



GUMLEY HOUSE  
SCHOOL FCJ

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# Application Pack

## Head of Business Studies & Economics & Deputy Head of Sixth Form

*Are you passionate about teaching Business & Economics? Are you able to educate and inspire our Sixth Form students to succeed while also enhancing their wellbeing and potential. We are seeking to recruit a dedicated professional with excellent subject knowledge and a passion for teaching to inspire students to succeed through GCSE and A Level.*

***Required from***  
***September 2022***

***Salary Scale:***  
***Main/Upper Pay Scale & TLR***

*Gumley House School FCJ is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*





**STEPHEN BYRNE**  
Headteacher



***Thank you for your interest in joining our school community here at Gumley House.***

If you spend a day at Gumley House you'll understand what '*ethos*' means. Our school *really* is distinctive in the way it delivers an innovative and impacting education for our students.

I am very proud to be the Headteacher of Gumley House School and it gives me great pleasure to welcome you to our school. Thank you for taking the time to visit our school website and to explore more about joining our hardworking and caring community. I hope the information you find in this pack provides you with all the information you need about our Gumley Family.

Gumley is a Catholic school and Sixth Form Centre committed to academic excellence and firmly rooted in the tradition of the Faithful Companions of Jesus. We are a happy and high-achieving school, offering a wide range of activities outside the classroom to ensure each student experiences a wide range of opportunities to help them find their place in the world.

We firmly believe that a serene and happy student is one who will succeed at study, and our pastoral programme is directed to that end. Our school motto is 'Vive ut Vivas', which means 'Life in all its fullness'. That's what we want for every single young person we serve. We want every person who joins Gumley to enter into a relationship with the Christ who demands excellence whilst demonstrating compassion and forgiveness when necessary.

Please do not hesitate to contact the school at any point on your journey of discovering more about a career at Gumley.

With every best wish,



[www.facebook.com/gumley.house](http://www.facebook.com/gumley.house)



[www.twitter.com/gumleyhouse](http://www.twitter.com/gumleyhouse)



[www.instagram.com/gumley.house](http://www.instagram.com/gumley.house)



[www.gumleyhouse.com/LinkedIn](http://www.gumleyhouse.com/LinkedIn)



*Founded 1841*

## **180 years of outstanding Catholic education**

Gumley is a school with a long tradition of educating girls (and boys in the Sixth form) to make a difference to our world. The school was established in 1841 by Marie Madeleine d'Houet, foundress of the Faithful Companions of Jesus (FCJ) an international society of Catholic sisters working in many parts of the world. In the UK there are five FCJ schools; each with its own identity but bound together by the tenets of the FCJ Philosophy of Education based on Ignatian principles.

Six core FCJ values of companionship, dignity, justice, hope, excellence and gentleness are at the heart of our work with young people and with each other.

Gumley is a vibrant learning community where students and staff learn and thrive together. The ethos of academic excellence and whole person development prepares our students to confidently achieve their education and career aspirations in the global world. Vision and innovation form our central pillar of learning. We embedded Mandarin in our curriculum in 2008 resulting in 'Confucius Classroom' accreditation and provision of Mandarin teaching to support primary schools. The forward looking MFL department also teaches Spanish, French and Italian.

Our students are provided with a broad and balanced curriculum which recognises the importance of creativity and the arts as well as making sure that maths and science are taught by well qualified specialist teachers.

As an oversubscribed non-selective girls school at KS3 and KS4 we have a wide catchment area with girls coming from 70 primary schools across west London. There are 52 ethnic groups represented in the school and 67 languages other than English. Our students are supported by an outstanding pastoral team led by one of our Assistant Headteachers who work with Heads of Year, Pastoral Managers and School Counsellors to provide a safe environment for all to flourish.

Gumley's academic results reflect our tradition of achievement, the students' high levels of ambition, parental support, as well as the challenging teaching and dedication of the staff. The vast majority of our students are accepted at their first choice university including Oxbridge, reading a wide variety of subjects. Some also attain scholarships or high level apprenticeships with companies such as SKY.

At the heart of our education is the belief that whole person development is paramount. Thus we strive to provide our students with inspiring opportunities and a wide experience through extra-curricular activities.

Gumley is situated on a beautiful site with excellent facilities. This creates a peaceful uncrowded environment in which our students are encouraged to live by our motto: 'Vive ut Vivas' - 'Live that you may have Life' and grow into their best self.



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## Job Description

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<b>Reporting to:</b>	<b>Deputy Headteacher, Director of Sixth Form</b>
<b>Responsible for:</b>	<b>Teaching staff within Department; Designated Sixth Form Tutors; House Co-ordinators</b>
<b>Job Title:</b>	<b>Head of Business Studies and Economics &amp; Deputy Head of Sixth Form</b>
<b>Working time:</b>	<b>Full-time as specified within the STPCD</b>
<b>Salary:</b>	<b>MPS/UPS + OLA +TLR 2a (£2,914) + additional TLR</b>

**N.B. The Deputy Head of Sixth Form is required to make themselves available for work on GCSE results day as well as interview and post-16 enrolment days (as agreed by the Director of Sixth Form)**

### **Job Purpose:**

- ▶ to be accountable for leading, managing and developing Business Studies and Economics within the school;
- ▶ to be accountable for student progress so that each individual student achieves their optimum level in Business Studies and Economics and ensuring that effective strategies are in place to further raise standards of student attainment and achievement;
- ▶ To assist in the leadership, management and development of sixth form provision.
- ▶ To support the Director of Sixth Form and deputise where and when appropriate.
- ▶ To promote retention and recruitment to the sixth form.
- ▶ To assist in overseeing the pastoral care and academic progress of students.
- ▶ To have oversight of and carry responsibility for at least two key areas to be negotiated with the successful applicant.
- ▶ To undertake specific responsibilities as agreed with the Director of Sixth Form on an annual cycle.
- ▶ To support, hold accountable, develop and lead a team of tutors in the welfare and guidance of students. • To play a full part in the life of the school community, to support its distinctive vision and ethos and to encourage and ensure staff and students follow this example.
- ▶
- ▶ to ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying within the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and the Headteacher;
- ▶ to ensure the effective management and deployment of teaching/support staff, financial and physical resources within the department;
- ▶ to ensure the development and enhancement of the teaching practice of others;
- ▶ to ensure that Health and Safety procedures are adhered to at all times by all members of the department;
- ▶ to play a full part in the life of the school community, to support its distinctive vision and ethos and to encourage and ensure staff and students follow this example.

## Principal Accountabilities

### 1. TEACHING, LEARNING AND STANDARDS

The main accountabilities are to:

- ▶ working with the TLR holders within the department, lead curriculum development and assessment ensuring that courses provide a broad, balanced, relevant and differentiated curriculum;
  - ▶ ensure the production, evaluation and revision of schemes of work and subject syllabuses to meet the needs of individual students;
  - ▶ To support the Director of Sixth Form to ensure that policies, practices and ethos are promoted consistently across the sixth form.
  - ▶ To assist in creating an annual development plan and self evaluation plan for the sixth form, based on school priorities, which contributes to the School Improvement Plan.
  - ▶ To contribute to whole school planning, review, monitoring and evaluation.
  - ▶ To assist with monitoring, evaluating and reviewing standards of teaching and learning and pupil achievement in the sixth form, including undertaking lesson observation, sampling work, checking planners, collating and interpreting data.
  - ▶ To keep up-to-date with national developments in the curriculum, pastoral care, personal development, progress tracking and teaching practice and methodology.
  - ▶ To assist with the monitoring of homework and independent study set.
  - ▶ To assist in the planning and delivery of appropriate provision for tutor registration time and sixth form assemblies.
  - ▶ To promote and support extra-curricular and enrichment activities.
  - ▶ To review the subject choices of students in the year group before entry and during their time in the sixth form to ensure that they are appropriate and, if they are not, to offer information, advice and guidance in conjunction with the Careers Department.
  - ▶ To assist the Director of Sixth Form and the Leadership Team in promoting the sixth form as “the best place to be” to Gumley girls and to external candidates to ensure a high achieving, thriving and viable community of learners.
  - ▶ To ensure all form tutors understand and are actively implementing the key aspects of the school’s Mission Statement and all of the school agreed policies.
  - ▶ To extend the influence and encourage the activities of the House system by working with the Sixth Form Leadership Team and line managing the House Co-ordinators.
  - ▶ To implement the school’s policy and practice for the tracking of pupil progress.
  - ▶ To monitor the targets set for assigned pupils and to manage intervention to maximise progress (with particular emphasis on underachieving groups).
  - ▶ With the Director of Sixth Form, to manage the after school study session as required.
  - ▶ To promote, manage, and be responsible for high standards of attendance, punctuality and dress.
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- ▶ use attainment data provided by the school to monitor the progress of students taught ensuring that effective use is made of the data to set targets for achievement in Business Studies and Economics;
  - ▶ monitor the progress of students and identify underachievement ensuring programmes of support are in place to maximise the potential of all students;
  - ▶ monitor the progress and attainment of gifted students to ensure they are ‘challenged’ in all aspects of their work;
  - ▶ ensure that individual learning targets are set for all students;
  - ▶ ensure that classroom expectations are enforced and that the school’s ‘Behaviour for Learning Policy’ is implemented;
  - ▶ ensure adherence to the school’s Homework Policy and Feedback Policy by all teachers in the department;
  - ▶ monitor and evaluate teaching and learning in accordance with the school policy, including lesson observation, scrutiny of student work and quality of marking;
  - ▶ liaise with the SENDCo to ensure access and equality of opportunity for all students



## **2. IMPROVEMENT PLANNING, MONITORING AND EVALUATION**

The main accountabilities are to:

- ▶ actively promote the school's aims and values;
- ▶ prepare an annual department improvement plan and staff development plan for the department in accordance with the school planning cycle and taking into account the school's Strategic Plan and School Improvement Plan;
- ▶ provide a termly performance report for the Headteacher;
- ▶ meet regularly with the Link Governor for Business Studies and Economics; - chair department meetings and attend TLR meetings in accordance with the published schedule;
- ▶ actively contribute to the school's procedure for self-evaluation;
- ▶ take part, as required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

## **3. LEADING AND MANAGING STAFF**

The main accountabilities are to:

- ▶ lead, manage and coordinate the work of the Business Studies and Economics Department and encourage the process of team building;
- ▶ allocate teachers to teaching groups and manage staff in the department;
- ▶ monitor staff absence within the department and provide appropriate support and guidance;
- ▶ oversee and support the professional conduct of the staff in the department. Monitor and advise staff on appropriate professional conduct;
- ▶ induct new staff to the department including newly qualified teachers in accordance with school policy and oversee the work of initial teacher trainees as appropriate;
- ▶ represent department views through attendance at appropriate meetings and provide feedback;
- ▶ meet formally with the link SLT member according to schedule;
- ▶ ensure the school's 'Appraising Teacher Performance Policy' is implemented for all department staff;
- ▶ participate in relevant courses related to the role of Head of Business Studies and Economics and keep abreast of current or new developments in the subject and the curriculum;
- ▶ actively encourage and assist members of the department team in their own professional development, recognising their training needs;
- ▶ organise, chair and arrange for the recording of meetings of the department team according to the agreed school schedule. Ensure that minutes of meetings are circulated to team members and the SLT link member; - participate in the selection and appointment of teaching and support staff to the department and to contribute to references for staff;
- ▶ ensure that quality cover work is provided for classes when staff are absent and support the work of Cover Supervisors/cover teachers within the department;
- ▶ ensure that school policies are implemented by all staff within the department.

## **4 EFFICIENT AND EFFECTIVE DEPLOYMENT OF RESOURCES**

The main accountabilities are to:

- ▶ oversee ordering, maintenance and accountability for the teaching and learning resources within the department;
- ▶ ensure the care of rooms and other spaces, including furnishings and fittings in the department;
- ▶ ensure the school's Health and Safety policy is implemented and monitored in the department, including appropriate risk assessments when necessary;
- ▶ ensure all classrooms and corridors in the vicinity of and relating to the Business Studies and Economics Department have inspiring displays of material including students' work which is regularly updated;
- ▶ manage the department budget effectively;
- ▶ maintain and regularly update the department inventory of equipment and audit on an annual basis.

## **5 OTHER ACCOUNTABILITIES ARE TO:**

- ▶ play an active role in school life;
- ▶ share the responsibility with other managers for the maintenance of a learning environment and the well-being of students throughout the day and at the end of the school day, for example bus duty.
- ▶ This post is subject to the current conditions of employment for Teachers contained in the School Teachers' Pay and Conditions document and other current legislation

The post holder is required to participate in the school's Appraisal procedures.

The post holder is required to support and encourage the school's mission and FCJ ethos and carry out all duties in the context of and in compliance with the school's policies and procedures as agreed by the Governing Body as well as in line with the current Health and Safety legislation.

All adults employed by Gumley House School FCJ are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with and upholding the school's policies in respect of child protection and safeguarding.

It is understood that areas of responsibility of the job description are not necessarily a comprehensive definition of the post or an exhaustive list of all duties performed. The main duties and responsibilities are indicated above. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher.

The job description is a working reference document. The management duties and responsibilities will be reviewed at least once a year, together with the job description and may be subject to modification after consultation with the post holder and without changing the level of responsibility.

The job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed.

### **Performance Measures**

Performance will be measured against The Teachers' Standards (September 2017) and student outcomes in relation to targets set and in addition will take note of progress with the Department Improvement Plan.

### **Confidentiality**

The nature of your responsibility means that during the course of your employment you will see or have access to information of a confidential nature relating to the work of the school or the health or personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

## PERSON SPECIFICATION

KEY: A = Application; I = Interview; R = Reference

ATTRIBUTES	ESSENTIAL	DESIRABLE	STAGE IDENTIFIED
<b>EDUCATION</b>			
Good honours degree or equivalent in relevant subject.	X		AR
Evidence of continuing professional development.	X		AR
Post graduate qualification.		X	AR
Relevant higher degree or professional qualification.		X	AR
<b>EXPERIENCE</b>			
Experience of being a form teacher		X	AR
ICT Proficiency.	X		AI
Evidence of commitment to extended learning for students beyond the classroom.	X		AR
Active involvement in the promotion of equal opportunities.	X		AIR
Experience of working with parents and external agencies.		X	AIR
<b>KNOWLEDGE AND SKILLS</b>			
A passion for the subject and knowledge and skills to inspire students.	X		AIR
Ability to teach your subject across all key stages	X		AIR
Excellent interpersonal and teamwork skills.	X		AIR
Excellent communicator – sensitive and effective	X		IR
An ability to establish good working relationships with a wide range of people including students, parents, Governors and colleagues.	X		AIR
Knowledge, skill and intelligent use of data to inform intervention strategies to improve outcomes for students.	X		AIR
A keen interest in how students learn and experience of putting this knowledge into practice.	X		AIR
To support the school's programme for care, welfare and guidance	X		IR
Knowledge and understanding of current educational issues.		X	AIR
Knowledge and understanding of Safeguarding	X		I
A commitment to Equal Opportunities	X		AI
<b>PERSONAL QUALITIES</b>			
Ambition and vision	X		AIR
A commitment to sustaining and raising achievement, attainment and aspirations of all students.	X		AIR
A sense of humour and perspective.	X		AIR
To have the ability to work in a team	X		AIR
Ability to work under pressure and remain positive, enthusiastic and resilient.	X		AIR
Reflective and analytical.	X		AIR
Energy, imagination and personal commitment.	X		AIR
Personal and professional commitment to the philosophies of school improvement and effectiveness.	X		AIR
Supportive of the school's catholic ethos.	X		AI
Potential and capacity to grow professionally and aspire further to take responsibility and lead.		X	AIR
Excellent attendance and punctuality.	X		R



We are seeking to appoint an excellent Head of Business Studies and Economics to facilitate and encourage learning that enables students to achieve high standards; to share and support the corporate responsibility for the well-being, education and discipline of all students; to support the school's distinctive Catholic mission and FCJ ethos. The successful applicant should have a broad based subject knowledge in order to teach Business Studies and Economics both at GCSE and A level.

**How to apply:**

Details of the school are available on our website [www.gumleyhouse.com](http://www.gumleyhouse.com) where you can download an application form. Please return your form by email or post to:

Donna Godwin,  
P.A. to the Headteacher,  
[dgodwin@gumleyhouse.com](mailto:dgodwin@gumleyhouse.com)

Gumley House School, St John's Road, Isleworth, TW7 6XF.

Please note that only shortlisted candidates for the role will be contacted and the date for interview discussed then.

***If you require any further details about the role or application process, please contact Mrs Godwin at [dgodwin@gumleyhouse.com](mailto:dgodwin@gumleyhouse.com)***

**Closing Date for applications: 4.00pm on Wednesday 18<sup>th</sup> May 2022**