

BISHOP RAMSEY SCHOOL



HEAD OF BUSINESS STUDIES & 2ND IN SOCIAL STUDIES

BISHOP RAMSEY SCHOOL

CANDIDATE INFORMATION • NOVEMBER 2022

Part of the Veritas
Educational Trust

VERITAS
EDUCATIONAL TRUST

INTRODUCTION FROM OUR EXECUTIVE HEADTEACHER

Dear Colleague,

I am delighted that you are interested in a position with us at Bishop Ramsey School which is part of the Veritas Educational Trust (VET).

This is a really exciting time to be considering joining Bishop Ramsey which is an extremely successful and consistently oversubscribed Church of England school. Our staff team is supportive and considerate and our caring ethos makes Bishop Ramsey a rewarding place to work.

We are committed to ensuring high standards and high aspirations, of active participation and of creating emotionally rich learning environments. This is an important part of the character of our school. We value our close local partnerships and genuinely collegial way of working.

We recognise that an excellent working environment requires excellent support and we are committed to providing exceptional training as well as support for staff wellbeing. I also appreciate that members of staff have families, personal commitments and lives beyond school and we go above and beyond what is expected in many schools to ensure that staff can fulfil these responsibilities also. Recognising and supporting our staff to get a good balance is very important to me.

As a Church of England school we have a caring Christian ethos and we value inclusion and diversity highly and actively celebrate our differences as a staff body and as role models for our students. We recognise that it is not necessary to be a practising Christian in order to support our Christian ethos and therefore we welcome applications from candidates from any background.

I do hope that the information enclosed here inspires you to make an application and look forward to welcoming successful applicants to our learning community for interview.

Dr Hilary Macaulay

Executive Head, Bishop Ramsey School
CEO, Veritas Educational Trust



"THIS IS A REALLY EXCITING TIME TO BE CONSIDERING JOINING BISHOP RAMSEY WHICH IS AN EXTREMELY SUCCESSFUL AND CONSISTENTLY OVERSUBSCRIBED CHURCH OF ENGLAND SCHOOL"

OUR VALUES AND AIMS

OUR VALUES

Bishop Ramsey School is a Christian Learning Community. We recognise that every individual is created in the image of God. We seek to nurture each member of our community to develop his or her skills and abilities in a positive and ordered learning environment, so that students mature into responsible and caring adults, and that all members of the school community recognise the value of every individual in God's eyes.

As a Church of England School we wish students to grow in the Christian faith. While being firmly committed to this, we encourage an understanding of and a respect for other faiths.

The principle of Christian stewardship underpins our approach to the use of the school's resources. Our approach to our relationships is based on the Christian view of God's love for each of his human children and of Jesus' command to forgive and love our fellows.

We base our approach to achievement and the provision of opportunities for development on Jesus' statement that he came to offer 'life in all its fullness' (John 10.10).

OUR AIMS

- Every learner is an empowered learner.
- Every lesson is an excellent lesson.
- Every day at school is a rich experience.
- Every relationship is a positive encounter.
- Each school community looks outwards and beyond.

We achieve our aims by:

- **Learning** so that every learner is an empowered learner and every lesson is an excellent lesson.
- **Loving** so that every day at school is a rich experience and every relationship is a positive encounter.
- **Living** so that students learn to look outwards to the world and beyond to God.



HILLINGDON AND THE SURROUNDING AREA



1



2



3

- 1 Pathway in Ruislip Woods
- 2 Manor Farm House in Ruislip, built in the 16th century
- 3 Hillingdon Court Park
- 4 View across Ruislip Lido
- 5 Windsor Street in Uxbridge town centre



5



4

The name 'Hillingdon' appears in the *Domesday Book* (1086) and Veritas Educational Trust has its offices at Ruislip in the northern part of the London Borough of Hillingdon.

Hillingdon is a large borough and borders the London Boroughs of Harrow, Ealing and Hounslow to the east and the counties of Buckinghamshire and Berkshire to the west and Hertfordshire to the north.

With excellent transport routes, including being the home of Heathrow airport, and with easy access to the A40, M4 and less than half an hour by train or tube into the centre of London, the borough benefits from many first-class schools, a wide variety of restaurants and different types of housing.

With a wealth of green spaces and parks, Hillingdon enjoys the advantages of being a London borough but has the feel of a suburban oasis.

A short drive or train ride across the northwest boundary into Buckinghamshire leads to the uncrowded, beautiful rolling green English countryside of the Chiltern Hills, most of which is designated an Area of Outstanding Natural Beauty (AONB), and a little further north west is Oxfordshire.

Many of our staff live in the surrounding Home Counties and choose to travel the relatively short distance into London to work.

THE SOCIAL STUDIES FACULTY

The Social Studies Faculty is a multi-disciplinary faculty comprising 8 successful and popular Departments, including a Careers Department supported by a Work Experience and Careers administrator.

PSHEE and Citizenship is taught in mixed ability groups across all Year groups from 7-13. All students have a single lesson per week, where they work through a programme of study exploring themes specifically related to their age group. Years 7, 8, 9, 12 and 13 students have additional time. **CEIAG** provides students with an action plan to investigate future career options and access requirements, including qualifications at Key Stage 4, and support in making choices at Key Stage 5 and beyond.

Food and Nutrition is studied by all students in Years 7 and 8 having a 1 hour lesson a week for half of the academic year. At Key Stage 4 Food and Nutrition is an option choice. We follow the AQA specification in Food Preparation and Nutrition which is assessed through 50% NEA and 50% examination.

Business and Sociology are extremely popular choices at both Key Stage 4 and Key Stage 5. In **Business Studies** students study for their GCSE from Year 10 and follow the Edexcel specification. Students can continue their studies at A Level and follow the full 2 year A Level course also based upon the Edexcel Specification. For GCSE **Sociology** students opt to study the subject from Year 10 and follow the AQA GCSE Full course. Many students then continue with their studies at Key Stage 5, again following the AQA syllabus. All classes are taught in mixed ability groups.

Psychology and Economics are offered at Key Stage 5. As with Sociology, **Psychology** is a very popular option choice at this level, attracting many students from within Bishop Ramsey as well as those joining our 6th form. Psychology follows the specification offered by AQA and students work towards the full A Level taught across 2 years. Economics also follows the AQA specification and provides an enriching curriculum to many students.

A large number of students choose to continue their studies in Social Studies related disciplines with successful applications to the top universities.

The Social Studies Faculty has its own office space and a suite of classrooms. All staff are issued with laptops and all classrooms have audio and whiteboard facilities. The Faculty makes a large contribution to the wider life of the school. We typically run a number of events within school such as Enterprise Day and the Careers Fair, local trips to London for enrichment activities or conferences, as well as overseas visits such as the Psychology/Sociology trip to New York. We regard our teachers as learners and so with that in mind, we foster an environment of collaboration and encourage each other to continuously enhance our skills and knowledge through regular sharing of best practice, as well as facilitation and/or participation in the wide range of CPD opportunities available. We also enjoy social time together. Taking the opportunity to stop for a weekly faculty lunch gives us time to catch up and half termly evenings out provide us with plenty of humour.

We hope this brief synopsis will have given you something of the flavour of Social Studies at Bishop Ramsey. We extend a warm welcome to new members of our friendly, lively and hardworking faculty.

INFORMATION ABOUT THE POST

HEAD OF BUSINESS STUDIES & 2ND IN SOCIAL STUDIES

Grade MPS/UPS (Outer London) + TLR 2C

Immediate supervisor Head of Social Studies

Line management (Direct) Named members of the Department

Line management (Indirect) All teachers of the Department and support staff assisting with the work of the Department

Contacts (internal) All teaching and support staff

Contacts (external) Parents/carers and Trustees

MAIN PURPOSE OF THE POST

- To ensure that the Department is well led and managed and follows the strategic direction and developments published for the Faculty.
- To manage the teaching and learning of all the students in the Department by ensuring that the curriculum needs of students in the Department are catered for and that those students can make effective progress with their studies and achieve their full potential.
- To lead and manage all the staff working within the Department to ensure that the teaching delivered by those in the Department is of the highest possible standard.
- To provide quality assurance by evaluating the work of the Department, ensuring that teaching and learning are of the highest standard through effective monitoring processes within the Department.
- To deputise for the Head of Faculty as and when required.
- To take on a key responsibility within the Faculty as directed by the Head of Faculty.

KEY TASKS AND RESPONSIBILITIES

1 Accountabilities

- As the 2nd in the Faculty and Head of Teaching and Learning for Business Studies, you are accountable to the Head of Faculty for the standards achieved and the progress made by the students taught by the Department; for the quality of teaching in the Department and the curriculum and extra-curricular activities offered by the Department.
- The post holder will be professionally accountable for the work of all staff working within the Department, acting as the Professional Review Manager for staff as indicated in the staffing structure. As 2nd in the Faculty, you are accountable to the Head of Faculty for co-ordinating, monitoring and supporting interventions and behaviour within the Faculty as well as overseeing cross-curricular links and extra-curricular provisions within the Faculty.
- As the 2nd in the Faculty, you are required to deputise as required for the Head of Faculty and to assist the Head of Faculty in the day to day running of the Faculty.

2 Key tasks

- To uphold the ethos, aims and administration of the school.
- To safeguard and promote the welfare of children and young people, and to follow school policies and the staff Code of Conduct.
- To act as a role model for the Department and across the Faculty.
- To become involved in and to initiate activities which help the school to improve the teaching and learning of its students.

3 Strategic direction and development

- To articulate to the other members of the Department the clear vision of the Faculty.
- To develop a well designed and well resourced curriculum consistent with the school's aims and objectives, and the requirements of the National Curriculum and Examination Boards, which meets the needs of all the students taught by the Department.
- To evaluate and review programmes of study, Faculty policies and the Department Handbook on an annual basis.
- To identify areas of innovation which could be built into the Faculty Development Plan.
- To assist in the production of an annual improvement plan, in consultation with members of the Department, where key priority areas for development are clearly identified, especially for the areas of interest outlined in this job description.
- To assist with the review of the improvement plan throughout the year, in consultation with members of the Department.
- To liaise with other Heads of Faculty/Heads of Department, Directors of Learning and Achievement, Leadership Team and with Trustees, parents, primary schools and the wider community as appropriate.
- To contribute to the development of school policies.
- To work with other Faculties/Departments to encourage extra-curricular links and take the lead in delivering certain areas.
- To encourage the use of good practice by organising and taking part in a programme of classroom observations for all members of the Department each year, as per the Faculty Monitoring Programme.
- To make use of the student data and learning styles of each teaching group to support members of staff to develop appropriate teaching and learning strategies.
- To support all members of the Department in the use of the Teaching Assistant so that the teaching and learning of the students in the teaching group is enhanced.
- To arrange and review setting arrangements in line with school procedures.
- To ensure that cross-curricular themes are taught within their subject area as required.
- To design relevant assessments, consistent with the demands of the National Curriculum and Examination Boards.

4 Management of teaching and learning

- To ensure that all members of the Department are aware of school and Faculty policies and act on them.
- To encourage the use of good practice in the delivery of the curriculum by holding meetings and coaching workshops.
- To ensure that students' experience of learning the subject is enriched by appropriate opportunities to use ICT.

5 Leading and managing staff

- To be the line manager of named colleagues, as indicated in the school's line management structure.
- To take responsibility for holding regular Department meetings in line with the school's calendar and to ensure that Department staff are aware of discussions and decisions made by the decision making groups of the school.
- To support other members of the Department with strategies to encourage good behaviour in the classroom.
- To identify and support the professional development of colleagues in the Faculty.
- To supervise the work of allowance holders in the Faculty and to delegate tasks to all members of the Department where appropriate to promote the professional development of colleagues.
- To assist the Head of Faculty to allocate the use of the Teaching Assistant in liaison with the SENDCO.

- To be responsible for the support and guidance of ECTs, Schools Direct and SCITT Trainees working within the Department, acting as a mentor as required.
- To advise on the appointment of staff to the Department.
- To ensure the administration of the Department is carried out efficiently using the support provided.
- To ensure that the reports written by teachers in the Department are detailed, accurate and are available according to the published timetable.
- To act as a Review manager in the school's Performance Appraisal Process.
- To ensure that the Department carries out its duties and responsibilities under Health and Safety Regulations.

6 Efficient and effective deployment of staff and resources

- To maintain an attractive learning environment and displays of students work in a designated area.
- To act as a mentor, responsible for the support and guidance of ECTs or trainees working within the Department, if requested.
- To ensure that the reports written by you are detailed, accurate and are available according to the published timetable.
- To be part of a duty team as per duty roster.
- To ensure that the required materials are ready for each lesson.
- To manage the Department capitation allocated, ensuring that it is allocated equitably between the Key Stages.
- To keep the Head of Faculty and the Year Director informed of all developments within each teaching group and within the form group.
- To ensure that you carry out your duties and responsibilities under Health and Safety Regulations.
- To show a willingness to work as part of a team.

7 Leading and managing students

- To support the induction of students into each year within the context of a caring Christian community.
- To ensure that students in your teaching groups are aware of the standard of their work and what they need to do to progress to the next level or grade.
- To ensure that all students are aware of the standards of behaviour expected from them both inside and outside the classroom.
- To monitor the attendance of individual students by checking subject registers on a weekly basis and provide data as required.
- To promote good behaviour among the students you teach and all those you come into contact with, in line with the school's Behaviour Policy.

8 Quality assurance

- To assist the Head of Faculty with the process of Self Evaluation of the Faculty according to the published policy.
- To review the standards of teaching and learning throughout the Department on an annual basis and feed the results through to the Head of Faculty.
- To ensure that relevant and differentiated homework is given according to the published timetable.
- To ensure the monitoring and moderation of the marking of students' work for internal and external purposes is carried out across the Faculty as per the Faculty Monitoring Programme.
- To ensure that the marking of students' work is in line with the school's common marking policy and its Assessment Policy.
- To ensure that students in your teaching groups and throughout the Department are aware of the standard of their work and what they need to do to progress to the next level or grade.
- To ensure that accurate and meaningful records of students' progress are kept across the

Curriculum and Examination Board and are in line with the school's Assessment Policy.

- To assist with the UCAS Application Process by writing references for students applying for Business based courses.
- To ensure that the reports written by the Department are detailed, accurate and are available according to the published timetable.
- To observe colleagues at work across the Faculty to aid their future professional development and to inform judgements made about the teaching and learning received by the students.

9 School Responsibilities

- To attend all meetings in line with the school's calendar within your allocation of directed time e.g. Faculty Meetings, Year Team Meetings, Staff Meetings, Consultation Evenings.
- To ensure that the administration of the Department, and the school is carried out efficiently, as laid down in the Staff Handbook and Faculty Handbook.
- To act as a Form Tutor and carry out the functions as described in the document 'The Role of the Form Tutor'.
- To be aware of the professional and legal responsibilities required of a teacher at Bishop Ramsey School.
- To be punctual for classes and duties etc.

10 Other tasks

- To undertake such teaching duties as required by the Executive Headteacher in accordance with teacher regulations currently in force.
- To maintain a record of equipment and resources bought by the Department or have been allocated to the Department by the school.
- To deputise for the Head of Faculty as appropriate.

PERSON SPECIFICATION

E Essential D Desirable A Assessed by application I Assessed by interview process				
Qualifications and requirements	E	D	A	I
Honours Degree or equivalent	●		●	
Qualified Teacher Status	●		●	
Attendance at relevant Staff Development	●			
Experience	E	D	A	I
A proven record of successful classroom teaching	●			●
Some evidence of interests outside your main teaching area		●	●	●
Experience of teaching across the full age and ability range	●		●	
Experience of school responsibilities, which have provided a thorough preparation for this post	●		●	●
Experience of school responsibilities across a range of extra curricular areas		●	●	●
Knowledge and skills	E	D	A	I
Knowledge of current educational issues to promote your development as a classroom teacher	●			●
To be able to use student data effectively to monitor the progress of individual students	●		●	●
A knowledge of Information Technology to carry out the key tasks outlined	●			●
Administrative and time management skills to support the work of the staff	●			●
Management skills to create and foster commitment and confidence among staff	●			●
The ability to communicate effectively with students and adults	●			●
Personal qualities	E	D	A	I
Commitment to the best interests of students	●			●
Willing and able to take responsibility	●		●	●
Enthusiasm and sense of humour	●			●
The ability to create and foster a team approach to the work of the Department	●			●
The ability to represent the Department and share its views with the Head of Faculty		●		
An ability to co-operate with and motivate, guide and support colleagues	●			●
Reliability and integrity	●			●
A commitment to your own development as a leader and as a teacher	●		●	
Special requirements	E	D	A	I
Sympathy with the aims of a Church school and support for the ethos and mission statement of Bishop Ramsey Church of England School	●		●	●

APPLICATION AND SELECTION PROCESS

OUR CANDIDATE CHARTER

We want every candidate to have an informed, engaging and positive experience, and to support this we've created our Candidate Charter which outlines our commitment to you.

We will:

- provide you with clear, accurate and timely information;
- give you the opportunity to ask questions – and we will ensure you get the answers you need;
- respond to enquiries promptly, and usually within 24 hours during the working week;
- adopt a fair and consistent assessment process;
- make sure you have all the documentation and details you need for an interview, well in advance;
- provide you with real insight about what it's like to be part of our team;
- ensure all offers are fair and equitable; and
- seek feedback on your experience at every opportunity, so we can continue to improve.

In return we ask that you:

- be honest and upfront about your experience, aspirations and motivations;
- provide open and accurate information when submitting an application;
- always give yourself the best opportunity to succeed – research who we are and how we work;
- let us know if situations change in relation to your interest – and help us understand why; and
- prepare yourself for interview and let us know how we can support you.

OUR COMMITMENT TO YOU

- **Transparency** We will treat you with respect, honesty and fairness.
- **Protecting your privacy** We will ensure your information is secure and handled sensitively.
- **Understanding** You will be given everything you need to make informed decisions.
- **Showcasing talent** We will provide a good opportunity for you to share your skills, experience and potential.
- **Feedback** We will provide constructive feedback professionally and promptly.
- **Listening** We welcome feedback and we will act on what you have to share.
- **Inclusivity** Our hiring decisions align with our commitment to create a high-quality, diverse and inclusive workforce.



WE WANT EVERY CANDIDATE TO HAVE AN INFORMED, ENGAGING AND POSITIVE EXPERIENCE – OUR CANDIDATE CHARTER OUTLINES OUR COMMITMENT TO YOU

SAFER RECRUITMENT IN EDUCATION



Veritas Educational Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

The aims of our Safer Recruitment Procedures are to help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them.

WHAT WE WILL PROVIDE

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post, including safeguarding responsibilities;
- a person specification which will include a specific reference to suitability to work with children; and
- a Veritas Educational Trust application form.

All applicants will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role.

In addition, all applicants will be required to account for any gaps or discrepancies in employment history.

REFERENCES

References will be requested at the selection stage directly from the referee. They will be asked about:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children; and
- whether the referee has any reservations as to the candidate's suitability to work with children.
- If the referee has any reservations, the Trust/school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

INTERVIEWS

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

PRE-EMPLOYMENT CHECKS

An enhanced DBS check is required for all successful applicants. Prohibition and overseas checks will also be completed if necessary.

KEEPING CHILDREN SAFE IN EDUCATION (KCSIE)

KCSIE asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability. If shortlisted, the following information will be asked for: Social media platforms on which you have accounts, account names/handles, websites you are featured in or named on, any other publicly available online information about you of which the school should be made aware of.

VERITAS EDUCATIONAL TRUST IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE

HOW TO APPLY FOR THIS POSITION



INFORMATION FOR APPLICANTS

CLOSING DATE

The closing date for applications is **Wednesday 14 December 2022 at 10am** with interviews commencing in the week beginning **Monday 16 January 2023**.

APPLICATION FORM

An application form is available online at www.bishopramseyschool.org/page/default.asp?pid=398.

It must be completed in full and applicants should directly address the skills and experience outlined in the person specification. An Equal Opportunities Monitoring Form must also be completed and this can be found at the same link.

Once completed, both forms should be emailed to recruitment@bishopramsey.school

EXPENSES

Veritas Educational Trust will reimburse reasonable travel and accommodation costs to candidates attending interviews. You should retain copies of all receipts in relation to expenses incurred.

MORE INFORMATION

For more information about this position, or to have a confidential discussion about the role, please contact Liz Treadaway, PA to the Executive Head and CEO, on [01895 671051](tel:01895671051) or at ltreadaway@bishopramsey.school

We look forward to hearing from you.

BISHOP RAMSEY SCHOOL



Bishop Ramsey School

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Veritas Educational Trust

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