



Warlingham School
& Sixth Form College

Wide Horizons
High Aspirations

Candidate Pack

Head of Business & Economics

Temporary – Maternity cover
London Fringe + TLR 2c (£7,017p.a.)

September 2022



Warlingham School



Wide Horizons
High Aspirations

Tandridge Learning Trust 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 safer recruitment checks, including an enhanced DBS check.

As an equal opportunities' employer, Tandridge Learning Trust is also committed to achieving a diverse and inclusive workplace and strongly encourages suitably qualified applicants from a wide range of backgrounds irrespective of personal characteristics.



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Dear Candidate,

Thank you for enquiring about this post. This brochure has been designed to give you, a potential applicant, essential information about our vacancy, school and trust, so you can decide if this will be the next step in your career.

“Wide Horizons, High Aspirations” is our school motto and this underpins our whole school philosophy. We are a school community which does not stand still. Whilst our expectations of academic performance are high, of equal importance are that students enjoy the experience of coming to Warlingham School and have opportunities which enable them to develop into young men and women who will contribute positively to society. Our students tell us they consider this a place where they are challenged by the work, where they are supported by the staff and fellow students and where achievement is part of the everyday vocabulary.

We have high expectations in terms of learning, behaviour and attendance which leads to excellent academic progress. We provide an environment that excites, motivates and challenges our students to place no ceiling on achievement and to develop an interest in the world around them. Our ambition is for students to leave Warlingham as successful, confident young people ready to face all of life’s challenges and make a positive contribution to society. We measure our success by meeting the needs of all our students in this truly comprehensive school and believe everyone has a role to play in achieving this aim.

If you decide this is not the school for you then we thank you for the interest you have shown; however, if this ethos aligns with yours, then I hope you will apply to join our team, support our drive to become outstanding and I look forward to receiving your application.

We hope that this pack provides sufficient information to encourage you to take your application to the next stage. Do telephone or email, if you wish to discuss any aspect of the post.

We look forward to hearing from you.

Mr P Foster
Headteacher



HEAD OF BUSINESS & ECONOMICS ADVERTISEMENT

Are you passionate about Business and Economics? We have an exciting opportunity for an enthusiastic Department Head to join our dedicated team providing exciting and inspirational teaching and leadership. As an outstanding classroom practitioner, you will be able to engage our students and enrich the teaching so that students and staff develop their love of the subject and reach their full potential and beyond.

You will be joining a wonderful school in a forward-thinking Trust, whose core values are Equity, Collaboration and Integrity. We offer many staff benefits for you to enjoy which include:-

- Family friendly policies
- Generous Pension Scheme (TPS)
- Commitment and opportunities to develop your professional portfolio
- Employee Assistance Programme & Wellbeing Support
- Lifestyle and Retail Discounts
- Staff sports and social events

If you feel you have the potential to be an excellent leader, with relevant experience and great knowledge we would love to hear from you.

Please read the enclosed job description for further details and do not hesitate to contact us if you have any queries or would like to visit the school.

Closing Date: 10am, Thursday 30th June 2022

Please note that applications will be considered upon receipt. Early applications are encouraged as we reserve the right to close the recruitment process once a suitable candidate is appointed.



CONTACT DETAILS AND HOW TO APPLY

Designated contact for this vacancy:

- Name Mr Kinder
- Number 01883 624067
- Email address p.kinder@warlinghamtlt.co.uk

Please complete the Trust's application form and return this electronically with any requested supporting documentation to:

hr@tandridgelearningtrust.co.uk

Closing Date: 10am Thursday 30th June 2022



Please note that applications will be considered upon receipt. Early applications are encouraged as we reserve the right to close the recruitment process once a suitable candidate is appointed.



DEPARTMENT INFORMATION

During the time of Specialist Schools, Warlingham School was a Business and Enterprise specialist school. Although Specialist Schools no longer exist the school has maintained the Business and Enterprise ethos and, as such, the Business Studies Department plays a leading role within school. It is currently staffed by a team of four enthusiastic teachers, led by a Head of Department.

The department is housed in a dedicated Business Centre which is furnished and decorated to business standards. Each classroom is fully equipped with an interactive whiteboard, computers, flat-screen monitors and a ceiling-mounted projector. The department also benefits from having a class set of laptops.

We have a range of other resources, including a colour printer and photocopier, digital camera, video camera and visualisers. Teachers and students also have access to a full range of on-line resources (Dynamic Learning and Active Learn) and written publications, including set text for each class in each subject, specialist texts on a wide range of topics and a library of economics and business publications, such as Business Review and Economics Review.

The department offers a wide range of courses across key stage 4 and 5, offering students continuity and progression with good results across all subjects.



JOB PROFILE & PERSON SPECIFICATION

JOB TITLE:	Head of Department - Business & Economics
SCHOOL/PHASE:	Warlingham School and Sixth Form College - Secondary
ACCOUNTABLE TO:	Senior Leader as designated
RESPONSIBLE FOR:	Department Teaching Staff
GRADE/SCALE/TLR:	TLR 2c
DATE:	April 2022

Job Purpose

To secure excellent standards of learning and achievement for all students by providing outstanding and inspirational leadership for the department.

Key Accountabilities and Tasks

The specific nature and balance of these responsibilities will vary according to the needs of the school and may be shared.

Key Accountability	Main Tasks
1. Teaching	<ul style="list-style-type: none">• To meet the requirements of the Teaching Standards as detailed in the STCPD.• To provide leadership support for curriculum development and delivery that meets the needs of individual students and maximizes the opportunity for each individual to achieve excellent outcomes.• Motivate students and staff to achieve the highest possible standards and secure the best outcomes• Monitor and evaluate the quality of learning and teaching within the department through regular reviews, including lesson observation, work scrutiny and student voice.• Ensure the implementation of the national strategies and ensure that literacy and numeracy are high priorities in curriculum planning and delivery.• Cope with subject-related questions raised, drawing from specialist subject knowledge• Maintain and develop links with other departments and schools• Ensure that appropriate extra-curricular activities are provided for students
2. Strategic	<ul style="list-style-type: none">• Support the Trusts core values, modelling professionalism and integrity within the department and school as a whole• Support the strategic aims of the school through innovative approaches to learning within the department



	<ul style="list-style-type: none">• Establish short, medium and long term departmental plans for development and resourcing• Analyse and report on departmental data to raise standards• Analyse and interpret relevant national, local and school data to inform policies, practices, expectations, targets and teaching methods• Support the development of the subject team through buddying, mentoring or coaching• Work in harmony with staff in the department, other subject leaders, SLT and other schools within the Trust
3. Leading and Managing	<ul style="list-style-type: none">• Where applicable, exercise effective staff management, lead and motivate others and generate effective working relationships• Recruitment, induction and development of staff• Contribute to the performance management process for any direct reports or team members• Maximise team improvement, recognising strengths and supporting the team meeting departmental objectives through effective people management• Lead professional development opportunities for staff within the department• Plan, manage and monitor the curriculum within the agreed budget• Celebrate success within the department
4. Assessment, Recording and Reporting	<ul style="list-style-type: none">• Support the development of teaching and learning within the department• Recording of student achievement and assessment data in accordance with agreed timescales• Assist with the administration of examinations
5. Other Responsibility	<ul style="list-style-type: none">• To identify appropriate resources for the department and ensure they are used efficiently, effectively and safely• To establish staffing needs and deploy appropriately• To maintain a high profile around the school and be proactive in dealing with students and parents and actively support colleagues in promoting an ethos in the school characterised by high expectations, positive attitudes and behaviours and a focus on achievement.• Contribute to whole school strategic planning and decision making
6. Safeguarding	<ul style="list-style-type: none">• Responsibility to promote and safeguard the welfare of children in line with the school Safeguarding and Child Protection Policy• To be up to date on current safeguarding issues• Promote positive mental health and wellbeing strategies



Person Specification – Head of Department Business & Economics

The person specification shows the abilities and skills you will need to carry out the duties in the job profile.

	Essential	Desirable	Evidenced by
Qualifications / Experience	<ul style="list-style-type: none"> QTS / Relevant Degree At least 3 years teaching experience at KS4 and preferably KS5 or relevant commercial experience Have worked closely with parents and willing to respond promptly to parental concerns or questions Previous experience of leading or guiding others within a team 	<ul style="list-style-type: none"> Safer Recruitment 	Application Certificates
Knowledge and Understanding	<ul style="list-style-type: none"> Excellent teaching subject knowledge Use of assessment to promote students learning Teaching methodology Current curriculum developments and best practice in subject area Equality, Diversity and Inclusion 		Application Interview
Skills & Aptitudes	<ul style="list-style-type: none"> Outstanding Classroom practitioner Able to use ICT to support learning and as a communication and management tool Excellent administration skills Excellent communicator with effective interpersonal skills and organisation skills Ability to enthuse students and colleagues Ability to analyse and present information Willingness to undertake any training to improve own performance and skills 		Interview References
Professional Qualities	<ul style="list-style-type: none"> Excellent and inspirational leader Approachable, warm and open Effective team player Genuine passion and a belief in the subject Vision, energy and enthusiasm Pursuit of high standards - both academic and behavioural Integrity with the ability to exercise sound judgement Able to analyse situations to achieve win-win outcomes Willing to contribute to all aspects of school life 	<ul style="list-style-type: none"> Assertive but approachable 	Interview
Safeguarding	<ul style="list-style-type: none"> Ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the school Child Protection and Safeguarding policy and the Staff Behaviour Policy 		Interview References



ABOUT WARLINGHAM SCHOOL & SIXTH FORM COLLEGE

Warlingham School & Sixth Form College is a fully comprehensive community-focussed, school, with a PAN of 240. The School provides a caring, supportive environment, where staff and students work with integrity and respect. The school places a high importance on its key values of Commitment, Courage and Kindness, which we strive to make a reality every day.



At Warlingham, we want our students to be safe and happy at school and as a result, enjoyment and engagement are important elements of life at our school. Our student leadership programmes help our students to develop the confidence, grit and resilience needed to be successful in later life. These qualities will help them to develop into well-rounded young people, ready to make a positive contribution to the local community and to wider society in general.

Students are encouraged to have high aspirations so that each can be the very best that they can be, whatever their starting point. Members of staff go the 'extra mile' for students and are dedicated to nurturing young people's talents and aspirations. We expect our students to work hard, behave respectfully, dress smartly and take pride in their achievements.

Our students are also encouraged to have wide horizons and to experience a broad range of opportunities and experiences that enable Warlingham students to grow into confident, articulate young adults who enjoy their time at school and leave with the skills, qualities and qualifications required to face the challenges of the future. Our thriving House system provides a sense of belonging and lots of healthy competition as well as a caring and supportive pastoral structure.

The Sixth Form College is home to around 200 happy and successful students and offers a wide range of courses, including both A Level and Vocational Courses. Our sixth form provision is under review; students currently select one of several enrichment courses, such as the Duke of Edinburgh Award Scheme or the Extended Project Qualification (EPQ).

Our strong pastoral system continues to support our college students and the personalised approach we offer helps them to achieve their goals in a secure and nurturing environment. Extra-curricular trips, whether a geological visit to Iceland or a trip to Auschwitz run by the Holocaust Educational Trust, all enrich and broaden horizons. Local community-based activities help to develop students' understanding of citizenship and commitment whilst further developing their employability skills.





With the opportunities provided and the quality of the teaching and learning support, it is no surprise that a significant percentage of students go on to be successful at Russell Group universities such as Cambridge, Kings College and Imperial College.

Students



Many of our students live in Surrey and others come from the southern part of the London Borough of Croydon; most of the students live within a three-mile radius of the school. Our students represent a broad socioeconomic mix.

There are currently 1,411 students on roll including the Sixth Form College. Although many students stay on for Key Stage 5; we would like to encourage a higher proportion to stay with us. The School is oversubscribed for the Year 7 intake each September.

Facilities

Located south of Warlingham, the purpose-built school sits on an extensive, 20-acre site, with good commuter access by road and two stations within half a mile. The buildings are well maintained, some recently modernised and refurbished and the facilities include extensive adjacent playing fields, a dedicated sixth form block, a fitness suite and a 25-metre swimming pool.

The School has made significant investments in technology, with several computer suites and two state-of-the art scientific laboratories.



Staff

The quality of teaching is clearly central to the success of any school. Teachers are the greatest resource a school has. We employ dedicated individuals with positive attitudes and high standards. All our staff go the 'extra mile' for students and take time to nurture young people's talents and aspirations.

Learning takes place in a purposeful and well-disciplined environment, in which students are encouraged to be actively involved in their learning through investigation, problem-solving, discussion, practical work and research. Ofsted inspectors have praised the quality of teaching throughout the school, and the exemplary behaviour of our students. Information about our latest Ofsted report is available on our website:

<https://www.warlinghamschool.co.uk/63/ofsted>



There is a healthy balance between established and newly qualified teachers, and the school is committed to ensuring access to a wide range of CPD opportunities. Warlingham School & Sixth Form College offers teacher training through our School Direct courses, which are designed as school-centred initial teacher training routes and are a popular choice for those who hope to secure a role in the network of schools where they train. The School Direct Programme is provided through the South East Learning Alliance, of which we are a member school.



The teaching staff are well supported by the senior leadership team and a range of experienced teaching assistants and learning mentors who help support additional needs. All support and administrative staff share the same commitment to our caring and respectful school ethos. In addition, we work closely with the MAT team who provide a range of support services for the schools.

Our Values and Aims

Warlingham School & Sixth Form College provides a caring, supportive environment, where children and staff are happy, where everyone works with integrity and respect, and is challenged to reach their highest possible achievement.

Learning takes place in a purposeful and well-disciplined environment in which students are encouraged to be actively involved through investigation, problem solving, discussion, practical work and research.

Ofsted inspectors have praised the quality of teaching throughout the school and the exemplary behaviour of our students. Staff have high expectations of students and provide a range of challenging experiences for all abilities, leading to good examination performances and an enjoyment of learning.

We take our motto of “Wide Horizons, High Aspirations” very seriously and build in opportunities for our students to develop as individuals through the taught curriculum and an extensive range of additional activities.

WIDE HORIZONS: ‘Be inspired to experience more than you thought possible’

HIGH ASPIRATIONS: ‘Be the best you can be’



Values

Our key values are commitment, courage and kindness.

Aims

We intend to:

- help every student, and every member of staff, to achieve more than they ever thought possible, regardless of their starting points,
- be a community of excellence where we hold high expectations for success in ourselves and in others,
- foster an environment where individuals take responsibility for themselves and show respect for others as part of a healthy and safe community,
- value and embrace the fact that we are all different and show tolerance for the beliefs, faiths and opinions of others,
- prepare students for successful and fulfilling adult lives by giving them opportunities to experience work, volunteering and to participate in their community,
- help our students to develop into articulate, confident, courteous and considerate citizens
- promote a love of learning by high quality and engaging teaching which delivers great learning outcomes, and
- celebrate the varied achievements of all students and all members of staff.



Tandridge Learning Trust

Tandridge Learning Trust was formed in 2017 by five Tandridge schools. It is a strong partnership of exceptional schools committed to providing a caring and nurturing learning environment that delivers equity and excellence in education for every child. Our cross-phase Multi-Academy Trust currently comprises of one secondary (Warlingham School & Sixth Form College), and four primary schools (Bletchingley Village Primary School, Hamsey Green Primary School, Tatsfield Primary School and Woodlea Primary School).

Tandridge Learning Trust recognises and respects the unique culture and ethos of each individual school and has high aspirations for every child and every school; sharing best practice and inter-school collaboration to improve teaching, learning and outcomes for children.



The Trust provides robust challenge combined with relevant support for each school to ensure that every child, no matter their ability or circumstances, achieves their best possible outcomes. It also provides wider opportunities for students and staff by broadening the curriculum offer, sharing specialist staff and improving professional development. This broader curriculum and opportunities for development and movement within the Trust creates an attractive working environment and aids in staff recruitment and retention.

The structure also provides more possibilities for robust succession planning and encourages the development of school leaders.

Working together as a group of similarly minded and innovative schools fosters excellent relationships and creates opportunities for pupils and staff alike to thrive and learn from one another. By operating as a cross-phase Multi-Academy Trust, the schools can improve the transition between primary and secondary phases and thus raise learning outcomes.

Tandridge Learning Trust is governed by a Trust Board which is responsible for the strategic decision-making and financial prudence of the Trust.

