



## **Recruitment Application Pack**

### **Head of Business Studies BYA110**



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## Welcome Letter

Dear Colleague,

Thank you for your interest in the role of Head of Business Studies at Bishop Young C of E Academy.

This pack contains information about the Head of Business Studies role, from which we hope you will gain an understanding of the requirements, duties and responsibilities for the role here at the academy, inspiring you to apply for this role.

As a member of the Abbey Multi Academy Trust, we aim to provide the best possible environment for the staff, students and community we serve. Together we need to be both realistic about the challenges ahead, but unswerving in our commitment to tackling them with pace and confidence.

The Academy values and invests in the continuing professional development of all staff. Our staff wellbeing programme has been recognised nationally and has featured on BBC Look North.

We have begun an improvement journey that will take us to “outstanding”, which will be an incredibly rewarding experience for everyone at Bishop Young. All staff will benefit from opportunities to work closely with other partners in the Abbey Multi Academy Trust and, most importantly, our students will flourish.

If you are seeking an additional role within the academy, please apply for this role.

We look forward to receiving your application.

*Rachael Cole*  
Head of School  
Bishop Young C of E Academy

### Head of Business Studies – BISHOP YOUNG C of E ACADEMY

**Reference:** BYA110

**Salary:** MPS/UPS with TLR 2B (£4,653 FTE)

Bishop Young C of E Academy is a thriving and highly successful 11-16 Church of England convertor Academy which serves communities right across the city of Leeds. We are part of **Abbey Multi Academy Trust** and share in the Trust mission to work **In Partnership to 'Educate, Nurture and Empower'**.

We are seeking to appoint an enthusiastic **Head of Business Studies** and would welcome applications from individuals who can rise to the challenge and can demonstrate impact and improvements in their current role.

Requests for part-time working for this role will always be considered.

We are looking for:

- A highly motivated and hard-working person with the capacity to contribute to the on-going development of the school
- A routinely good/outstanding Business teacher with the ability to successfully lead
- Ability to teach either ICT, Digital Media or Computer Science
- A colleague looking to develop your career within a supportive team
- Able to encourage and enthuse students to achieve their full potential
- Inspirational to colleagues and students – sharing best practice
- A team-player who can develop positive relationships with children, families and colleagues
- Someone who will support the Christian ethos of the school

We can offer you:

- A school that values and invests in the continuing professional development of all staff
- A fantastic team of dedicated and committed staff based in an excellent learning environment
- Additional recruitment and retention allowance may be available for an exceptional candidate plus access to an individually tailored CPD package
- Visits to our school to meet the team and experience our wonderful atmosphere, are warmly welcomed and encouraged and can be arranged by contacting the Recruitment Team at [recruitment@abbeytrust.org](mailto:recruitment@abbeytrust.org)

Bishop Young is a welcoming, caring, calm, disciplined, inspiring and purposeful environment. One of the greatest strengths of the academy is our focus on quality teaching and we are committed to ensuring that all our students achieve outstanding results.

We have high expectations of all of our students and aim to equip them with the knowledge, skills and self-confidence they need to achieve life-long success. Our dedicated and forward-thinking staff focus

on our culture of challenging and inspiring students, in an environment of mutual respect where each child is recognised as unique and special.

At Bishop Young we have provided young people and their families with a therapeutic, nurturing, and academically rigorous learning environment.

Behaviour is good at Bishop Young Academy. During an external review in July 2019, led by Dr Michael Maddison (former HMI), he reported that ***"It is abundantly clear that staff at all levels have contributed to creating an increasingly calm and harmonious environment at the academy. Pupils are polite, courteous and welcoming, and they are positive about the academy and the way in which it is being transformed"***

Through a bespoke and tailored Character Education Programme, "The BISHOP Character", we are committed to ensuring that our students are given opportunities to develop 'soft skills' such as perseverance and integrity, so that they are able to sustain success when they leave us and move on to Higher Education or work.

We prioritise support for staff and students around SEMH and wellbeing. Please follow the social media links below to see examples of this. As such, our staff and students feel valued and loved. Our stand-out provision for staff and student wellbeing has received local and national acclaim, featuring on BBC Look North and National BBC Breakfast. ***"Teachers want to work at the academy and greatly appreciate the overt focus upon their wellbeing."*** External Review July 2019

Since opening as a new academy in 2017, we have made exceptional progress. In 2019, we saw a 0.5 improvement in our Progress 8 score, ensuring that we are one of the most improved schools in the region. Pleasingly, our disadvantaged students and those with SEND improved at an even more rapid rate, ensuring that the progress gap between both groups and the rest of our students disappeared in 2019.

Bishop Young is achieving great things and we are looking for people with a caring and nurturing ethos to be part of our team.

<https://twitter.com/bishopyoungce>

<https://www.facebook.com/Bishop-Young-C-of-E-Academy-265362073870023/>

[www.bishopyoungacademy.co.uk](http://www.bishopyoungacademy.co.uk)

<http://www.abbeymat.co.uk/>

Candidates who have the motivation to work with a vibrant team and the passion to work with children in a supportive and rapidly evolving environment, are encouraged to apply.

We would welcome applications from individuals who can rise to the challenge and can demonstrate impact and improvements in their current role.

Visits to our academy to meet the team and experience our wonderful atmosphere, are warmly welcomed and encouraged and can be arranged by contacting the Recruitment Team at [recruitment@abbeytrust.org](mailto:recruitment@abbeytrust.org)

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service check. We promote diversity and want a workforce which reflects the population of Leeds.*

## Application Process

The **closing date** for applications is at **3pm Wednesday 20<sup>th</sup> October 2021**.

To apply please download recruitment pack and email completed application form to:

Recruitment Team at [recruitment@abbeytrust.org](mailto:recruitment@abbeytrust.org)

Interview date: **Friday 22<sup>nd</sup> October 2021**

**All applications will be acknowledged within 24 hours. Should you fail to receive confirmation of receipt please call 0113 3201 353.**

We will contact successful candidates after the closing date with details of the interview process.

Abbey Multi-Academy Trust is robust in promoting the safeguarding of children and is rigorous in its recruitment checks. An enhanced disclosure from the DBS will be required for this post.

## Queries

If you have any queries on any aspect of the application process or need any further information please contact us at [recruitment@abbeytrust.org](mailto:recruitment@abbeytrust.org)





**Job title:** Head of Business Studies

**Salary:** MPS/UPS (TLR 2B)

**Reporting to:** Assistant Principal

### Overall purpose of the post:

To support the Director of Achievement in his/her key role and undertake reasonable tasks as requested.

- Ensuring consistently high levels of progress for all students
- Ensuring high standards and expectation from students and staff
- Ensuring the provision of high quality teaching and learning

To work with leadership at all levels to support achievement across the Academy.

### Key responsibilities:

- To provide a lead for high quality teaching and learning within the subject.
- To teach KS4 Business. However, the ability to teach ICT, Digital Media or Computer Science would also be desirable.
- To ensure high standards of achievement and progress for all students within the curriculum area.
- To ensure the delivery of an appropriate, comprehensive, high quality and cost effective curriculum programme which complements the Academy's strategic objectives.
- To lead on the development and implementation of effective assessment and monitoring systems within the subject.
- To lead the subject in tracking and intervention across the age and ability range.
- To devise and implement quality assurance systems, including regular learning observations, learning walks and work scrutiny, in line with the Academy procedure.
- To play a significant role in the development and the promotion of the curriculum area.
- To undertake and support subject-specific staff training and professional development within the curriculum area.
- To take a leading role in the Curriculum Area Development Plan and self-evaluation processes.



- To lead, monitor and ensure delivery of a Subject Improvement Plan and self-evaluation processes within the context of the Academy's Improvement Plan and self-evaluation processes.
- Support aspects of the Performance Development procedure within the Subject.
- To manage the resources of the Department, including the effective deployment of staff, physical and financial resources, within the limits of the delegated budget and in accordance with the Academy's financial procedures.
- To ensure effective use and transfer of performance data at all transition points.

#### Responsible for:

- Leadership, support and accountability of a subject team to ensure high expectations and high standards of teaching and learning.
- Ensuring the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students study in the subject, in accordance with the aims and ethos of the Academy.
- To set, monitor and evaluate subject and individual student progress targets to make a measureable contribution to whole Academy targets.
- To monitor and evaluate the subject in line with agreed Academy procedures, including evaluation against quality standards and performance criteria.

#### Key Tasks:

##### Educate

##### Teaching & Learning

- To work with colleagues to develop innovative and engaging schemes of work, lesson plans and related learning resources that accelerate student progress.
- To ensure appropriate, effective and exciting Schemes of Work are created and delivered to support the subjects.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum developments and initiatives at national, regional and local levels.
- To maintain accreditation with the relevant examination and validating bodies.
- To ensure the effective operation of quality assurance systems and ensure adherence within the subject.
- To co-operate with other subjects to ensure a sharing and effective use of resources and experiences to the benefit of the Academy and the students.

##### Achievement/Progress

- To ensure the implementation and evaluation of intervention strategies to ensure excellent student progress.
- To ensure progress data of all teachers within the subject is up to date, accurate and used effectively as required.



- To liaise effectively with the Exams and Assessment Team and relevant examination and awarding bodies.
- To ensure transfer of performance data from feeder primary schools and other transition points to teaching staff within subject.

### **Nurture**

- To support the implementation of the Behaviour Policy within the subject so that effective learning can take place.
- To comply with the Academy's Child Safeguarding Procedures and to report concerns to the Designated Child Protection Officer.

### **Empower**

#### Staff

- To ensure staff training needs are identified and appropriate programmes are designed to meet such needs.
- To support the effective and efficient deployment of classroom support.
- To support the use of analysis and evaluation of performance data as part of Performance Management.
- To ensure the maintenance and production of the Self Evaluation portfolio for the subject.
- To ensure the production of reports within the quality assurance cycle.
- To participate in and support the Academy's ITT and Schools Direct Programme.
- To support the implementation of Academy policies and procedures eg Equal Opportunities, Health & Safety etc.

#### Students

- To ensure the involvement of Student Voice in the production of Self Evaluation and the development of the subject.
- To ensure that the delivery of the subject within the curriculum area delivers on the Academy's Mission Statement to empower students.

### **Partnership**

- To ensure effective communication/consultation, as appropriate, with the parents/carers of students, monitoring the overall accuracy and quality of reports to parents/carers, ensuring all deadlines are met.
- To lead on the development of effective subject links with partner schools and other external partners.
- To ensure the effective promotion of the subject at Open Days/Evenings, 'Moving on' Evenings and other events.

### **General Duties:**

- To carry out supervisory duties in accordance with published schedules.

- To take part in appropriate meetings and events with colleagues, parents/carers, governors and external partners.
- To accept personal responsibility for supporting the general ethos, atmosphere and progress of the Academy.
- To act as Form Tutor and class teacher as required.
- To contribute to the PHSCE programme as required.
- To work across other Trust Academies as and when reasonably required.

**Note:**

This Job Description provides the overall strategy and remit of the post holder. This Job Description will be reviewed annually and may be subject to amendment or notification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties. Elements of this Job Description, and changes to it, may be agreed at the request of the Co-CEO's/Principal/Line Manager/ Member of the SLT or the incumbent of the post.

I have read the Job Description and agree to all the terms and conditions set out therein. I also agree to comply with all Abbey Multi Academy Trust Policies, Child Protection and Health & Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Co-CEO's/Principal/Line Manager/Member of the SLT.

Name:

*(Please print)*

Signature:

Date:

| HEAD of BUSINESS STUDIES                     |                                                                                                                                            |           |   |   |           |   |   |  |
|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-----------|---|---|-----------|---|---|--|
| PERSON SPECIFICATION CRITERIA                |                                                                                                                                            |           |   |   |           |   |   |  |
| Qualifications                               |                                                                                                                                            | ESSENTIAL |   |   | DESIRABLE |   |   |  |
| 1                                            | Qualified teacher status for England (or equivalent)                                                                                       | A         | R |   |           |   |   |  |
| 2                                            | Relevant degree (or equivalent)                                                                                                            | A         | R |   |           |   |   |  |
| 3                                            | Recent, relevant professional learning and development                                                                                     | A         | R |   |           |   |   |  |
| 4                                            | Completion of, or working towards, additional professional qualifications                                                                  |           |   |   | A         | R |   |  |
| Professional knowledge, skills and abilities |                                                                                                                                            | ESSENTIAL |   |   | DESIRABLE |   |   |  |
| 1                                            | Evidence of high expectations which inspire, motivate and challenge every student                                                          | A         | R | I |           |   |   |  |
| 2                                            | Evidence of track record of results that exceed expectations                                                                               | A         | R | I |           |   |   |  |
| 3                                            | Demonstration of in-depth subject and curriculum knowledge                                                                                 | A         | R | I |           |   |   |  |
| 4                                            | Consistently plan and deliver well-structured lessons that enable all learners to make exceptional progress                                | A         | R | I |           |   |   |  |
| 5                                            | Manage behaviour effectively to ensure and foster a safe, engaging, enjoyable and outstanding climate for learning                         |           | R | I |           |   |   |  |
| 6                                            | Awareness of the need to safeguard students' well-being, in accordance with statutory provisions and policies                              |           | R | I |           |   |   |  |
| 7                                            | Successful involvement in self-evaluation processes and data analysis as an aid in personal and school improvement, development and change | A         | R |   |           |   |   |  |
| 8                                            | Successful experience in leading and managing change and innovation                                                                        |           |   |   | A         | R | I |  |
| 9                                            | Ability to lead, motivate and develop staff and students to work independently and in teams towards a common goal                          | A         | R | I |           |   |   |  |

|    |                                                                                                     |   |   |   |   |   |   |
|----|-----------------------------------------------------------------------------------------------------|---|---|---|---|---|---|
| 10 | Active involvement in the development and improvement of teaching and teaching                      | A | R | I |   |   |   |
| 11 | Secure commitment to a clear vision and direction for the subject                                   | A |   | I |   |   |   |
| 12 | Awareness and understanding of the wider educational context and national accountability frameworks | A | R | I |   |   |   |
| 13 | Knowledge of/involvement in educational research on teaching and learning                           |   |   |   | A | R | I |
| 14 | Consistently good and outstanding teacher of Business                                               | A | R | I |   |   |   |
| 15 | Up to date knowledge of development in Business teaching                                            | A | R | I |   |   |   |
| 16 | Confident in the use of ICT to support learning                                                     | A | R | I |   |   |   |
| 17 | Ability to teach ICT, Digital Media or Computer Science                                             |   |   |   | A | R | I |

**The criteria will be evidenced as indicated below:**

‘A’ refers to the candidate’s Application form and covering letter

‘I’ to interview

‘R’ to reference

Candidates should address at least all items marked ‘A’

Referees are asked to comment on items marked ‘R’

Where many candidates meet the essential criteria, the desirable criteria will be used to shortlist for interview.