



HEAD OF BUSINESS STUDIES

Candidate Information Pack





Contents

Welcome from Chief Executive Officer	3
Anglian Learning	4
Sawston Village College – about our school	6
Head of Business Studies – about the role	8
Job Description	10
Person Specification	13

Welcome from the Chief Executive Officer

Thank you for your interest in the position of Head of Business Studies, here at Sawston Village College, part of Anglian Learning.

We are an ambitious, outward looking school trust consisting of seven secondary schools and eleven primary schools, the latest to join our community being Stour Valley Community School and Clare Community Primary School in March 2025. While each of our academies retains very clearly their own identity and ethos, we are collectively passionate in our belief that all young people deserve to have access to an outstanding education, and which crucially enables them to thrive in the local, national, and global communities in which they live.

Anglian Learning has been founded on strong collaborative and trusting relationships, where everybody is committed to sharing their successes, but equally open to innovative ideas and alternative perspectives. We also passionately believe that our most valuable resource is our people, and if you apply and are successful in your application, we promise to develop and support you in your career, as well as providing a caring, friendly environment in which to work.

For an informal discussion regarding this role, please contact HR team via email at recruitment@sawstonvc.org.

I hope that you find the following information useful. If you wish to visit our school or make an application for this vacancy, please see the contact information within.

We look forward to hearing from you.

Yours sincerely



Jonathan Culpin
Chief Executive Officer



Anglian Learning

Our mission is to build an innovative partnership of academies that excites, inspires, and empowers our people – pupils, staff, and the community in which we work - to be the absolute best they can be, to have the confidence to think creatively, and embrace new challenges. Through this we will seek to support and inspire our young people to be dynamic learners who will live, grow, and thrive in the local, national, and global community in which they live and will work.

Currently, the Trust educates more than 9000 pupils and employs over 1200 members of staff in 18 schools across three counties, with a 19th school due to open in the near future. Several of our schools provide adult education opportunities, reflecting our commitment to lifelong learning and we also operate our own sport centres, under the banner of Anglian Leisure.

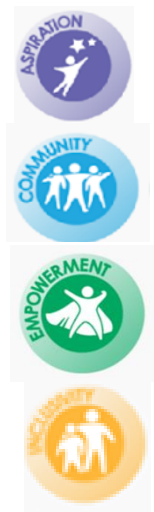
We are recent winners of the NGA Outstanding Governance Award; have a unique partnership with Arts Council England, reflecting our commitment to arts education; and are one of the eight National Creativity Collaborative pilot hubs. We are strategic partners in the local teaching school hub, working closely with other trusts to provide professional qualifications in addition to our own very extensive professional learning programmes.

We provide school improvement support to our schools, alongside finance, human resources, ICT, and estates support. Many of our leaders, teachers, and professional services staff are involved in networks across the Trust to share best practice and build skills and knowledge, with some taking on cross-trust leadership positions.

Our most recent staff survey indicated that a high proportion of staff:

- ✓ Feel as though they belong within Anglian Learning
- ✓ Agree that they are provided with relevant opportunities for professional development
- ✓ Feel that there is a positive culture of psychological safety within their school
- ✓ Have high levels of job satisfaction and happiness at work
- ✓ Would recommend our organisation as a great place to work
- ✓ Almost all staff who responded to the survey feel part a team within their school and can rely on colleagues for support when needed.

Our four core values and principles guide our work to achieve our vision:



Aspiration

We are ambitious for ourselves and all those in our community to be the best we can be

Community

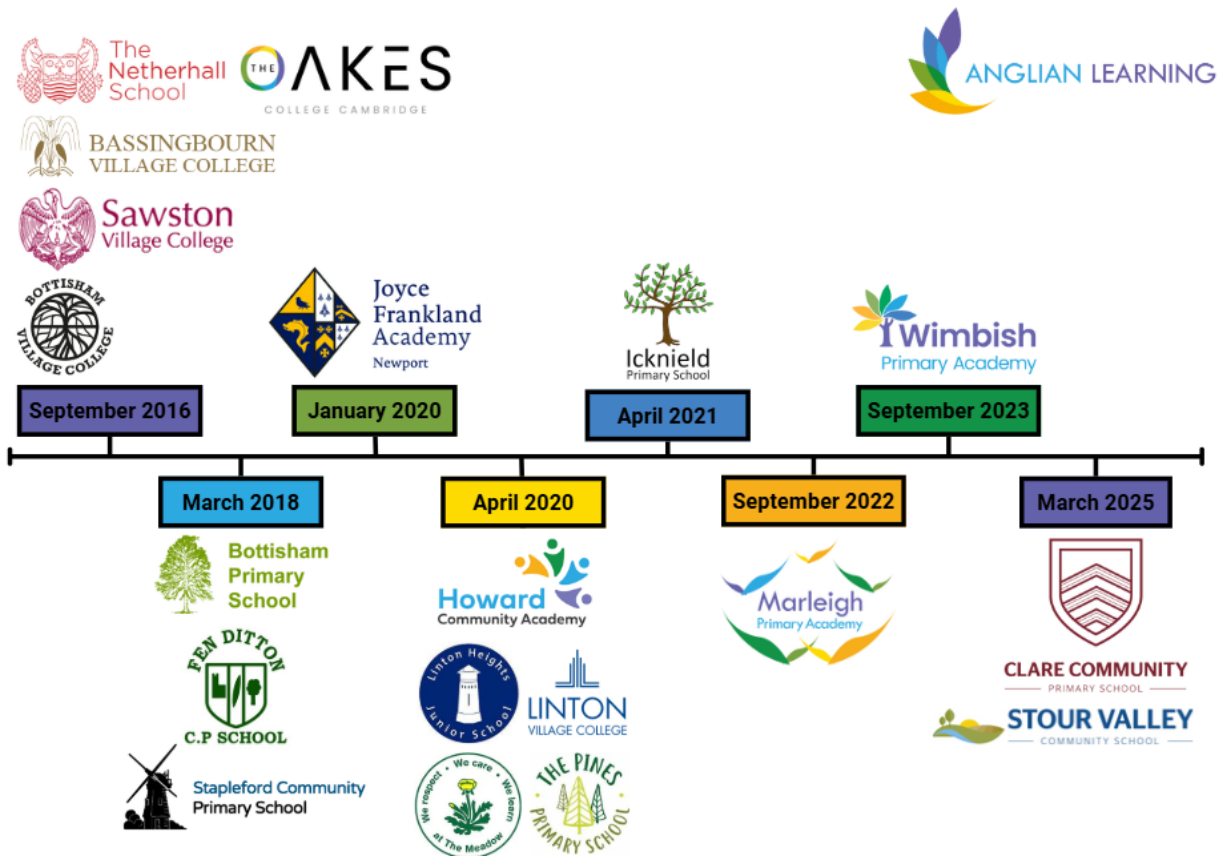
We underpin our relationships with a culture of support, respect and trust, recognising we are stronger together

Empowerment

We enable our academies, staff and learners to embrace new ideas and think creatively

Inclusivity

It is an exciting time to join our growing community of schools.



We aim to achieve this by raising the educational attainment of all our young people and using the collective energy and cross-school educational fertilisation within the Trust to improve life chances by:

- Developing a dynamic and inspirational culture for teaching and learning excellence.
- Providing pupils with stimulating and valuable enrichment opportunities across the curriculum.
- Building a curriculum and assessment structure that will enable teachers, pupils, and parents to celebrate success and respond swiftly to challenge.
- Encouraging innovation and risk-taking through a focus on research and best practice locally, nationally, and internationally.
- Promoting, enabling, and supporting leadership at all levels to flourish in individual schools and across the Trust.
- Providing high quality professional learning opportunities for staff at all levels in the Trust



Sawston Village College

Thank you very much for your interest in a position at Sawston Village College. We sincerely hope that the information below and enclosed within this pack will encourage you to apply to our friendly and vibrant school.

We are a very welcoming and highly successful school, one in which all staff are valued, and all contribute to our strong caring ethos. The College is named the State 11-16 Secondary School of the Year in The Sunday Times Parent Power list (The Sunday Times, 8 December 2024). Pupils are at the centre of all that we do but we can only succeed when all professionals work together, collaboratively and supportively, to ensure a positive, safe and calm learning environment in which all pupils can thrive. We ensure our staff have the resources, development and opportunities to fulfil their roles and responsibilities. Staff wellbeing is vital to our success, and we consider workload and the working environment very carefully. We want staff to feel happy, secure and enjoy their work.

Sawston Village College is an inclusive, comprehensive 11-16 academy, set on a picturesque open campus, a few miles south of the culturally iconic and aspirational city of Cambridge. It was the first purpose-built Village College in England, and we are proud of the fact that it is still heralded as a model for community education and remains true to Henry Morris' founding principles. Many members of the local community visit each week to participate in learning, sporting or leisure activities. We are proud to be a member of Anglian Learning, a family of like-minded schools serving over 8000 pupils from ages 3-19 in this region.

Our focus is the achievement and wellbeing of our 1180 pupils within a school culture based on community, ambition, respect and endeavour. In 2024, the College achieved above national averages at all levels including 73% gaining grade 5+ in English and Maths, 47% at grade 7 or above across all subjects and a very positive P8 score. Pupils secure their preferred post-16 pathway having achieved grades significantly well above average. Academic success, of course, is only one measure and, as an Artsmark Platinum accredited school, we are equally proud of our extensive extra-curricular offer as well as our aim to help all pupils leave with confidence, enriched experiences and hope for the future. Our code of conduct demands that our pupils also understand and appreciate the need for kindness, humility, politeness and good grace.

This success is based upon the following key principles. Firstly, a firm commitment to the belief that all pupils, regardless of ability or background, are able to achieve their potential and have the best opportunities to succeed in education, employment and life. Secondly, a determination to recruit, develop and retain the very best staff, by providing varied and exciting personalised opportunities for professional development, and a caring, supportive environment with an emphasis on teamwork, collaboration and staff well-being. Thirdly, a firm conviction that teaching and learning can only flourish where pupils are well behaved and respectful. Therefore, we have very high expectations and set exacting standards enabling staff and pupils to feel safe and happy. We provide outstanding pastoral care of our young people. Each pupil is a member of a vertical tutor group and a House. Non-teaching pastoral leads work very closely with our inclusion team, safeguarding team and SLT, to ensure that all pupils are known, valued, cared for and encouraged to do and be the best they can. We pride ourselves on the professionalism of our staff and our commitment to ethical leadership; as role models for the young, how we behave as leaders is as important as what we do.

Sawston Village College, as noted by our recent Ofsted report in May 2023, is a highly professional and exceptionally friendly, caring and enjoyable place in which to work and teach. Our staff surveys are highly positive and reflect the care and attention we pay to looking after staff and making the College the success it is for staff and pupils alike. During these turbulent times, we are keen to recruit people with resilience, adaptability and optimism for a better future. Above all, we are looking for staff who take pride in their work, enjoy the company of children and can harness the power of education to transform lives and inspire our future generation.

Thank you, in anticipation, for the time you will give to your application.

A handwritten signature in black ink, appearing to read 'J Russell', written in a cursive style.

Mr J Russell
Principal



Head of Business Studies

Hours: 46% FTE (14.95 hours per week)

Work pattern: Part-time, three-days per week (Monday, Wednesday and Thursday)

Contract Type: Permanent

Salary: MPS/UPS £31,650 - £49,084 FTE, plus TLR 2A £3,391

Pro-rata: Due to this being a 46% FTE contract, the pro-rata salary will be between M1 (£14,559) and U3 (£22,578), plus TLR2A (£1,560)

Location: Sawston Village College

We have an exciting opportunity available for an enthusiastic, hardworking and conscientious teacher seeking a part-time role from September 2025. The role is to lead the delivery of GCSE Business Studies at Sawston Village College. The subject is an integral and popular part of the broad and balanced curriculum that we offer and its content and skills have proved popular with both pupils and parents.

The role offers the opportunity to work with like-minded teachers within a supportive team. You will need to have flair and passion for your subject and be able to inspire our young people to achieve their ambitions. The role would equally suit an experienced teacher, or an ECT who is looking for an excellent start to their career. For the right candidate we are willing to offer remuneration up to UPS3, with a TLR.

Business Studies at Sawston Village College

Aims and Objectives

GCSE Business Studies is offered to pupils as an options subject at key stage 4. It has proved to be a popular option choice. There are currently two GCSE classes in Year 10 and two more in Year 11. The content and skills appeal to our pupils and parents and the subject is an integral part of the broad and balanced curriculum that we offer.

We are looking for a dynamic teacher who can inspire our young people to achieve academically whilst gaining an insight into business. It is hoped that the successful candidate will also contribute to our wider enterprise and economic well-being programme and help better prepare pupils for the world of work.

Team

The successful candidate will be the sole teacher of Business Studies at Sawston Village College and will be line managed by an Assistant Principal. They will have their own classroom which in recent years has been located alongside the Geography department with a shared office enabling collegiality and support.

Examination Success

In the 2024 summer exams, 79% of pupils gained a 9-4 grade with 37% securing the top 9-7 grades. This was above FFT20 and continues the trend of pupils making better than expected progress in Business Studies.

Curriculum

Pupils at the College currently follow the Pearson Edexcel GCSE Business Studies course (1BS0) in Year 10 and 11.

Enrichment

With links that are already established with businesses such as Newmarket Racecourse, Stansted Airport, SnoZone at Xscape, and local small businesses. With a history of successfully running enterprise schemes to help charities such as Cards for Bravery, this is the ideal opportunity for the successful candidate to become involved in developing partnerships and projects across and beyond the school, should they wish to do so.

Application

If you have any enquiries regarding this opportunity, please contact the HR team at recruitment@sawstonvc.org

To apply for this vacancy please complete the application process via our website at <https://sawstonvc.org/vacancies/>, outlining how your skills and experience will enable you to be successful in this role. Please note that CVs will not be accepted.

We also invite you to submit a separate cover letter, in letter format, addressed to the principal. Please kindly send it to our recruitment inbox at recruitment@sawstonvc.org to support your application and provide additional information that will assist the recruiting panel in making an informed decision

If for any reason you need to apply via an alternative accessible format, please contact us by emailing recruitment@sawstonvc.org

Closing date: Sunday 1 June 2025 at midnight (*this deadline is likely to be shortened*)

Interview date: As soon as possible – contact recruitment@sawstonvc.org for information

Start date: Monday 1 September 2025

Please note that we will review applications upon receipt and schedule interviews on a case-by-case basis. Therefore, complete your application as soon as possible.

Employee Benefits

Anglian Learning offers the following benefits to staff.

- Career Average Revalued Earnings Pension Scheme (CARE)
- Free membership to all [Anglian Leisure](#) Sports Centres – Bassingbourn, Bottisham, Sawston, Joyce Frankland, Linton and Netherhall
- 20% discount on Adult Education classes run by Anglian Learning schools
- Employee assistance programme via Health Assured
- Cycle to work salary sacrifice scheme
- Discounted eye care vouchers
- Annual flu jab vouchers
- Perkbox staff discounts
- Investment in personal development

Head of Business Studies – Job Description

Salary	Pro-rata: Due to this being a 46% FTE contract, the pro-rata salary will be between M1 (£14,559) and U3 (£22,578), plus TLR2A (£1,560)
Hours	Hours: 46% FTE (14.95 hours per week) Work pattern: Part-time, three-days per week (Monday, Wednesday and Thursday)
Pension	Teachers' Pension Scheme
Disclosure Level	Enhanced DBS with children's barred list check
Location	The post holder will be based at Sawston Village College. A full-time post holder will also work at Joyce Frankland Academy.
Responsible to	Assistant Principal (SVC)
Job Purpose	<ul style="list-style-type: none"> • To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate • To monitor and support the overall progress and development of pupils • To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential • To contribute to raising standards of pupil attainment. • To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth

Anglian Learning is committed to safeguarding and promoting the welfare of young people and vulnerable adults. We expect all staff to share this commitment and those in regulated activity will be subject to an Enhanced DBS Check and online checks. Certificate of Good Conduct and other applicable checks may be requested.

This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR, Safeguarding and Recruitment can be found on our website: www.anglianlearning.org.

We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Flexible working will be considered for all roles deemed suitable.

Please note the photo(s) of pupils attached to this notice were used under the legal ground of consent, for the purpose of preparing publications that promote the school.

Main Duties	
Operational/ strategic planning	<ul style="list-style-type: none"> • To make a positive contribution to the work of the department, assisting in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies and taking responsibility for particular facets of the department's work • To contribute to the curriculum area and department's development plan and its implementation • To plan and prepare courses and lessons • To contribute to the whole school's planning activities
Curriculum provision	To ensure that the curriculum area provides a range of teaching that complements the school's strategic objectives
Staffing	To take part in the school's staff development programme by participating in arrangements for further training and professional development
Staff development	To continue personal development in the relevant areas including subject knowledge and teaching methods
Recruitment/ deployment of staff	<ul style="list-style-type: none"> • To engage actively in the Performance Management process • To ensure the effective/efficient deployment of classroom support • To work as a member of a designated team and to contribute positively to effective working relations within the school
Quality assurance	<ul style="list-style-type: none"> • To help to implement school quality procedures and to adhere to the requirements outlined in the school's quality assurance policy. • To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures • To seek/implement modification and improvement where required • To review from time to time methods of teaching and programmes of work • To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
Management information	<ul style="list-style-type: none"> • To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMS, registers, etc. • To complete the relevant documentation/online records to assist in the tracking of pupils • To track pupil progress and use information to inform teaching and learning • To ensure the security and confidentiality of all such information
Communications	<ul style="list-style-type: none"> • To communicate effectively with the parents of pupils as appropriate • Where appropriate, to communicate and co-operate with persons or bodies outside the school • To follow agreed policies for communications in the school
Marketing and liaison	<ul style="list-style-type: none"> • To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, Review Days and liaison events with partner schools • To contribute to the development of effective subject links with external agencies
Management of resources	<ul style="list-style-type: none"> • To contribute to the process of the ordering and allocation of equipment and materials • To identify resource needs and ensure the efficient/effective use of physical resources. • To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the pupils
Pastoral care	<ul style="list-style-type: none"> • To take responsibility for a group of pupils whether as mentor or co-mentor • To play a full part in ensuring that there is a calm, orderly environment in and outside the classroom • To promote the general progress and well-being of individual pupils and class groups as a whole • To treat all pupils with respect

Teaching	<ul style="list-style-type: none"> • To undertake a designated programme of teaching • To ensure a high-quality learning experience for pupils which meets internal and external quality standards • To teach pupils according to their educational needs, including the setting and marking of work carried out by the pupil in school and elsewhere • To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required • To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils • To ensure that Literacy, Numeracy and school subject specialisms are reflected in the teaching/learning experience of pupils • To ensure that pupils have the opportunity to further their experience of ICT within the subject area and to assess their competence and progress with this skill set • To prepare and update subject materials • To use a variety of delivery methods which stimulate learning appropriate to pupil needs and demands of the syllabus • To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework • To undertake assessment of pupils as requested by external examination bodies, departmental and school procedures • To mark, grade and give written/verbal and diagnostic feedback as required • To contribute to the development, promotion and active use of the school's learning platform
Other specific duties	<ul style="list-style-type: none"> • To be aware of and comply with policies and procedures related to child protection and safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person, and attend compulsory safeguarding training as a priority of your role • To undertake duties according to the rota and discharge the responsibility proactively • To contribute to good order across the College by responding proactively where there is a cause for concern • To play a full part in the life of the school community • To support its aims and values and to encourage staff and pupils to follow this example • To promote actively the school's policies • To attend staff briefings • To continue personal development as agreed • To undertake any other duty as specified by STPCD not mentioned in the above

Head of Business Studies – Person Specification

Experience	Recent experience of teaching Business Studies and Economics to at least GCSE or equivalent level (as far as possible for ECT applications, evidence of a range of classes on placement would suffice). If full-time, ability to teach A Level desirable	Essential
	Evidence of ability to develop positive and effective relationships with pupils, staff, governors, parents/carers and other stakeholders	Essential
	Clear understanding of current curriculum development and issues for Business Studies. If full-time, Economics desirable	Essential
	Experience of involvement in extra-curricular Business Studies activities	Desirable
	Evidence of the successful use of ICT within teaching and learning	Desirable
Skills, Knowledge and Aptitudes	An excellent communicator who is able to work effectively with pupils, parents, colleagues and outside agencies	Essential
	Good or outstanding classroom practitioner with evidence of setting appropriate expectations to advance learning and engage and motivate pupils	Essential
	Ability to establish productive working relationships and work well in a team	Essential
	Has excellent subject knowledge and is aware of best practice in teaching, including effective use of AfL	Essential
	An excellent communicator, both orally and in writing	Essential
	Commitment to equality of opportunity and high aspirations for the achievement of all pupils, including those coming from disadvantaged backgrounds	Essential
	Evidence of a commitment to the safeguarding of all young people	Essential
	An awareness of new technologies, their use and impact	Desirable
	Excellent teaching, pastoral and behaviour management skills leading to evidence of excellent pupil outcomes	Essential
	Excellent use of AfL strategies in teaching and learning within the classroom	Essential
	A personal commitment to the continuing development of teaching skills in order to have a positive impact on pupils' outcomes	Essential
Qualifications and Training	Good honours degree in a Business or Economic related subject	Essential
	Qualified Teacher Status (or pending for ECT applicants)	Essential
	GCSE grade C+/4+ or equivalent in Maths and English	Essential

Personal Attributes	Enthusiasm, energy and personal dynamism	Essential
	Approachable, friendly and patient	Essential
	Good sense of humour	Desirable
	Able to prioritise and meet deadlines	Essential
	A liking and respect for young people	Essential
	Appropriate professional relationship with colleagues, parents and children	Essential
	High level of integrity, honesty and fairness	Essential
	Demonstrates personal enthusiasm for the learning process	Essential



Anglian Learning

Lode Road
Bottisham
Cambridge
CB25 9DL
Phone: 01223 811250

Email: hr@anglianlearning.org

Website: www.anglianlearning.org

