

# BURNHAM GRAMMAR SCHOOL



**Head of Business/Economics**

**JOB APPLICATION PACK**



**Embracing Challenge**



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This application pack includes:

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## How to apply:

Please download an application form from our website and send your completed form to:

Mrs Anjna Pankhania

Burnham Grammar School

Hogfair Lane

Burnham

Buckinghamshire

SL1 7HG

Or email to [vacancies@burnhamgrammar.org.uk](mailto:vacancies@burnhamgrammar.org.uk)

<http://www.burnhamgrammar.org.uk/231/vacancies>

**Please note we do not accept CVs**

**Closing Date: 3pm on Friday 5th March 2021**

**Interview Date: Candidates may be interviewed prior to the closing date**

**It is the normal practice for references to be obtained before any formal interview.**

***Burnham Grammar School as part of the Beeches Learning Development Trust is committed to safeguarding and promoting the welfare of its students and staff and expects all staff and volunteers to share this commitment. Successful candidates will be required to undertake an enhanced Disclosure and Barring Service (DBS) check***

**We encourage applications from the right candidates regardless of age, disability, gender identity, sexual orientation, religion, belief or race**

Thank you for the interest you have shown in this vacancy

# HEADTEACHER'S LETTER

Dear Applicant

Thank you for your interest in applying for this role at Burnham Grammar School. I do hope that the information attached encourages and inspires you to make a formal application for the post.

In June 2017 Burnham Grammar School created a multi-academy trust called the Beeches Learning and Development Trust in which it is the lead school and currently comprises Burnham Grammar school and Dorney School, a primary which is sponsored by the trust. In the same year we retained our Investors in People Gold award for the fantastic support and development opportunities that we offer to all staff.

Members of staff, students and parents at Burnham Grammar School believe that this is a truly unique school. Our students are bright and eager to do well. They are hardworking, but also full of personality and a real joy to teach, reflecting the diversity of their backgrounds and cultures. They contribute fully to school life, are proud of the part that they play and continue to surprise me on a daily basis with their acts of kindness and their generosity of spirit. We frequently receive comments from the local community about the fantastic contribution that our students make and visitors to our school are always quick to compliment us on our caring and inclusive ethos. We have continued to build upon this community atmosphere, which was noted by Ofsted in March 2017:

**“The learning atmosphere is very positive and pupils are confident, self-motivated, keen to learn and not afraid to make mistakes. They exemplify the school’s motto of ‘Embracing Challenge’ ”**

The staff is a uniquely close-knit, supportive and considerate team and the caring ethos makes this a rewarding place to work and develop. I was pleased that Ofsted recognised that “The headteacher’s commitment to involving staff at all levels in the school’s development is nurturing a loyal and dedicated staff.” Staff opinion and involvement is highly valued and if appointed you will find that you are fully supported in successfully fulfilling your role and gain experience to help career progression through personalised and targeted professional development. The involvement of the staff in the running of the school and in the development of key policies, and also our efforts to support a work-life balance, have most recently been reflected in us retaining the prestigious Investors in People Gold Award. We hope that the successful candidate will play an active part in the further development of both learning and teaching and other aspects of school life.

You will see from our last Ofsted inspection of February 2017 that we were judged at the time to be a Good school ([Ofsted Inspection February 2017](#)). Whilst our community was pleased that Ofsted recognised the improvements that we had made in all areas in the previous five years, they were also unanimously resolute in continuing on the journey of improvement. Since this time the standard of teaching and learning has improved even further as judged by Development Walks and formal observations. Through our tailored CPD programmes we support many teachers on the difficult transition from good to consistent and sustainable outstanding practice. This has increased the quality of learning, which is also reflected in our significantly positive progress measures at both GCSE and A level in 2018 & 2019. We are now entering an exciting stage in the school’s development with a unwavering determination to be rightfully recognised as an Outstanding school and a national beacon of best practice that provides inspirational learning experiences to every student day in day out, both inside and outside of the classroom.

In addition, we have embarked on a £30million complete rebuilding programme through a combination of Conditions Improvement Fund and Priority Schools Building Programme 2 grants which will transform facilities when we move into the new school in September 2021. This will provide both staff and students with world class facilities to inspire and support their learning



# HEADTEACHER'S LETTER

Not every candidate will be suited to the ethos of the Burnham Grammar learning community or able to fully contribute to our journey to be recognized as an exceptional school leading the development of practice nationally. Candidates for this post will already be outstanding practitioners or possess the qualities and desire to become outstanding. We are able to offer personally tailored CPD and development that is nationally recognised as exceptional and was highlighted in the [Investors in People Gold](#) award report of November 2017.

We are, of course, proud of our examination results but students' education at Burnham Grammar goes far beyond the academic. The exceptional and diverse range of extra-curricular opportunities and activities inspires and develops students' characters and resilience and exposes them to a range of unique experiences and challenges. We are passionate about the wider development of each individual student to ensure that they positively contribute to their communities now and in the future. This outstanding practice is reflected in us achieving a number of national awards such as the Gold Kitemark for Sport, the International School Award and winning the Stonewall School Award.

We welcome applications from the right candidates regardless of age, disability, gender identity, sexual orientation, religion, belief or race and want members of staff who have interests and expertise that goes beyond the classroom and physical boundaries of the school, and encourage them to add to our students' experiences. As a very diverse school we would also want our staff to reflect this diversity.

Quite simply Burnham Grammar School is an idyllic learning community where the relationships and teamwork between staff and students are exceptional, fostered with care and a key strength of the school. We provide the support and reassurance for our students to develop the resilience and mindset to strive to be their very best. Our school aims are summarised by the overarching motto of:

## “Embracing Challenge”

Our students are constantly challenged and supported to learn from their mistakes to ensure that they fulfil their potential at each key stage and have the confidence and resilience to aspire to and achieve their dreams.

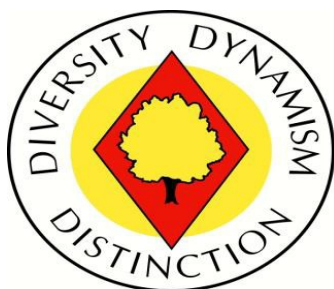
I do hope that you will decide to make an application to join us and that we will have the opportunity to welcome you to our learning community and meet you in person.

Yours sincerely



Dr A Gillespie  
Headteacher

# JOB ADVERT



Embracing Challenge

## Burnham Grammar School

"Pupils are confident and proud of their school and are keen and resilient learners." (Ofsted March 2017)

### Head of Business/Economics

**MPS/UPR + London Fringe TLR2b (£4,785 pa)**

**Permanent, Full Time**

**We are looking for a committed and enthusiastic teacher to lead this very successful department**

**Required for  
September 2021**

**11-18 Mixed Grammar School  
NOR 1075  
(6<sup>th</sup> Form 290)**

**"The learning atmosphere is very positive and pupils are confident, self-motivated, keen to learn and not afraid to make mistakes. They exemplify the school's motto of 'embracing challenge' " (Ofsted March 2017)**

**Lead school in small MAT**

**2020 A Level:  
92% A\*-C grades  
75% A\*-B grades**

**2020 GCSE:  
98% Grade 5-9  
70% Grade 7-9**

**2 out of 3 students achieved 5 or more 9-7 grades at GCSE over the last 3 years**

**We are offering you:**

- Enthusiastic, motivated and intelligent students
- An outstanding culture & ethos where students & staff enjoy & achieve
- A socially and culturally diverse school community
- An enthusiastic, supportive and friendly department
- National finalists in the Young Enterprise award 2020
- Gold IIP Award & IIP Champion reflects personalised and nationally recognised CPD

**We want from you:**

- Excellent interpersonal and team building skills
- To be a passionate practitioner of Business and Economics
- The ability to engage and inspire our students
- Commitment to developing the highest standards of Learning and Teaching
- Innovative and dynamic leadership
- The ability to teach A level Business and Economics
- A track record of securing outstanding student progress

**"The personal and social aspect of the curriculum is particularly strong and helps pupils to stay safe, prepare for examinations and to become responsible citizens of the future" (Ofsted March 2017)**

**Closing date for applications: 3pm on Friday 5th March 2021**

Please download an application form from our website or telephone the school for more information: 01628 604812. Applications should be sent to Mrs A Pankhania by email or post. Please note we do not accept CVs.

E-mail: [vacancies@burnhamgrammar.org.uk](mailto:vacancies@burnhamgrammar.org.uk)

Website: [www.burnhamgrammar.org.uk](http://www.burnhamgrammar.org.uk)

# JOB DESCRIPTION

The following job specification is for Head of Department. TLR1. The same specification applies to TLR2, except four or fewer people are in the team being led.

## **Generic Job Description for Head of Department TLR1, having the line management responsibility for a significant number of people**

### **A. Name**

### **B. Job Title** - Head of Business Studies/Economics Department

**C. Job Purpose** - To lead, develop, support & hold accountable a team of more than four people focusing on a discrete curricular area (department) to ensure high standards of teaching & learning and the development of staff & students.

**D. Accountable** - To the governors and senior leadership of the school for the effective discharge of all duties.

For the effective teaching learning and support of the school's students in the department.

For enabling the staff of the department to identify and address their continuing professional development needs, providing opportunities for cascading new learning to other colleagues, as appropriate.

For evaluating all factors in the department contributing to student achievement and intervening appropriately to promote success.

For line managing the second in department or, where relevant, teacher in charge of subject.

### **E. Responsibilities**

#### **1. School improvement and school self-evaluation**

Lead the department in relevant school improvement and school self-evaluation activities, with specific attention to the service to students in the department.

Lead departmental preparation for inspections by OFSTED and other accredited bodies.

Contribute to whole school developments as appropriate, in consultation with the senior leadership team and, where appropriate, to have a whole school responsibility as directed by the Headteacher.

Fulfil any whole school responsibilities or projects allocated to them by the Headteacher.

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# JOB DESCRIPTION

## **2. Co-operate with internal Departmental Reviews for their department and to assist in the reviews of other departments as directed.**

Lead and manage the creation of a three-year Departmental Strategic Plan and Vision and a one-year Departmental Development Plan. Review and evaluate these plans with the line manager as directed in the line management schedule.

Monitor and quality assure department members' report writing and assessments and monitor and quality assure staff planners to ensure agreed schemes of work are followed.

Complete monthly line management proformas, leading to the production of a Departmental Evaluation Form (DEF), which includes the one-year Departmental Development Plan & Departmental Vision

## **3. Teaching and learning and student development**

**Ensure that departmental teaching and learning practices and schemes of work (SOW) clearly reflect the principles and guidance in the Learning and Teaching policy and meet identified whole school requirements for SOW.**

Stay abreast of recent subject developments and plan, enact and evaluate, at least annually, all courses, appropriate syllabuses, materials, schemes of work and revision programmes.

Ensure that the department's SOW and lesson resources have clearly identified aims and objectives and success criteria which are shared with the students.

Ensure that the department's curricular provision includes citizenship, cross-curricular themes and spiritual, moral, social and cultural dimensions.

Lead the provision of varied methods of teaching and learning, appropriate to the abilities and aspirations of the students and which enable them to take maximum responsibility for their own learning.

Ensure that the SOW are used as working documents to share resources and decrease workloads.

## **4. Student assessment, reporting and support**

**Monitor the assessment of work by teachers within the department at least twice annually to ensure that it, and the work sampling process itself, follows departmental and whole school policies and offer guidance to teachers on improvement where necessary.**

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# JOB DESCRIPTION

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Meet the published data standards to analyse student performance and value-added data in the subject.

Ensure that all members of their department are abiding by the whole school Feedback Policy and the Marking Code as well as any additional departmental feedback requirements.

Use SIMs behaviour to monitor behaviour across the department and identify students, classes or teachers that require additional support and liaise with the HOH as appropriate. Ensure that appropriate support and direction is given to them, monitored, evaluated, altered where necessary and communicated to the HOH

Explore trends in achievement and progress according to age, gender, ethnicity, socio-economic background, ability and any other groups of learners including targeted under performing groups and Pupil Premium students.

Take responsibility for the allocation of students to particular classes in the subject, in consultation with the curriculum manager and according to school policy and practice.

Ensure the effective and efficient provision of a programme of formative and summative student assessment, consistent with the whole-school Feedback and Learning and Teaching policies.

Ensure that key assessment of students' Effort and Progress Grades, especially controlled assessments and required practical work, are standardised within the department and that a timetable for such work is communicated to relevant staff.

Ensure that accurate and up-to-date records of student achievement and attendance are kept within the department.

Participate in all school-wide activities for responding to such records, including the monthly Line Management proformas preparation of a DEF to governors and the line manager on progress of action plans, the examination results of the previous academic year and key developments for the coming year.

Manage the controlled assessments and required practical work for the relevant syllabi and ensure that examination board directions are known by all relevant staff and acted upon. Annually review procedures to take into account syllabi changes and moderators reports from the previous year.

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# JOB DESCRIPTION

## 5. Finance and resource management

Manage the stock, consumable and financial resources of the department and any other allocated whole school budget, in a cost-effective way, following the school's financial procedures and order and allocate materials and equipment as appropriate and maintain an up-to-date inventory of equipment and resources using school procedures only and at all times.

Prepare Capitation spreadsheets as directed to request annual funding for their department.

Advise the senior leadership of the school on the staffing, resource and accommodation needs of the department.

Prepare the annual analysis of the staffing needs of the department according to the current staffing policy of the school and work with the timetabler to plan staffing and accommodation allocation in the department.

Provide departmental statistics as required by senior leaders, governors or other relevant bodies.

## 6. Personnel

To line-manage staff in the department and to manage the work of non-teaching staff allocated to the department, including appraisal where relevant.

Convene department meetings as specified by the school calendar, ensuring that agendas and minutes are circulated according to school policy. Convene extra ad hoc department meetings as necessary.

Contribute to the process of appointing staff to the department and follow the Safer Recruitment Policy without exception.

Design and implement an appropriate programme for the departmental induction of new staff or staff who are taking on new departmental responsibilities.

Participate in the school's staff appraisal and performance management systems, both as appraiser and appraisee as appropriate.

Contribute to the identification and support of career development and continuing professional development and training for members of the department and run whole staff INSET as required as an associate member of the leadership team (where appropriate).

Ensure adherence to school policies by members of the department.

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# JOB DESCRIPTION

Annually review department risk assessments and alter in the light of changes to department practice. To termly pass signed and dated risk assessments to line manager and to ensure that the health and safety policy is followed by the department and its members, in particular that risk assessments are made.

Ensure that all members of the department follow the school Communications Policy.

*Ensure that the department handbook is up-dated annually as a reference document for departmental staff, which, it is suggested, should contain the following sections:*

- *Table of contents*
- *Departmental aims*
- *Breakdown of responsibilities within the department*
- *Current staffing including individual staff timetables*
- *Teaching and learning, including sharing good practice*
- *Programmes of study including syllabuses and schemes of work*
- *Differentiation*
- *Cross-curricular themes in practice*
- *Assessment, recording and reporting practice*
- *Independent study practice*
- *Examinations, including recent history of results*
- *Departmental improvement plan*
- *Monitoring and evaluation practices*
- *Governor links*
- *Health and safety, including risk assessments*
- *Accommodation and other resources, including stock lists*
- *Links with feeder primaries, higher education and industry*
- *Report forms and any other frequently-used documentation*

## **7. Liaison within and outside school**

Foster links with feeder and partner schools, higher education and outside agencies relevant to the department, in accordance with school policies.

Ensure that the departmental page on the BGS website is regularly updated and contains all required information

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# JOB DESCRIPTION

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Ensure the preparation of up-to-date and appropriate liaison and publicity material relevant to the department, in accordance with school guidelines.

Work with the attached governor, arranging at least one annual governor visit and to prepare the annual Departmental Evaluation Form to report to the governing body on the department's work.

Liaise with any other outside agencies or organisations as directed by the Headteacher.

## **8. General Duties**

Participate in appropriate meetings with colleagues, students, parents and governors relative to the role of Head of Department, having the line management responsibility for a significant number of people.

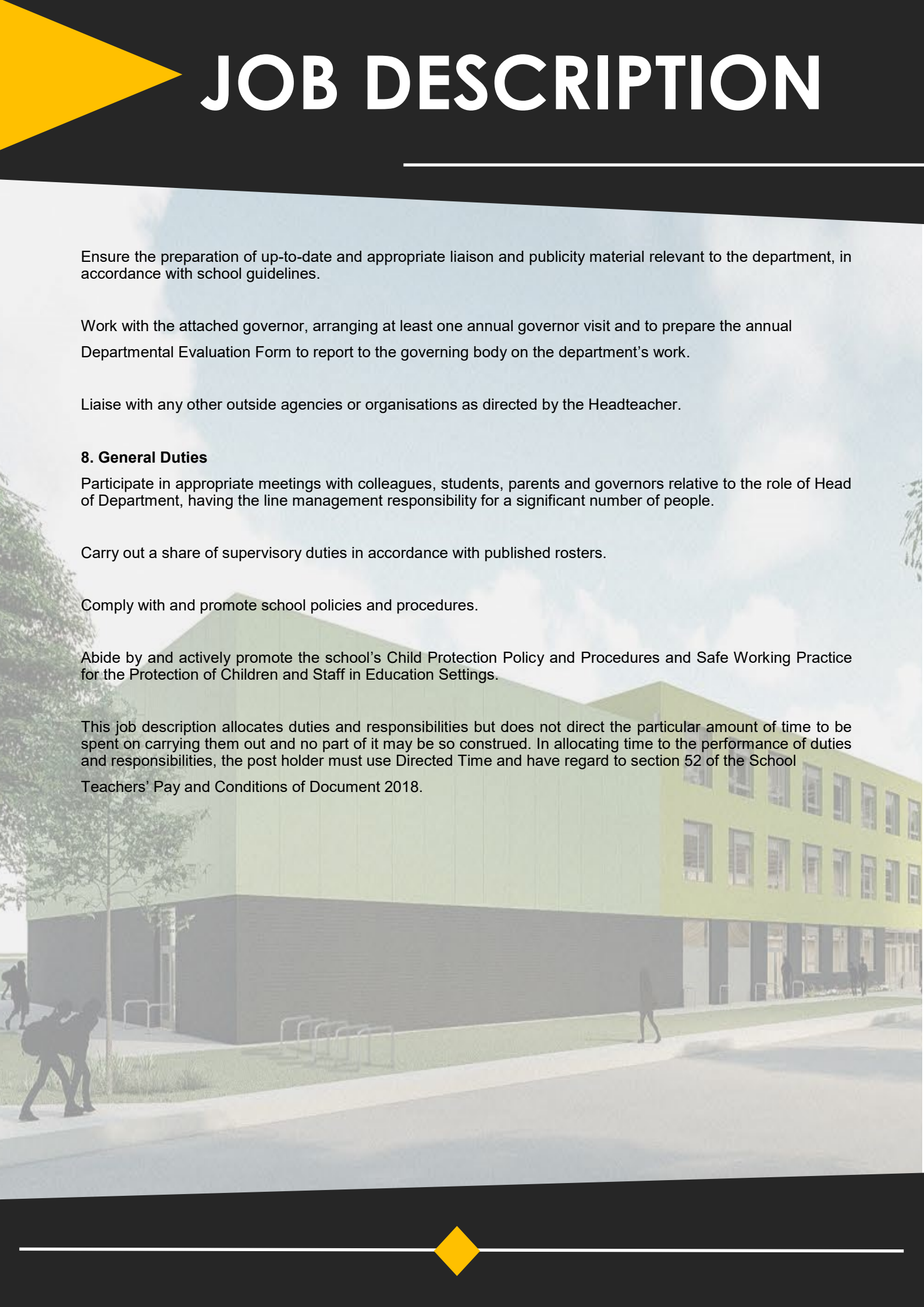
Carry out a share of supervisory duties in accordance with published rosters.

Comply with and promote school policies and procedures.

Abide by and actively promote the school's Child Protection Policy and Procedures and Safe Working Practice for the Protection of Children and Staff in Education Settings.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use Directed Time and have regard to section 52 of the School

Teachers' Pay and Conditions of Document 2018.



# PERSON SPECIFICATION

Qualifications		
A good honours degree in a relevant subject	Essential	Desirable
A teaching qualification together with Qualified Teacher Status (QTS)	√	
An infectious passion for your subject and subject knowledge sufficient to challenge able students and achieve high outcomes	√	
A good understanding of curriculum developments in the specific subject area	√	
Evidence of participation in professional development or further study		√
Previous Work Experience		
A record of consistent and successful teaching resulting in high levels of attainment and achievement for students at each key stage taught	√	
Experience or desire to work in a socially and culturally diverse school community	√	
Professional Knowledge Skills & Experience		
Have the flexibility to employ a range of teaching styles and activities to inspire and engage all students to ensure effective learning and progress	√	
Awareness of the strategies available for improving the learning & achievement of all students and particularly high ability students	√	
Familiarity with and a strong commitment to Assessment for Learning approaches	√	
A confident & competent user of ICT to support all aspects teaching and learning		√
A willingness and commitment to ensure that current and future ICT, and other resources and new technologies, can be used to enhance the quality and experience of student's learning	√	
The skill to monitor and strategically develop practice to ensure that students understand how to improve and are consistently supported in doing so through teacher, self and peer assessment across the department.	√	
Ability to communicate proactively and appropriately to a high standard with staff, students, parents and governors	√	
Ability to interpret student data in order to modify schemes of work to ensure	√	
A commitment to their department contributing to the wider education and support of all pupils as outlined in the school aims	√	
Experience of and a commitment to efficiently managing the workloads of their teams to both secure student progress and ensure a work/life balance for staff	√	

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# PERSON SPECIFICATION

<b>People Management Skills</b>		
The ability to work independently and collaboratively as a member and leader of a team and to contribute to its development	√	
Understands and values the processes of planning and monitoring and evaluation as a aid to raising standards	√	
<b>Other Personal Qualities</b>		
The presence and leadership qualities to develop departmental commitment and consistency to whole school and departmental developments	√	
A firm and active commitment to safe guarding and child protection	√	
A commitment to helping students identify their talents	√	
A firm belief in the untapped potential of all students	√	
Creativity in problem solving together with a willingness to take on or try new approaches & ideas		√
A willingness to support, take part in or run wider and extra-curricular opportunities for students		√
A strong belief and recognition of the vital role and diverse skills of all members of staff	√	
<b>The school is fully committed to the DfE guidance on Safeguarding Children and Safer Recruitment in Education and all candidates for the post will therefore be subject to vetting procedures following Buckinghamshire County Council's guidance on Safer Recruitment and Selection in Schools.</b>		

# DEPARTMENT INFORMATION

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## The Business & Economics Department

### Department Ethos

Our department is driven by a commitment to instilling a climate of purpose by which aspiration and passion are the central attitudes of any task, responsibility or role undertaken. Teachers and students endeavour to fulfil this vision amongst their colleagues and peers ensuring a culture of shared success. We are characterised by a strong sense of collaboration and enthusiasm for our subject areas and our pupils (from a diverse range of backgrounds) are eager to demonstrate this wherever they can.

Our intention is to inspire our students in their work and strive to ensure that our curriculum offers a rich and diverse range of learning experiences, to make the subject come alive. Over the past 5 years the department has developed comprehensive resources, schemes of work and assessment and feedback practices that have played a significant role in evidencing significant added value at GCSE and A Level in external examinations, growth in numbers at KS4 and KS5 and a reputation for high expectations and support for students and staff.

### Department Accommodation & Staffing

The subject has two dedicated classrooms. The department has textbooks for use at all Key Stages, a range of teaching resources that encompass theory, practical and project based learning enabling learners to be sufficiently challenged in the teaching of the new specifications at KS4 and 5.

### Curriculum and Resources

At Key Stage 4 students who choose GCSE Business begin their course in Year 9 following the Edexcel specification. At Key Stage 5 students can choose A Level Business following the Edexcel specification and/or Economics following the Edexcel Economics A specification. There are a wide range of available resources in the department and students have access to online text books.

### Extra-Curricular

We seek to provide extra-curricular opportunities for pupils to engage with the subject: our students have a genuine love for and interest in the subject beyond the classroom and in the last few years have had the opportunity to visit O2 Telefonica offices, participate in national competitions including Coca Cola challenge, Tycoon in Schools alongside visits from external speakers including the Bank of England. We are a long term participant of Young Enterprise with a history of success demonstrating credible and reputable business men and women.



Please find below the link to our vacancies page on our website where you can download our application form for completion.

<http://www.burnhamgrammar.org.uk/231/vacancies>

We are just west of London, near Windsor & Maidenhead & convenient to the M40, M4 & M25.

Burnham station (mainline Paddington & Crossrail) is a short walk from the school.

Headteacher: Dr A Gillespie

### Investors in People Report

We are proud of our development of our staff



Investors in People Gold Award in 2014 & 2017

People Gold award.

**We encourage applications from the right candidates regardless of age, disability, gender identity, sexual orientation, religion, belief or race**

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