

Ivy Education Trust



Application Pack and Job Description
Head of Department – Business
Newton Abbot College



Head of Department – Business

Newton Abbot College

Required from September 2024

MPS / UPS + TLR 2a

full-time permanent

We are seeking an outstanding individual with drive, passion, enthusiasm and ambition to lead our growing Business Department. This is an opportunity for an excellent classroom practitioner with strong subject knowledge and experience at teaching across KS4 to KS5 to take our Business department and its outcomes to the next level. There is also the opportunity to introduce Economics to the college as this is a subject that we would like to introduce at KS5.

You will have excellent organisational, planning and communication skills and have high expectations of all students to secure the best outcomes. You believe that all students are capable of success and recognise that success comes in different forms. Driving forward strategic priorities you will ensure there is a robust curriculum and assessment framework in place underpinned by a key focus on exam skills to ensure excellent progress for all students studying Business.

As a leader you are inspirational, forward thinking and put students at the heart of everything you do. You are creative, dynamic, empathetic and have a natural ability to lead and empower both students and staff. You hold the highest expectations of yourself, your staff and your students and recognise the importance of the curriculum both inside and outside the classroom and are innovative in your commitment to both.

If you know this is the role for you and are confident you can lead Business to be a high performing and highly successful option subject, then please apply.

Please see the job description and person specification for further details regarding this post.

Newton Abbot College is an over-subscribed secondary school with a growing Sixth Form that is situated in the heart of Newton Abbot, Devon. Our mission is to support, challenge and inspire every individual to be better than they ever dreamt they could be. To achieve this staff and students share the same set of values and drivers that underpin an ethos of traditional values and incredibly high expectations and a culture of high-quality teaching supported by exceptional pastoral care. Staff wellbeing and professional development are always a priority and we work hard to look after our staff and provide them with opportunities to develop their practice and, if they wish, further their careers. There is a very strong sense of community and team at Newton Abbot College; everybody looks out for one another and everybody is proud of their role; as together we grow our college from strength to strength.

Ivy Education Trust works closely with all schools within the Trust and beyond. The Trust celebrates the diversity of each of its schools and is founded upon the alignment of vision and values that we all commonly hold to secure the best outcomes for our pupils.

The Trust is committed to providing a broad, balanced and ambitious curriculum in all its schools so all children and young people develop the character and qualifications needed to open doors to their future success. A strong focus on developing and providing inspirational teaching and leadership in all schools, through school-to-school improvement, ensures outstanding progress and educational enjoyment for all members of the partnership's community.

The unique character of each school is celebrated and nurtured to ensure choice and variety in educational provision. The Trust is determined that all children should be able to attend a good or better school regardless of where they live.

Our mission is to improve life chances for every child and young person we serve, through broadening their opportunities and enabling them to reach their full potential. We support and all members of our learning community to dream big, aim high, and achieve more than they ever thought was possible. If you share these visions and aspirations, then we very much welcome your application for this post.

If you have any questions about the role, then please email Jon Leet, Head of Department – Business & Outdoor Learning, on jleet@nacollege.devon.sch.uk.

Application forms and further information are available from our website, www.ivyeducationtrust.co.uk or via email to recruitment@ivyeducationtrust.co.uk

Completed application forms should be sent to recruitment@ivyeducationtrust.co.uk before the closing date stated below.

Closing date for applications is Monday 19th February at 9am. Interviews will take place the following week.

Suitable candidates may be interviewed before the closing date and the trust reserves the rights to withdraw the position if an early appointment is made. Applicants are therefore encouraged to apply early.

Dear applicant,

First, I would like to say a huge thank you for your interest in working at Newton Abbot College.

When I started as Headteacher in September 2021 every time I asked a member of staff what they loved about working at Newton Abbot College the reply came back the same: the staff and the students! And after being here for two years, I completely agree with them; our staff body are friendly, caring, inspiring, diligent and collaborative. They epitomise the essence of team and I feel privileged to be part of it. And our students are kind, respectful, hard-working and take a real pride in our college community and the role that they play in it; they make me proud!

As a staff, our mission is to provide *all* our students with the best possible educational experience that we can; an experience that supports, challenges & inspires them to achieve their potential and develop into well rounded, kind, resilient and responsible young people, who have a deep love of learning and a curiosity about the world in which they live. We have the highest expectations and standards in all that we do; nowhere more so than in the classroom, where lessons are consistently high-quality, inspiring and engaging because all our teaching staff deliver lessons within the Newton Abbot College Lesson Framework that is based on the work of Lemov, Sherrington and Rosenshine.

Our curriculum is academically aspirational but also provides the right balance of challenge, support and personalisation to ensure every child succeeds. We ensure, both inside and outside the classroom that we maximise the opportunities we provide our students, so that they in turn can achieve beyond what they thought was possible. We do this by offering an enrichment calendar which is unrivalled in its breadth of offer and in what it has enabled our students to experience and achieve – most recently our U-14s Netball team getting through to the National Finals, and the college being awarded the ArtsMark Platinum Award.

We treat everyone in the Newton Abbot College community with care and compassion, providing a supportive and collaborative environment so together we create a strong culture and community that everyone plays a role in. It is a community that is built on our values of courage & perseverance, hard work & achievement, kindness & respect and pride & aspiration; values that we expect everybody to embrace and embody.

We offer our staff disruption free classrooms built on a whole college framework of behaviour for learning expectations; centralised behaviour systems; a weekly coaching programme for all staff (because, in the words of Dylan Williams, 'every teacher needs to improve, not because they are not good enough, but because they can be even better'); opportunities for in-house career progression, access to our Trust leadership development programme and a leadership team who always prioritise staff wellbeing. We have very strong Pastoral and Business Support teams, who together play a vital part in helping us provide our students with the best possible educational experience we can.

If you share our passion and commitment to offer the best and be the best and would like to be part of the Newton Abbot College team as together we aim to achieve our mission, then please apply; we would love to hear from you.



Amy Grashoff
Headteacher
Newton Abbot College

Job Description

Post Title:	Head of Department – Business
School:	Newton Abbot College
Salary Grade:	MPS/UPS + TLR 2a
Contract Type:	Permanent - Required from 1 st September 2024
Responsible to:	Headteacher

Key purpose of job:

To provide professional and effective leadership and management for the Business teachers within the department, in order to secure maximum student achievement and outcomes within the context of the college's overall aims and priorities.

As defined in the School Teachers Conditions of Service Document and college policy documents. The post holder will lead and manage a team of Business staff and will be supported by a member of the Senior Leadership Team through line management.

Objectives:

- To promote and provide a clear direction for the Business team, within the context of the college vision in order to contribute to whole college improvement.
- To promote high standards in Business teaching in order to ensure all students achieve their potential and at least national outcomes in Business.
- To promote positive attitudes to learning in Business lessons and activities so that students are equipped and able to access all subjects across the college.
- To ensure there is a consistency of practice within the Business team with regards to college policies and procedures, maintaining high expectations of all students in terms of academic success and behaviour.
- To develop (in partnership with other Trust Schools) an ambitious, challenging and high-quality curriculum, assessment plan and pedagogical approaches so that Business teaching continues to develop and improve, maximising student outcomes year on year.

Main duties:

- Improving the quality of teaching and learning
- Leading and enhancing the teaching practice of others
- Leading, developing and enhancing a subject or curriculum area
- Monitoring the standards of teaching and learning and student outcomes across all Business lessons, and plan for improvement as required
- Undertake regular self-evaluation of the work of the department and the impact on student outcomes, in line with the college self-evaluation policy.
- Setting a clear direction for Business within the context of the college vision and goals, creating and implementing a subject development plan which involves all subject teachers
- Supporting and developing the Business staff, providing regular constructive feedback in a way which recognises good practice and supports progress against appraisal objectives.
- Acting as a positive role model for the Business team so that staff have a clear understanding of good professional conduct.
- Maintaining an ethos of high achievement and positive attitudes towards Business amongst staff and students, to maximise achievement.
- Actively engaging the Business team in effective planning, development and delivery of the Business curriculum.
- Organisation and provision of resources and allocation of staff to groups, so that resources are used efficiently and

effectively.

- Overseeing and evaluating subject budget allocations to ensure spending is in line with learning priorities and best value principles.
- Effective communication within the college and to key stakeholders with regards to Business, to ensure confidence in the college and the subject area.
- Ensuring high standards of health and safety within the department demonstrating an understanding and a commitment to safeguarding students.
- Promote equality of opportunity and aspiration so that all students achieve their potential.

Key Tasks:

- Business teaching across all years.
- Ensure the curriculum is well structured, challenging and ambitious, to ensure progression and to maximise the achievement of all students.
- Ensure the quality of teaching across the team meets the needs of all students and encompasses strategies to engage students with a range of learning needs.
- Monitor the quality and impact of teaching and learning within Business through regular quality assurance activities. Plan and implement improvements as appropriate.
- Monitor student progress in Business against internal, local and national targets, planning support as appropriate for both students and staff.
- Plan and implement the developments required in Business within the context of the overall college improvement plan.
- Ensure a programme of educational enhancement is delivered by the department, as appropriate.
- Ensure effective and timely scheduled meetings with the Business staff.
- Attend and contribute to Middle Leadership Team meetings as well as the Senior Leadership Team Strategic Meetings on invitation.
- Order and allocate Business resources and manage the Business budget.
- Oversee the deployment of staff in Business and advise on the recruitment of Business staff when required.
- Support the professional development of Business staff through the college appraisal processes, and other support strategies.
- Ensure college policies are consistently adhered to by the Business team.
- Other general professional duties under the reasonable direction of the Headteacher.

College Ethos and Culture

- To conduct oneself in a manner befitting a teacher at all times, ensuring behaviours that display positivity to others.
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and students of the college.

Other Duties

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The Trust operates a Smoke-Free Policy, and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- To support the achievement of the college's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required.
- To conduct oneself in a manner befitting a member of staff at all times, ensuring behaviours that display positivity to others.
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and students at the college.
- To follow the college's ICT policy for safe use of ICT.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the college's safeguarding policies. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS.

- To place the safeguarding of all children in the college as the highest priority.
- To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person.
- To work in compliance with the codes of conduct, regulations and policies of the college and its commitment to equal opportunities.
- To comply with the college's Health & Safety policy and statutory requirements.
- To undertake any other additional duties not detailed above as required and as specified in the college Teachers' Pay and Conditions document, as long as they are commensurate with the level of the job.

This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.

This is a description of the role as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Person Specification

Criteria	Essential	Desirable
Qualifications		
Teaching Qualification	✓	
Good Honours Degree	✓	
Class of Degree 2:2 or higher	✓	
Class of Degree 2:1 or higher		✓
Professional experience and knowledge		
Ability to teach Business to GCSE level	✓	
Ability to teach Business to A level	✓	
Personal aptitudes, qualities and skills		
High expectations of self	✓	
Belief in students' ability to succeed	✓	
Ability to act on advice and be open to coaching	✓	
Dedication and commitment	✓	
Openness to innovation and improving own practice	✓	
Ability to collaborate and work co-operatively	✓	
Commitment to extracurricular activities	✓	
Understanding of diverse teaching and learning styles	✓	
Ability to teach engaging, motivating lessons	✓	
Understanding of assessment for learning	✓	
Ability to set high levels of challenge for students	✓	
Ability to relate well with students, staff and parents	✓	
Understanding of behaviour management techniques and of the relationship between teaching and behaviour	✓	
Understanding of safeguarding issues and promoting the welfare of children and young people	✓	
Suitability to work with children	✓	

Ivy Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are expected to undergo Disclosure and Barring and employment checks.

BUSINESS DEPARTMENT

In Business our aim is to help students to develop an understanding and appreciation of the dynamic, global business environment in which we live. For many students, Business inspires an entrepreneurial spirit which ultimately leads to the setting up of successful business enterprises. For all students, Business provides a valuable insight into the world of work to which we all ultimately progress as employees or employers.

The department

Business at Newton Abbot College is a popular, well-established subject with historically good results at KS4 & KS5. The recent change to a newly introduced GCSE course is intended to allow learners to continue to be successful. Quality Assurance is aided by a team-teaching model for each group within the department which ensures that the curriculum plans are delivered appropriately. Our aim is to have two subject specialists within the department. The Business curriculum is thoughtfully constructed and we have high expectations of our students in terms of their progress, achievement and behaviour.

Resources and teaching rooms

The Business department is based on the Dyrons site in Rosehill House. One larger classroom accommodates our Key Stage 4 classes whilst a smaller room is used for the teaching of our A-level groups. Class sets of Chromebooks are available for student use in lessons. Business students at Newton Abbot College are always encouraged to develop an awareness of business and the economy in the real-world. We have embarked on meeting the needs of our students, including those with SEND and those who may be disadvantaged by using pre-prepared "workbooks" which incorporate writing frames, templates, diagram structures and calculation support materials.

Curriculum & qualifications:

Key Stage 4:

We currently have two Business classes in Year 11, three in Year 10 and one group in Year 9. Students study the OCR GCSE (9-1) in Business. Students have four/five x 1-hour lessons of Business across a fortnight.

Key Stage 5:

Our Post-16 students follow the AQA Business A-level course, having nine x 1-hour lessons across a fortnight.

Why work at Newton Abbot College? Because we look after our staff.



Fairy Godmother scheme – every member of staff has an anonymous fairy godmother who leaves them messages (cards and/or gifts).



Annual flu jab offered to all staff.



Annual diary/and or planner and staff handbook for all staff to aid planning and induction.



No am briefings after a late-night whole school event.



No after school meetings in the first and last week of each half term.



In-trust career development and leadership courses; support to access the NPQ suite of courses and progression opportunities within the college's leadership structures.



Centralised detention system for non-completion of homework and behaviour that does not meet expectations.



All teaching staff receive weekly incremental coaching as their personalised CPD to develop pedagogy; no whole school one-size-fits-all approach.



Staff social events each term and staff sport sessions/running club.



PowerPoint clicker, visualiser and timer for all teaching staff to facilitate lesson delivery.



Dedicated INSET days following exam and assessment windows to allow for marking, moderation and planning.



Regular safeguarding updates to empower & protect staff.



New staff buddy system: a buddy outside the department to catch up with for support.



Transparent meetings schedule and sacrosanct line management meetings to ensure consistency of experience.



Room 101 – regular opportunities to meet with the Headteacher and talk about things you'd like to change about the college.



Laptop and tablet for teaching staff to allow for administering of ClassCharts without interrupting use of PowerPoint/other software delivering the lesson.



Late start/early finish cards x 2 for every member of staff.



SLT & coaching team open door policy.



College calendar published at the year start detailing deadlines for advance notice.



Centralised department schemes of work and shared resources.



Three cover supervisors employed to minimise rarely cover.



Only three data drops a year per key stage, staggered to ensure drops are manageable and timely.



Cake (and fruit)-at-break Fridays.



Communication strategy that protects time outside of the school day by promoting a 7am-7pm email window, core working hours, individual working patterns and no-email days.



Numerous strategies to value staff contributions e.g. colleague of the month, thank you postcards, shout-outs.