaviour management policy against the backdrop of the school values, promoting respectful and positive relationships within all members of the school community.
- Safeguard and promote the welfare of all students in the school.