



CANDIDATE BRIEF
HEAD OF BUSINESS

LETTER FROM THE HEAD TEACHER



Dear Applicant

I am delighted that you are expressing an interest in working at Queensmead. I took up the position of Head Teacher in 2009 and it fills me with pride when I reflect on what we have achieved in this time and how we continue to build on our outstanding work. We are committed to ensuring that every student at Queensmead excels and has the very best start in life. Our standards are high and our expectations are clear and consistent.

During my time I have seen some exceptional teachers and also witnessed remarkable growth in teachers. I am proud that several members of my leadership team started their careers as NQTs in our school. We are committed to your development and providing you with the opportunities and support to progress in your career.

I wish you luck with the application process and invite you to visit us and see the school for yourself. Indeed, it was the students and the team that inspired me and many others to join Queensmead!

If you have any questions on the recruitment process, please email recruitment@qmschool.org.uk or visit our website:- www.queensmeadschool.org.uk

Yours sincerely

Rhona Johnston
Head Teacher

HOW TO APPLY



Applications must be received by **9am** on **Friday 5th March 2021**.

Please email your completed application form and covering letter for the attention of the Head Teacher to:
recruitment@qmschool.org.uk

If you have any questions, please email recruitment@qmschool.org.uk

DEPARTMENT OVERVIEW



Overview

Business Studies & Economics is considered to be a thriving department within the school and is continually seeking to improve. The Department consists of a strong team who are committed to working together. Staff are keen to plan and prepare shared resources which allows greater time and scope to develop fun and creative lessons which meet the needs of all students.

Staffing and Resources

The department consists of four full time members of staff and one part time, all of whom provide a network of support within the department. Teaching rooms contain an interactive smartboard and chromebooks can be booked for students to use. We have developed the use of Google Drive as an interactive area for staff and students, allowing for greater collaboration and communication between staff and students. We have a wide range of resources available offline and online for use in teaching and learning.

Teaching Groups

Business Studies and Economics are offered as KS4 options. The classes are mixed ability therefore teachers are expected to show high levels of differentiation.

The Business and Economics classes at KS5 are mixed ability. Differentiation, support and extension work are important to meet the needs of all learners.

The Courses

KS4: Edexcel GCSE Business in Years 10 & 11 / OCR GCSE Economics in Years 10 & 11 / NCFE Level 1/2 Technical Award in Business & Enterprise. In Year 11 we currently have four GCSE Business classes, three GCSE Economics classes and one NCFE Business & Enterprise class. Currently in Year 10 we have two GCSE Business classes, one GCSE Economics class and one NCFE Business & Enterprise class. Additionally, we teach two classes of GCSE Business and one class of GCSE Economics to Year 9s for one lesson per week. This enables them to get a taste of the GCSE option subjects before making their decision later in the academic year. The Year 9 groups rotate to different subjects at the start of each term.

KS5: Edexcel A-Level Business linear specification in Years 12 & 13 / Edexcel A-Level Economics linear specification in Years 12 & 13 / BTEC National Extended Certificate in Business in Years 12 & 13 / BTEC National Diploma in Business in Year 12. We currently have one A-Level Business class, one A-Level Economics class and one BTEC Business Extended Certificate class in Year 13. In Year 12, there is one A-Level Business class, one A-Level Economics class, two BTEC Business Extended Certificate classes and one class for BTEC National Diploma in Business.

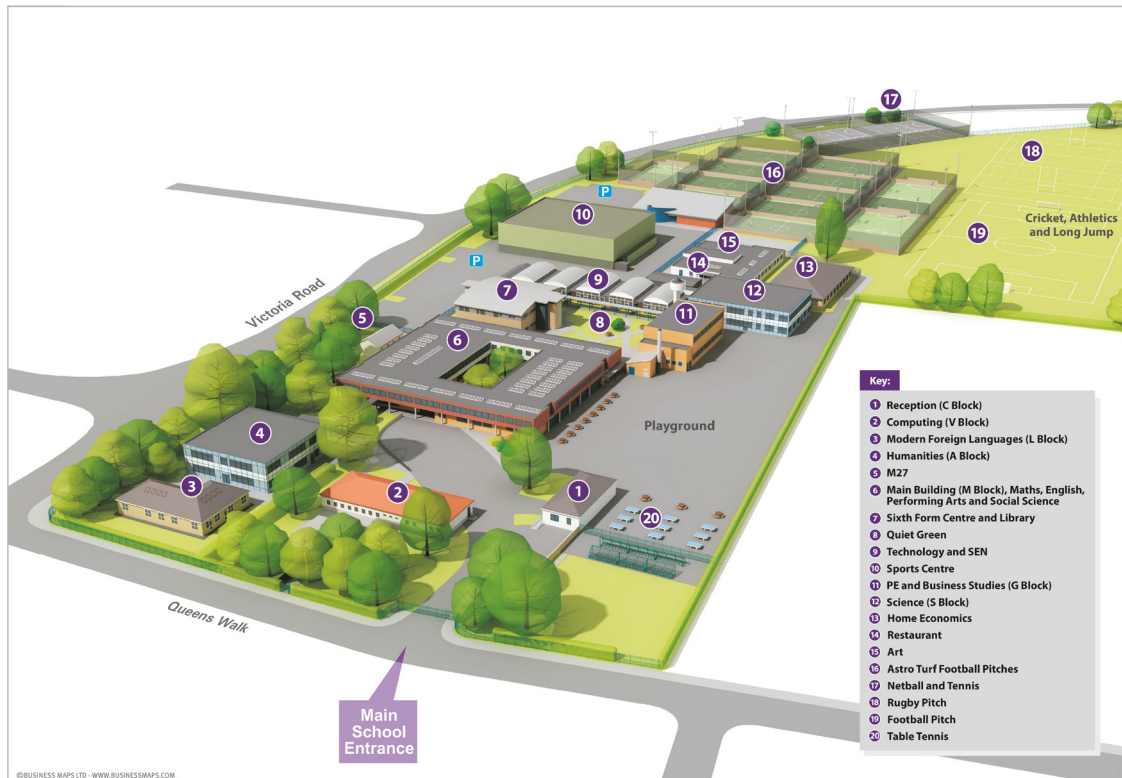
Students at Queensmead thoroughly enjoy studying Business and Economics; both subjects are popular choices at A Level with many students choosing Business or Economics related courses at Russell Group and other top Universities.

PERSON SPECIFICATION

- To establish departmental aims and objectives and to review, evaluate and develop the curriculum to meet these objectives
- To ensure that syllabi, schemes of work and lesson plans are produced, monitored, evaluated and further developed to cater for all ranges of ability
- To take a lead in promoting and implementing School Policies and Procedures and School Aims
- To develop and implement assessment, marking, recording and reporting processes which are in line with school policy, where necessary contacting parents in order to address learning outcomes
- To manage and oversee the setting of progress targets for individual students and to formally review performance regularly, ensuring that base lines and data assessment inform teachers' planning
- To produce, monitor and evaluate improvement plans for the department on an annual basis
- To produce evaluations of student performance at public examinations against targets, for presentation to the Leadership Group and Governors
- To establish high standards of expectation with regard to behaviour and achievement within the department
- To implement the school behaviour management policy within the department and, with the subject teacher, to act as the first stage of the school disciplinary system
- To build a successful team
- To assist with the recruitment and appointment of staff
- To manage staff, students and resources efficiently within the department with due regard to the school's equal opportunities policy
- To support staff in their professional development
- To monitor and review the performance of staff within the department
- To liaise effectively with appropriate outside institutions, e.g. exam boards, partner primaries and local colleges and secondary schools
- To promote the subjects effectively both inside and outside the school
- To ensure that the school policy regarding Health and Safety is implemented within the department
- To attend, organise and contribute to departmental meetings and maintain clear and effective channels of communication
- To delegate and monitor the work of staff with Teaching and Learning responsibilities within the department
- To oversee and delegate as appropriate the mentoring of NQTs and PGCE Students within the department
- To liaise with School Business and Premises Managers to create a positive learning environment and to maintain high standards in the subjects environment including classrooms and corridors
- To ensure appropriately annotated student work is visible on department's displays and is updated at least every half term
- To perform the duties as outlined in the School Teachers Pay and Conditions Document
- To perform in line with the Teachers' Standards
- To undertake any other duties from time to time, as may reasonably be required by the Head Teacher
- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

QUEENSMEAD

excellence through learning



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