



Job Application Pack

Head of Business Studies



South Craven School
SUPPORTED BY SOUTH CRAVEN ACADEMY TRUST

About

South Craven School, supported by South Craven Academy Trust since May 2011, is an 11-18 mixed comprehensive school situated in a semi-rural location on the edge of the Yorkshire Dales with easy access to Leeds, Bradford and Greater Manchester.

South Craven achieves strong results at both GCSE and A level and has an excellent vocational programme.

Learning is placed firmly at the heart of the South Craven School community. Our main priority is to ensure our students have the best opportunities for success and the highest possible aspirations for the future. We are very proud of our excellent reputation in our local community, recognising our responsibility to provide young people with the skills and qualities to respond to the challenges of a fast-changing world.

Headteacher	Martyn Hill BA M.Ed
Website	www.southcraven.org
Facebook	@SouthCravenSchoolOfficial
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Role Specification

Job Title	Head of Business Studies
Hours	Permanent, Full Time
Salary	MPS/UPS plus TLR 2:2 (£5,021)
Closing Date	Noon on Friday 21 st April 2023, interviews to be confirmed.
Start Date	September 2023

An exciting opportunity has arisen within the Business Studies department for an enthusiastic and innovative qualified teacher of Business Studies to lead the Business Studies teaching team. Business Studies offers both GCSE and BTEC at Key Stage 4 and A level. The successful candidate will be a strong motivator, ensuring the highest standards of teaching and learning in the department.

Main Duties and Responsibilities

- Teaching all aspects of Business Studies at Key Stage 4 and Key Stage 5
- Leading Year 9 Business and Enterprise course and contributing to the whole school planning/delivery of PSHE components, notably financial awareness
- Leading the development and maintaining an up-to-date knowledge of the curriculum
- Using appropriate teaching and learning, classroom and intervention strategies to motivate students and enable their progress
- Leading assessment in Business Studies across Years 9-13
- Contributing actively to the policies and aspirations of the school

The successful candidate should be able to demonstrate:

- The ability to be an outstanding teacher with a track record of success in preparing students for examinations in Business Studies
- Personal ambition and the capacity for hard work
- A proven record of success in leading a team

Job Description

Post	Head of Business Studies
Grade	+TLR 2:2
Contract Type	Permanent
Working Hours	Full Time
Reporting To	Director of Curriculum/Director of Learning and Achievement/Head of Faculty

Main Purpose

- A clear understanding and responsibility for the safeguarding of students and young people.
- To provide curriculum leadership to the designated curriculum area.
- To maintain and build upon the standards achieved in the award for QTS (secondary), Teacher Standards 2012 as set out by the Secretary of State and South Craven School Standards.
- To promote effective learning, appropriate achievement and educational, social and personal progress of all students for whom the teacher is designated as being responsible, consistent with the aims of the school and the unique needs of each individual.
- To develop and enhance your own teaching practice.
- To assist the Head of Faculty and other Faculty Managers to ensure the provision of a balanced and relevant curriculum for students studying in the subject area, in accordance with the aims of the school
- To work within the agreed policies and procedures of the school and its Governing Body.
- To work to the standards set out in the National Teachers' Standards.
- Support the pastoral team in their work and perform tasks delegated by the appropriate pastoral leader.

Management

- To take the lead within the faculty management team for the responsibility area.
- Establish and lead the strategic development of the responsibility area consistent with the agreed aims and policies of the school.
- To lead the overall development of the curriculum, schemes of work and schemes of assessment in the area in line with school policies and expectations and so that all expectations of awarding bodies are met.
- Plan and be accountable for the effective deployment of allocated resources. To secure high quality learning experiences and advise senior managers where appropriate.
- To lead, manage and support the staff team to sustain motivation and commitment to high standards of learning and care.
- To track students' progress effectively and to plan and deliver interventions where under-performance is identified.

Teaching and Learning

- To plan, prepare and teach lessons to students according to their educational needs, by providing high quality lessons that engage students.
- To develop and share a range of stimulating and relevant lessons appropriate to the needs of the students, which helps to fulfil the aims of South Craven School.
- To develop students' literacy, numeracy, ICT capability and other key skills such as those of working with others, planning their own learning and problem solving. In particular, to help students become confident and independent learners.
- To inspire in student a love for learning by acting as a role model and showing enthusiasm for the subject.
- To ensure continuity, progression and cohesiveness in all teaching.
- To use a variety of methods and approaches to match curricular objectives with the range of individual student needs, and ensure equal opportunity for all students.
- To set home learning work regularly (in accordance with the school homework policy), to consolidate and extend learning and to encourage students to take responsibility for their own learning.

- To set high standards and expectations for all students, to enhance their knowledge and understanding and to maximise their achievements.
- To use positive management of behaviour in an environment of mutual respect, which allows students to feel safe and secure in order to promote their own self-esteem.
- To engage in development and training offered or organised by South Craven School including participating in performance reviews and appraisal arrangements.
- To keep up to date with developments in teaching methods and to constantly seek to improve their quality of teaching.
- To liaise with the Head of Faculty in all matters concerning student achievement and to monitor and actively follow up students' progress.
- Provide information, advice and guidance to students at key points throughout their school life.

Monitoring, Assessment, Recording, Reporting and Accountability

- To be immediately responsible for the processes of identification, assessment, recording and reporting for the students in their charge.
- To be familiar and comply with school and statutory assessment and reporting procedures; to prepare and present informative, helpful and accurate reports to parents; to attend student progress monitoring events.

Professional Standards and Development

- To adhere to all matters concerning health and safety and the School's Code of Conduct.
- To have a clear understanding of all the school's policies and procedures.
- Implement school policy with regards to registration, student absence, uniform and enforce rules relating to behaviour and health and safety.
- To strive for personal and professional development through active involvement in the School's Performance Management Appraisal procedures.
- Willingness to be involved in extra-curricular activities such as contributing to after-school clubs and visits.
- To maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and

Conditions document and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children.

- To undertake any reasonable task as directed by the Faculty Leader.
- To be aware of the role of the Governing Body of the School and to support it in performing its duties.
- Every subject teacher will be expected to have pastoral responsibilities.

Community

- Contribute to supporting the Head of Faculty in maintaining the school's values and ethos, and provide support to ensure that this happens in the subject area and across the school when on duty.

General

- To act as a professional and positive ambassador for South Craven School in order to support the school's values and aims.
- To actively promote the School's Equal Opportunities, Health and Safety, Data Protection policies and to ensure that the School operates effectively, fairly and in line with legislative requirements at all times.

South Craven School is committed to safeguarding and promoting the welfare of students and young people and expects all staff and volunteers to share this commitment.

We are committed to a high-quality induction programme for all staff including NQTs: however, staff transferring from other schools or local authorities will have their accrued benefits fully protected.

South Craven School reserve the right to amend this document as necessary, after consultation with the individual concerned in order to reflect changes in organisational requirements and to ensure that the future goals of the school are successfully achieved.

Please also note that it is the individual's responsibility to make sure that their job description is accurate and up to date.

South Craven School is committed to developing the skills of its people. If you have any query about your own personal development, please speak to your line manager.

This job description should be discussed and any amendments made annually via the BlueSky System as part of the appraisal process.

Person Specification

Essential	Desirable	How Identified
<ul style="list-style-type: none"> Qualified to teach Business Studies at GCSE and A level <i>N.B as an Academy, applications from those qualified to teach in FE <u>may</u> be considered</i> 	<ul style="list-style-type: none"> Ability to teach Vocational Business Studies 	<ul style="list-style-type: none"> Letter of application
<ul style="list-style-type: none"> Proven track record of success in preparing students for examinations 		<ul style="list-style-type: none"> Letter of application Interview
<ul style="list-style-type: none"> Ability to lead a team, manage meetings and lead in performance management 	<ul style="list-style-type: none"> Experience of leading a successful team Evidence of management and leadership CPD 	<ul style="list-style-type: none"> Letter of application Lesson observation Interview Reference
<ul style="list-style-type: none"> A willingness and commitment to lead the current extracurricular programme for students 		<ul style="list-style-type: none"> Letter of application Interview
<ul style="list-style-type: none"> Ability to work under pressure and meet deadlines while retaining a good sense of humour 		<ul style="list-style-type: none"> Letter of application Lesson observation Interview Reference
<ul style="list-style-type: none"> A commitment to CPD to develop skills 	<ul style="list-style-type: none"> Evidence of quality in-service undertaken 	<ul style="list-style-type: none"> Letter of application Lesson observation Interview Reference
<ul style="list-style-type: none"> A willingness to contribute to sustaining a good learning environment and the development of whole school policies A willingness to use achievement data to support students to improve academic performance 	<ul style="list-style-type: none"> Evidence of whole school policy leadership 	<ul style="list-style-type: none"> Letter of application Interview

Application Process

If you wish to hear more about this exciting vacancy, please contact us with the details below:

Contact	Martyn Hill, Headteacher
Phone	01535 632861
Email	m.hill@southcraven.org

In the first instance, please apply through email by Letter of Application to the Headteacher, enclosing an up to date CV.

Closing Date

The closing date for applications to be returned is noon on Friday 21st April 2023, interviews to be confirmed.

South Craven School is committed to safeguarding and promoting the welfare of children and young people. All appointments made are subject to an Enhanced Disclosure and Barring Service check.

