

# Applicant Pack

To be read in conjunction with our 'Join our staff' brochure



Outstanding Achievement for All

# Job Advert



Eckington School is an 11-18 comprehensive secondary school in North-East Derbyshire with more than 1200 students on roll, including 150 in the school's Sixth Form. In April 2023, Eckington School joined Chorus Education Trust, also welcoming a new Headteacher.

Eckington School is part of Chorus Education Trust, and as such all appointees may be required to work at any Trust site in the future. You can view the school website at: [www.chorustrust.org](http://www.chorustrust.org)

## Head of Business

**Payscale: M1 to UPS3 + TLR2b**

**Permanent**

**To start: April 2024 or September 2024**

## About this vacancy

We are looking to appoint a Head of Business to make an inspiring contribution to driving further departmental and whole school improvement. This post will suit an existing Subject Leader or experienced TLR holder.

The successful applicant will be an excellent teacher. They will be innovative, dynamic and be committed to outstanding achievement for all students. They will have been successful in demonstrating leadership skills, with experience in embedding ideas, leading and working as part of a team. The position is ideal for candidates wishing to further develop their skills in management and leadership and is ideal preparation for further career progression.

Benefits include:

- CPD support from one of the largest Teaching Schools, the **Sheffield Teacher Training Alliance**, throughout your career.
- Opportunities to develop skills and experience as part of a growing, local Trust.

**Chorus Education Trust is proud to support flexible working arrangements.**

## To apply

The full application pack is available from [www.chorustrust.org/vacancies](http://www.chorustrust.org/vacancies) and completed Chorus Trust application forms are to be sent to Sharon Foster (HR Administrator) at: [SFoster@chorustrust.org](mailto:SFoster@chorustrust.org)

Please note that CVs and Sheffield City Council/Derbyshire County Council application forms will not be accepted.

Deadline for applications: **11.59pm on Sunday 26<sup>th</sup> November 2023**

Interviews to be held: **w/b 11<sup>th</sup> December 2023**

The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

At Chorus Trust we are committed to the Safeguarding of all our pupils, please visit our website to access our Safeguarding & Child Protection policy <https://www.chorustrust.org/policies>

## Job Description: summary

Post title:	<b>Head of Business</b>
Group:	M1 – UPS3 + TLR2b
Salary point range:	M1 – M6 & UPS1 – UPS3
Reporting to:	Designated Senior Leadership Team member & Head of School
Line Manager of post holder (if different):	
Post holder will work with:	All Teaching and Support staff within the School and across the Trust.
Holiday and sickness relief:	By and for other teaching colleagues.
Purpose of job:	<p>In addition to the requirements of a class teacher, the postholder will:</p> <ul style="list-style-type: none"> <li>a) Lead the Faculty effectively to ensure ‘Outstanding Achievement for All’ and that the highest standards of student personal development and well being are achieved.</li> <li>b) To analyse and be accountable for student progress/results of the Faculty area and to support, hold accountable, develop and lead the curriculum team.</li> <li>c) Be a role model of professionalism and good practice.</li> <li>d) Develop and enhance the teaching practice of others.</li> </ul>

	<p>e) Ensure the provision of an appropriately broad, balanced relevant and differentiated curriculum for students studying in the Faculty area.</p> <p>f) Lead, manage and deploy teaching/support staff, financial and physical resources within the Faculty area.</p> <p>g) Ensure the consistent application of Eckington and Chorus Policies and Procedures by all staff in the curriculum team.</p>
Version revised:	May 2023

## Job Description: duties

The post holder must at all times carry out his/her responsibilities within the spirit of the School and Trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

The job description should be read alongside the range of professional duties of teachers as set out the Teachers' Pay and Conditions Document. The post-holder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the Department for Education.

The specific duties and responsibilities include but are not limited to:

### Teaching

- Plan and teach lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Participate in arrangements for preparing pupils for external examinations.

### Lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum

- To provide strategic leadership for the development and management of the faculty.
- To identify areas for development and improvement linked to the school improvement plan and national and local initiatives.

- To develop and monitor schemes of work and ensure successful implementation which meets curriculum requirements.
- To have an overview of, and contribute to the planning and delivery of continuous professional development and training related to the teaching of the business curriculum.
- To develop strategies for the use of other staff to promote new teaching methods and improve learning throughout the school and monitor effectiveness in raising standards of teaching and learning.
- To monitor and evaluate pupil progress.

### **Impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils**

- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils.
- To identify clear, appropriate targets for attainment and/or achievement.
- To monitor and evaluate pupil progress and achievement against targets.
- To lead evaluation strategies to contribute to overall school self-evaluation.
- To undertake lesson observations and provide constructive feedback and support as appropriate.
- To implement school quality procedures and to ensure adherence across the school.

### **Leading, developing and enhancing the teaching practice of other staff**

- To ensure the establishment of common standards of practice and develop the effectiveness of teaching and learning styles.
- To plan and implement strategies to improve teaching where needs are identified.
- To provide induction, support and monitoring for new staff.
- To act as a role model of good practice for other teachers, modelling effective strategies with them.
- To act as a performance management team leader for identified teachers.
- To ensure all staff in school are familiar with the aims and objectives of the business curriculum across all Key Stages.

### **Specific duties relating to this post**

- To lead, support and co-ordinate the business team.
- Overall responsibility for the progress and attainment of all students in all aspects of the business curriculum.
- To co-ordinate the delivery of the Key stages Business Curriculum.

- Other duties that will be needed in time to enhance the Eckington provision within Chorus Education Trust.

### **Support for the Trust / School (applies to all roles)**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the Trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the Trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities: all staff are considered part of the overall Trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

### **Changes to these duties**

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

# Person Specification

**Job title: Teacher of Business**

<b>REQUIREMENTS</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment method</b> A = application I = interview R = reference
<b>Qualifications</b>			
A relevant degree together with Business PGCE or equivalent teaching qualification	✓		<b>A</b>
Evidence of commitment to CPD to support areas of the job role.	✓		<b>A/I / R</b>
Detailed knowledge and understanding of the current issues in Business education.	✓		<b>A / I</b>
<b>Experience</b>			
Successful record of teaching Business including very good exam results at one or more of KS4 and KS5	✓		<b>A / I / R</b>
Demonstrable evidence of raising and sustaining attainment through successful leadership.	✓		<b>A/I</b>
Use of student performance data to inform classroom teaching.	✓		<b>A/I / R</b>
Experience of one or more middle leadership positions within Business in a secondary setting.		✓	<b>A/I / R</b>
Record of success in effective and efficient team management.	✓		<b>A/I / R</b>
<b>Professional knowledge and understanding</b>			
An enthusiasm for innovation and developing teaching and learning.	✓		<b>A / I / R</b>
An excellent understanding of engagement and how to motivate students.	✓		<b>A / I</b>
A sound understanding of modern pedagogy methods within the field of teaching Business.	✓		<b>A / I</b>

Detailed knowledge of current developments in education including the use of the Pupil Premium.		✓	A / I
Knowledge and experience of intervention strategies.		✓	A / I
<b>Professional skills</b>			
A high commitment to learning and achievement.	✓		A / I
Ability and confidence to coach and mentor staff and tackle underperformance.	✓		A / I / R
Excellent interpersonal, planning and organisational skills.	✓		A / I / R
The ability to collaborate with other staff.	✓		A / I / R
Commitment to safeguarding and promoting the safety and welfare of young people.	✓		A / I / R
Ability to inspire confidence in and establish excellent relationships with pupils, teachers and parents.	✓		A / I / R