



# Wycombe High School

~ Girls' Grammar School ~



**At Wycombe High  
we look beyond.**

Appointment of

## **Subject Leader, Business Studies**

**REQUIRED FOR SEPTEMBER 2023**

**Teacher Pay Scale, plus a TLR payment and a time allowance  
for the Subject Leader additional responsibility  
Part time or full time hours will be considered**

*Candidates who would prefer a teacher-only  
role (without the additional SL responsibility  
and relevant TLR) are also welcome to apply*

**Wycombe High School:  
The Sunday Times Parent Power  
'Secondary School of the Year 2023'**



**Mind 2021-2022 Silver Award Winners**

APPLY AT [WWW.WHS.BUCKS.SCH.UK/VACANCIES](http://WWW.WHS.BUCKS.SCH.UK/VACANCIES)





# The Role

We are seeking to appoint a dynamic and committed Subject Leader to lead our Business Studies Department.

The successful applicant will be an excellent classroom practitioner with the motivation, drive and skills to lead this important subject and associated co-curricular opportunities.

*“Business Studies has helped me decide which area of business I enjoy and therefore what career I would like to get into”*

The successful applicant will be resilient and enjoy working in a lively environment. They will be keen to contribute to the excellent resource bank we have, take part in the organisation and running of extra-curricular activities and of educational visits.

**KEY DATES:**  
**Deadline for applications**  
**As soon as possible**

We are ambitious, for ourselves and our students, and recruit staff who relish the challenge of being part of a school that goes above & beyond.

Our students are passionate about learning, motivated to succeed, and demonstrate exemplary behaviour.

*“I enjoy Business Studies because it involves real life and allows me to learn more about the real business world rather than just theoretically”*

In return we offer a culture which supports and energises people to be the best teachers they can be, where staff nurture one another and share ideas, where work life balance and wellbeing are encouraged and supported. This is matched by an excellent remuneration package and first class teaching and leadership development.

**Interviews will take place:**  
**As soon as possible**



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# The Person

We are looking for the right person to fill this vacancy; you are looking for the right school to work in. The characteristics we are looking for include:

- ◇ Good honours degree in a relevant subject
- ◇ Qualified Teacher Status
- ◇ Very good practitioner—consistently rated as good and often outstanding in the classroom
- ◇ Excellent subject knowledge
- ◇ Strong interpersonal and communication skills
- ◇ Keen to be involved in curriculum development
- ◇ Familiar with current subject developments
- ◇ The ability to enthuse colleagues and students
- ◇ Keen to develop own career
- ◇ Innovative, identifying alternative ways to resolve issues, improve standards and procedures
- ◇ Able to work effectively and calmly under pressure
- ◇ A shared approach to problem-solving and achieving goals
- ◇ Strong organisational, time-management and planning skills
- ◇ Proactive and able to use initiative
- ◇ Evidence of good relationships with young people and adults
- ◇ Ability to analyse data effectively
- ◇ Committed to the ethos, vision and values of Wycombe High School.

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# How To Apply?

The application form can be found on our website:  
<https://www.whs.bucks.sch.uk/about-whs/vacancies>

To apply for this post, please complete the application form in which you should:

1. State your reasons for applying for this post
2. Outline the experiences that you believe have prepared you for this post
3. Describe the skills and strengths that you will bring to the school, paying particular attention to the person specification above.

Please note that the application form must be completed in full. It is not sufficient to substitute a C.V. for all or any part of the form.

You are welcome to telephone or e-mail the school to ask for clarification of any matters in this booklet or if you have queries on how to complete the application form.

## **SEND COMPLETED APPLICATION VIA EMAIL TO:**

Mrs N. Renyard, Headteacher,  
Wycombe High School,  
Marlow Road,  
High Wycombe,  
Bucks, HP11 1TB  
**Email: [hr@whs.bucks.sch.uk](mailto:hr@whs.bucks.sch.uk)**

## **KEY DATES:**

**Deadline for applications**  
**As soon as possible**

## **REFERENCES**

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. Current and previous employers will be contacted as part of the verification process pre-appointment checks.

When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.

## **SAFEGUARDING**

Wycombe High School is committed to safeguarding and promoting the welfare of children and young people. All staff are required, before taking up post, to undertake a criminal record check through the Disclosure and Barring Service (DBS). HR will carry out an online search on shortlisted applicants.

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people.

**Interviews will take place:**  
**As soon as possible**

# Pay and Conditions

## PAY SCALE

### Teachers Pay Scale

+ a TLR payment and a time allowance for the Subject Leader additional responsibility

Part time or full time will be considered

Successfully appointed candidates will automatically be enrolled into the Teachers' Pension Scheme, into which the School pays very generous employer contributions of 23.6%.

We provide an Award-winning Employee Assistant Programme for staff, a completely free service giving staff 24/7 access to counselling, plus legal, medical and financial advice and support. We are also proud to be Mind Wellbeing Index Silver Award Winners for 2021-2022 and to have been voted The Sunday Times Parent Power 'Secondary School of the Year 2023'.

## EQUAL OPPORTUNITIES

Wycombe High School is committed to equal opportunities for all its students and staff, irrespective of race, colour or nationality, gender, marital status, family circumstances, religion, sexual orientation, age or disability. There will be no discrimination on these grounds, or for any other reasons which cannot be shown to be justified. Students applying for admission to the school and candidates for posts at the school will be treated according to school policies on admission and recruitment and with regard to British and European legislation.

Attention will be paid to the importance of equal opportunities education in both the formal and informal curriculum and our curriculum will be reviewed at frequent intervals to ensure that this policy is reflected in practice.

The Headteacher is responsible to the Trustees for monitoring this policy.

The school operates an Equality Cohesion Scheme.

## KEY DATES:

**Deadline for applications**

**As soon as possible**



## SMOKING AND ALCOHOL

The school operates a no-smoking policy. Smoking is not permitted at any time on the school site.

The consumption of alcohol on the school site is not permitted during the hours of the time-tabled school day and thereafter only at the Headteacher's discretion during authorised school events.

## DRESS CODE

The school has a dress code for staff: staff should dress in a business-like and professional manner, similar to the dress styles which are the norm among service industry professionals who regularly meet the public, such as bank staff. Discrete piercings in the lower ear only are allowed; and no visible tattoos, in line with expectations for students.



**Interviews will take place:**

**As soon as possible**

# Benefits



## Working In Partnership With Mind

We have worked alongside Mind (the mental health charity) since 2018 and have been awarded their Silver award for employers who have :

*'made demonstrable achievements in promoting staff mental health. They are organisations who have demonstrated progress and impact over time'*



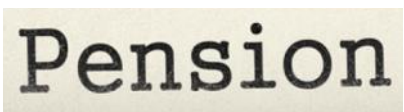
## Disability Confident Committed Employer

A guaranteed interview for applicants who meet the minimum shortlisting criteria.



## Employee Assistant Programme

This is a free, independent, confidential service for staff, their partners and dependents up to the age of 21, giving 24/7 access to counselling, legal, medical and financial advice and support.



## Generous Employer Pension Contributions (23.68% employer contributions)

Teaching staff are auto-enrolled in the Teachers' Pension Scheme which offers exceptional employer contributions and benefits.



## Mental Health First Aiders

We currently have five trained members of staff who are available to offer support and guidance to employees who need it.

## Domestic Abuse Champion

A fully trained member of staff is available onsite, signposting to specialist services or organisations.

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**As soon as possible**

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**As soon as possible**



# Benefits



## Onsite Car Parking

Car park facilities are onsite, available to all staff at no cost.



## Cycle Scheme

A tax-free benefit available to all staff to purchase a new cycle or e-bike via salary sacrifice.

## Staff Workload and Wellbeing Initiatives:

We have a thriving Staff Association, and five Mental Health First Aiders, who organise social events for school employees such as:

- \* Christmas Party
- \* End of Term Celebration
- \* Yoga (subsidised, onsite classes)
- \* Social breaktimes, with food provided to staff
- \* Onsite subsidised canteen
- \* Corporate leisure centre membership (reduced cost to staff)
- \* The Virtual Staff, a platform for staff to keep connected online
- \* Bingo!
- \* Ten Pin Bowling
- \* Book Club
- \* Inset Day wellbeing sessions (e.g. staff quiz, nutritionist talk, Army team-building day, menopause workshop...)

## Teachers' Workload Initiatives:

- \* Condensed days for parents' consultations, with a collapsed P5
- \* Revised Assessment Policy to support with marking
- \* Weekly 'Learning & Teaching' briefings
- \* Disaggregated Inset Days plus two Academy Days
- \* Early finish at the end of each term
- \* Dedicated Subject Leader for PSHEE
- \* Staff encouraged to put their 'out of office' email at the end of the day

## KEY DATES:

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**As soon as possible**

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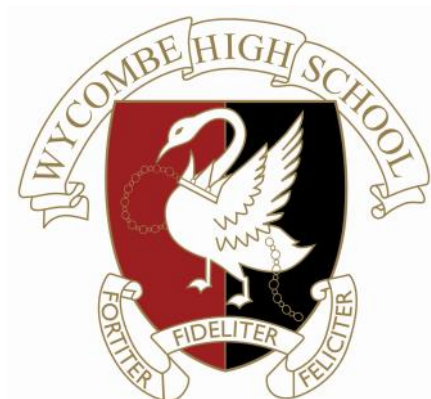




**At Wycombe High School, we**

***Look beyond the traditional grammar school.  
Look beyond league tables and examination results.  
Look beyond stereotypes and conventions.  
Look beyond a world where futures are fixed.***

***At Wycombe High, we look beyond.***



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Email: [hr@whs.bucks.sch.uk](mailto:hr@whs.bucks.sch.uk)

Visit our website at:  
[www.whs.bucks.sch.uk](http://www.whs.bucks.sch.uk)

Follow us on Twitter @WycombeHighSch

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Candidates will be advised as soon as possible if they have been successfully shortlisted for interview.

Candidates who have not heard from us within seven days of the closing date should assume their application has been unsuccessful on this occasion.