



THE ELLEN WILKINSON SCHOOL
— FOR GIRLS —

HEAD OF BUSINESS STUDIES

RECRUITMENT INFORMATION

A SPECIALIST COLLEGE FOR
SCIENCE & MATHEMATICS







BACKGROUND

The Ellen Wilkinson School for Girls aims to represent excellence, independence and empowerment in the education of women. The school is fortunate to employ over 200 staff, educate over 1,400 girls, and boast a 5,000m² site.

We are proud to provide a curriculum that is not only challenging and engaging to our students, but also creates the best opportunity for every woman in the school to become independent and confident to face the challenges of a complex and challenging world.

Our curriculum is developed with the interest of every student at it's core, with the primary purpose of ensuring they leave with the life skills to reach their potential and lead fulfilling lives. The rich curriculum we offer allows our students to thrive equally in academic and creative disciplines. This is complimented with an extensive range of extra curricular activities which are designed to enhance the students' experience at every level.

We are united with our stakeholders by a strong sense of community and service, for the purpose of ensuring that all of our students make exceptional progress in their own unique ways. We are consistently amongst the top schools for value added; that is to say our students demonstrate amongst the highest rates of growth and

development between the moment they arrive at the school and the time they leave. Of course, our very top students perform exceptionally well and advance on to top universities across the country.

The Ellen Wilkinson girl, by the end of her time at the school, will have achieved outstanding personal success and have developed a genuine love of learning. She will continue her pursuit of education and excellence and will, above all else, leave confident and prepared to play a vital role in society – It is this anchor which underpins all of the work we do individually and collectively as a staff.





THE ROLE HEAD OF BUSINESS STUDIES

Post Title:	Head of Business Studies
Report to:	Assistant Head
Salary:	EWS Teacher Pay Scale UPS/MPS + TLR 2B Full time, Permanent September 2024 start
Supervisory Responsibility:	The post holder may be responsible for the deployment and supervision of the work of Teaching Assistants relevant to their responsibilities.

1. Purpose of the job

- to take overall responsibility for the leadership, management and co-ordination of all work within the department;
- to provide a high quality educational experience for all students;/to ensure high standards of student attainment and achievement are matched by high quality teaching and learning in every classroom
- to translate 'The Vision' of the school into a reality for our students;
- to raise standards of student attainment within the particular curriculum area.

2. Job Context

The school welcomes teachers of high professional standards and shares the responsibility with each teacher for continual review and the development of expertise.

All teachers make a valuable contribution to the school's development and, therefore, to the progress of all pupils. They are role models to pupils and -at all times- the values, vision and ethos of the school must be evident in their attitude and behaviour. They treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.



THE ROLE OF HEAD OF BUSINESS STUDIES

They are responsible and accountable for achieving the highest possible standards in work and conduct. They are also responsible for the learning and achievement of all pupils in the class/classes ensuring equality of opportunity for all.

Teachers must be proactive in ensuring the school's Health and Safety Policy and safeguarding of pupils are implemented both on and off school premises and when engaged in authorised school activities elsewhere.

3. Key Tasks

LEADERSHIP OF LEARNING

- Monitor, support and evaluate the overall progress and development of students
- Ensure high standards of teaching
- Establish high levels of expectation of achievement by assessing, with Assessment for Learning an integral part, recording, reporting and evaluating using available data
- Ensure that strategies are in place to identify student achievement, set individual targets, establish intervention procedures and provide appropriate support and enrichment
- Ensure that learning is accessible, interesting and challenging
- Establish and maintain clear and effective communication with students and their parents
- Ensure that behaviour for learning is managed effectively in the Department in line with School policy, to maximise learning opportunities for all students
- Demonstrate appropriate and consistent progress for pupils which compares favourably with pupils in similar settings

MANAGEMENT OF STAFF

- Lead, motivate, deploy and manage staff
- Build team commitment with colleagues
- Act as role model, mentor or consultant to colleagues as appropriate and encourage collaboration, co-operation and teamwork
- Provide professional leadership and management to secure high quality teaching
- Develop and enhance the teaching practice of all subject staff, including trainees



THE ROLE HEAD OF BUSINESS STUDIES

- Lead and involve all departmental staff in planning for the Department
- Be responsible for the day to day running of the Department
- Establish consistent standards of practice within the Department and develop the effectiveness of teaching and learning strategies in line with the School's monitoring procedures
- Contribute to and implement policy and procedures for staff development, appraisal and support
- Take an active part in School recruitment, induction and retention processes
- Foster and encourage vigorous and effective self-evaluation

MANAGEMENT OF CURRICULUM

- Lead curriculum development for the whole Department, ensuring that courses provide a broad, balanced, relevant and differentiated curriculum to meet the needs of all students studying in the Department
- Work with colleagues to formulate strategy, aims and objectives for the Department which have coherence and relevance to the needs of students in line with those of the School
- Keep up to date with national developments in the subject and with methodology
- Ensure that courses offered by the Department meet the needs of all the pupils as well as the requirements of all examination awarding bodies
- Provide information and data as required by the School's administration, or relevant external bodies
- Represent the Department's views and interests at appropriate meetings both within the School and externally
- Contribute to PSHEE, Literacy, Numeracy, Citizenship and other cross curricular programmes as required

MANAGEMENT OF RESOURCES

- Effectively and efficiently manage the resources and Departmental budget to support the curriculum
- Evaluate, organise and monitor the use of resources



THE ROLE HEAD OF BUSINESS STUDIES

4. School Culture

All teachers are expected:

- To help create a strong community, characterised by consistent, orderly, caring and respectful relationships;
- To help develop a culture and ethos that is committed to achievement and the principles of equal opportunities;
- To adhere to the policies and procedures of the school, in particular, those of Safeguarding, Teaching and Learning, Assessment Recording and Reporting and Health and Safety;
- To make a positive contribution to the wider life and ethos of the school;
- To take a full part in enrichment and enhancement activities in and beyond the school;
- To create and sustain a positive class culture;
- To promote the achievement of each individual pupil by setting appropriate goals and promoting high standards of achievement in work and behaviour;
- To challenge behaviour that is not in line with school policy;
- To keep up-to-date and adhere to the current school and national policies and procedures.

5. Pastoral Care

Teachers are expected:

- To care for each pupil as an individual and ensure that they have the opportunities to succeed academically and develop emotionally and socially;
- To provide relevant guidance to pupils on educational and social matters and on further education and future careers;
- To teach relevant issues;
- To liaise with relevant colleagues, including line managers;
- Under the direction of a line manager, to maintain contact with parents and external services.
- To perform the role of a form tutor.

Note

This job description is not a contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as a contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.



THE PERSON SPECIFICATION

Please make sure when completing your application form that you give clear examples of how you meet the criteria.

Essential Qualification Criteria

1. All applicants must:
2. Be deemed suitable to work with children
3. Be qualified to degree level or above
4. Be eligible to teach in the UK
5. Be eligible to the right to work in the UK
6. Have a good command of spoken and written Standard English.

Experience:

7. Teaching/training at secondary school level
8. Working/training in a multicultural environment

Knowledge:

9. Have in depth knowledge of main teaching subject
10. Have up-to-date knowledge of current educational developments in relation to that subject at whole school level
11. Have awareness of current approaches and teaching strategies in main subject and any other subject offered
12. Be vigilant regarding Safeguarding

Skills:

13. Ability to engender enthusiasm for the teaching subject(s) and motivating pupils through setting purposeful work
14. Ability to encourage learners to develop self-esteem. To keep themselves and others safe and to have respect for others
15. Ability to plan and deliver high quality lessons, evaluate the impact of these and develop future planning accordingly
16. Ability to promote high standards of achievement in work and behaviour



THE PERSON SPECIFICATION

17. Ability to teach across the whole ability and age range of the school
18. Show a clear grasp of Assessment, Recording and Reporting (including target setting)
19. Ability to use new technology to support both the curriculum and organisation
20. Ability to monitor and evaluate teaching and learning and act upon the outcomes, including data analysis
21. Ability to assess the needs of individuals to inform lesson planning
22. Ability to prioritise, pay meticulous attention to detail, work under pressure and meet strict deadlines

Qualities:

23. To show willingness (and/ or experience of) to foster good relationships with all the school's stakeholders
24. To demonstrate commitment to team work and collaboration, including assisting in
25. To be hardworking, determined and conscientious
26. To be a reflective practitioner, able to self-evaluate and develop professionally

This is a Job Description only and is not necessarily a comprehensive definition of the post. It sets out the duties of the post at the time it was drawn up and should be seen as describing in more detail aspects of the duties set out in the Education Act (School Teachers' Pay and Conditions of Employment) Order 1987 Schedule 3.

The Head of the School may vary the duties from time to time without changing their general character or the level of responsibility entailed. Any modification or amendment will be made after consultation with the holder of the post.

There is an opportunity for this post to have a job share arrangement.



LIVING AND WORKING IN EALING

T

TRANSPORT

Tube: The school is a very short walking distance from West Acton Station (Central Line Zone 3) and North Ealing Station (Piccadilly Line Zone 3), offering very short travel times to and from the West End and Westfield Shopping Centre.

Rail: The Elizabeth Line connects you from Ealing Broadway to Paddington in 15 minutes, to Heathrow Airport in 30 minutes and to Reading in 50 minutes.

Bus: Ealing is served by an impressive number of bus routes, including the 65 (to Kingston), 483 (to Harrow) and 297 (to Willesden).

Cycle: Proposals to build a Cycle Superhighway between Tower Hill and Acton could make life even easier for Ealing cyclists, who currently enjoy a 40 minute cycle to Hammersmith.

C

CULTURE AND AMENITIES

Popular restaurants and bars include The Grapevine, The Grange, and Meadow Restaurant, historically winning the Good Food Guide Readers' London Restaurant of the Year.

The borough enjoys its very own Blues, Jazz, Comedy and Beer festivals throughout the year.

Savvy shoppers in the area go to Ealing Broadway Shopping Centre which has most high street chains and just a little further away, to Westfield Shopping Centre.

The Pitshanger Bookshop is an Ealing institution and the independent store has been helping locals pick out their next must read for almost 20 years.

Ealing continues to prove itself as a perfect mix of green suburban charm and urban convenience and accessibility.



HOW TO APPLY

T

he Ellen Wilkinson School for Girls seeks to appoint a **Head of Business Studies** to contribute towards the vision and effectiveness of a dedicated and successful school.

Closing date for applications is on **Monday 20th May 2024 at 12 Noon.**

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Successful applicants will be subject to an enhanced DBS check and medical questionnaire.

Applications should be submitted to the office, via email, in the post or in person at:

HR Administrator
The Ellen Wilkinson School for Girls
Queens Drive
London
W3 0HW

HR@ellenwilkinson.ealing.sch.uk

www.ellenwilkinson.ealing.sch.uk/1321/vacancies



THE ELLEN WILKINSON SCHOOL
FOR GIRLS

QUEENS DRIVE, LONDON W3 0HW
0208 752 1525 | WWW.ELLENWILKINSON.EALING.SCH.UK



INSPIRING
PASSIONATE
NURTURING
SUCCESSFUL
CREATIVE

A SPECIALIST COLLEGE FOR SCIENCE AND MATHEMATICS

The Ellen Wilkinson School for Girls is a high achieving, creative and vibrant school superbly located in the heart of Ealing, where girls receive the encouragement and support to become successful, determined and confident young women.

This year, the school achieved outstanding GCSE results including a Progress 8 of +0.7

HEAD OF BUSINESS STUDIES FULLTIME, PERMANENT, SEPTEMBER 2024 START UPS/MPS + TLR 2B

We are seeking to recruit an outstanding and motivated Head of Business Studies to contribute towards the vision and effectiveness of a dedicated and successful department. You will join a team of ambitious teaching professionals committed to offering a stimulating and innovative curriculum and providing a consistently exceptional education for all girls at the school. The new post-holder would experience fantastic professional development at a time of exciting growth throughout the school.

We are looking for someone who:

- Is a creative, imaginative, innovative and experimental classroom practitioner
- Is committed to further professional development
- Is emotionally intelligent, embraces a growth mind set and is driven towards improvement

The Closing Date for the post is Monday 20th May 2024 at 12 Noon.

Recruitment Pack and Application Forms can be obtained from

www.ellenwilkinson.ealing.sch.uk/1321/vacancies

Our school is committed to safeguarding and promoting the welfare of the children and expects all staff to share this commitment.