



Warlingham School
& Sixth Form College

Head of Business Studies

(Maternity Cover/October Start)
MainScale / Upper PayScale

TLR 2C

Warlingham School & Sixth Form College
is part of Tandridge Learning Trust.

Tandridge
Learning Trust

Excellent Teaching
Inspiring Leadership
Innovative Training

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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.



WELCOME

Dear Candidate



Thank you for enquiring about this post.

This information pack has been designed to give you, a potential applicant, essential information about our vacancy, school and trust, so you can decide if this should 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 & Sixth Form College 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.

Should 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.

Paul Foster

Paul Foster
Headteacher



JOB ADVERTISEMENT

We have an exciting opportunity for an enthusiastic Head of Department for Business Studies providing Maternity cover, to join our dedicated team, providing exciting and inspirational leadership and teaching to staff and students.

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.

You will be joining a forward thinking Trust at an exciting time in its development and will enjoy our many staff benefits which include: -

- Competitive salary and generous holiday and pension entitlement
- Well established and supportive training and development opportunities
- Family friendly policies
- Competitive Staff Benefits offering
- Wellbeing focused and Employee Assistance Programme
- Lifestyle and retail discounts
- Staff sports and social events

You will join a strong and successful team within a well-established department. Our key strength is the experience and knowledge within the team which provides our students with an exciting curriculum supported by extra-curricular activities, visits and opportunities.

If you are a Business Studies teacher looking for the next step in your career, then we would love to hear from you.

Please do not hesitate to contact us if you have any queries. We look forward to receiving your application and welcoming you to our school.

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.

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This post is exempt from the Rehabilitation of Offenders Act 1974, subject to the filtering rules which 'protect' certain spent convictions and cautions from disclosure



JOB DESCRIPTION

Job Title Head of Department and Teacher of Business Studies

Phase Secondary

Accountable To Senior Leadership Team

Responsible For N/A

Grade / Scale / TLR Main Scale / Upper PayScale / TLR 2C

Job Purpose

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

To provide high quality, engaging and inspirational teaching and learning opportunities to all students. To support the success and continuous improvement of the department, School and the Trust, ensuring that visions and values are shared, promoted and students achieve excellent outcomes.

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.



JOB DESCRIPTION

Teaching, learning and progress

- 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

Strategic

- 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
- 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



JOB DESCRIPTION

Leading and Managing

- 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

Assessment, Recording and Reporting

- 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

Professional Development

- To take principal responsibility for one's own Professional Development.
- To participate in arrangements for effective performance management.
- To keep up to date with current developments in education and subject specific changes.

School Community

- To support the development of the school within the Trust and the wider community. strengthening partnerships, promoting community cohesion and establishing a range of inclusive links with partners.
- To support collective decision making.
- To identify opportunities for student engagement and enrichment in community activities.
- To ensure effective liaison with parents and to support open evenings and other school events.



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS & EXPERIENCE	<ul style="list-style-type: none"> • Qualified Teacher Status/Relevant Degree • Secondary Trained • At least 5 years teaching experience at KS3, KS4 and preferably KS5 • 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"> • Experience of teaching at a variety of key stages • Experience of intervention to identify underachievement and raise attainment • Comprehensive school experience • Safer Recruitment
UNDERSTANDING & KNOWLEDGE	<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 	<ul style="list-style-type: none"> • Principles of comprehensive education • An awareness of the forthcoming changes to the curriculum across all key stages • Understanding of exam board requirements at KS4 and KS5 if applicable
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 	<ul style="list-style-type: none"> • Confident use of IT • Able to implement curriculum change
PERSONAL ATTRIBUTES	<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
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/Trust Child Protection and Safeguarding policy and the Staff Code of Conduct/ Behaviour Policy 	<ul style="list-style-type: none"> •

CONTACT DETAILS & HOW TO APPLY

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.

Designated Contact for this Vacancy

Name:	Paul Kinder
Job Title:	Senior Deputy Headteacher
Phone Number:	01883 624067
Email Address:	P.Kinder@WarlinghamTLT.co.uk

Please note that in accordance with our Safer Recruitment practices, CV's will not be accepted.

References will be sought for shortlisted candidates prior to interview, unless a specific request is made to the contrary.





Warlingham School & Sixth Form College



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