**Bishop Justus CE School**

[**www.**](http://www.aquinastrust.org) **bishopjustus.bromley.sch.uk**

**Application Pack**

**Subject Leader of Business**

**Required: September 2023 or sooner**



Subject Leader of Business

We are very pleased to advertise for the position of **Subject Leader of Business** (experience of Economics desirable) at Bishop Justus Church of England School.

The successful applicant will be respectful of the Church of England’s vision for education, whilst encouraging all students and staff to flourish and realise our strong vision that there should be “no outsiders” at Bishop Justus.  The six Christian virtues that all stakeholders abide by: Faith, Love, Hope, Courage, Kindness and Wisdom, will need to underpin the work of the new post holder.

Our ideal candidate will:

* Be an excellent Teacher of Business (experience of Economics desirable);
* Have a love of the subject and desire and ability to convey this to students;
* Be enthusiastic, energetic and open to innovation;
* Possess effective communication skills and be emotionally intelligent;
* Possess effective ICT skills and be open to new uses of technology in the workplace;
* Be committed to extra-curricular activities including lunch time activities;
* Be committed to continuing professional learning;
* Have integrity, optimism and a good sense of humour;
* Hold a good honours degree along with qualified teacher status.

In return, we offer:

* A happy community committed to the professional development of all colleagues;
* A distinctive local context ensuring we place inclusivity at the heart of all we do;
* A skilled and experienced team of teachers and other professionals;
* A motivated leadership team leading rapid improvement to the students’ life chances;
* A school in which the students are enthusiastic, engaging and thoughtful.

We would be pleased to welcome you for an informal visit prior to application.

We are committed to safeguarding the young people in our care and we expect all our staff to share this commitment.  The successful applicant will be required to undergo an enhanced DBS check.

As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.

# The Application Process and Timetable

## Closing Date

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description.

* Closing date for applications: 7th May 2023

## Short Listing

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

## Interviews

Candidates will be invited for interview.

* Interviews: Week commencing 15th May 20223

## Appointment

All candidates will be contacted following interview.

* Appointment to commence: September 2023 or sooner

## Applying

Please send your application, outlining your suitability for the role against the enclosed person specification and job description, by email to **recruitment@bishopjustus.bromley.sch.uk.**

Please note a signed copy of your application form will be required prior to interview.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant’s identification will be retained.

All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates will have their references taken-up before any interview.

**Bishop Justus is committed to safeguarding the young people in our care and we expect all our staff to share this commitment.  The successful applicant will be required to undergo an enhanced DBS check. As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.**

# Job Description

## Details

**Job Title: Subject Leader**

**Grade: MPS/ UPS + TLR 2Ci**

**Hours: Full Time**

**Accountable to: Assistant Headteacher**

# The Role

To provide outstanding teaching and learning and leadership of Business to secure high attainment of students. To collaborate effectively with colleagues to design and deliver an engaging curriculum.

**Teaching and Learning:**

1. Ensuring that statutory requirements of the national curriculum are met.
2. Ensuring that all examination criteria are met.
3. Ensuring that programmes of study which match provision to student needs are planned, implemented, reviewed and revised.
4. Promoting highest quality of learning and teaching.
5. Ensuring standards of literacy are monitored and supported throughout the school.

**Student Achievement:**

1. Allocating students to teaching groups, monitoring students’ progress especially via regular assessment and taking such action which may be necessary.
2. Planning appropriate intervention strategies for students to raise achievement.
3. Promoting highest attainments in public examinations.
4. Analysing assessments and examination results, comparing them with school norms, benchmark norms and national statistics.

**Staff Effectiveness:**

1. Appraising staff performance.
2. Advising as to priorities for continuous professional development ensuring members of staff keep abreast of recent developments in the subject.
3. Promoting the training of current, trainee and beginner teachers.
4. Providing creative and visionary leadership to build an effective departmental team.

**Policy and Planning:**

1. Working to a Department Improvement Plan which takes account of the school’s plans and priorities.
2. Dealing effectively with all routine departmental organisation and administrative matters.
3. Ensuring that departmental records and handbook are properly kept and updated when necessary.
4. Liaising and working collaboratively with other area heads and with external agents.
5. Working productively and co-operatively with the line manager.

**Finance and Resources:**

1. Managing departmental capitation in line with the Faculty plan and good value for money.
2. Deploying resources effectively and equitably.
3. Ensuring that the working environment is safe, suitable, attractive and well cared for.

## Role of the Form Tutor

* Monitor absences, lateness and uniform and maintain accurate details of attendance in accordance with school policy.
* Monitor student planners on a regular basis.
* Ensure that tutorial programmes are planned, recorded and are in accordance with the programme of study provided by the Learning Director.
* Complete individual reports for parents and maintain regular contact.
* Promote students' achievements using praise and rewards effectively in line with school policy.
* Maintain effective communication with students and their parents, and with subject teachers, Learning Directors, Assistant Head, and senior staff as necessary.
* Assist Learning Directors and Assistant Head in the organization of year activities and events.
* Ensure that students new to the school are properly inducted.

# Appraisal and Professional Development

The teacher will be part of the school’s appraisal scheme. S/he will have a Performance Manager who will set agreed targets for the year. The Performance Manager will monitor and review performance, including classroom teaching. The school will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date.

***At Bishop Justus School staff are expected to work in line with the school’s Ethos.***

Responsibilities are likely to change over time and you will be expected to perform duties of a similar nature such as the Headteacher may reasonably require.

# PERSON SPECIFICATION

## Subject Leader of business

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|  **[a] TRAINING AND QUALIFICATIONS** | **Essential or Desirable** |
| Qualified Teacher Status  | E |
| Degree or equivalent  | E |
| Commitment to professional learning activities | E |

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| --- | --- |
| **[b] LEADERSHIP COMPETENCIES** | **Essential or Desirable** |
| Have high expectations of themselves and their students | E |
| Hold positive values and attitudes, and adopt high standards of behaviour in their professional role | E |
| Have commitment to ensure every student achieves their full educational potential | E |
| Use student data to inform progress and attainment | E |
| Have a commitment to progress and enthusiasm for learning | E |
| Have diligence, drive and focus to boost standards | E |
| Have high quality organisational and communication skills | E |
| Have a commitment to collaboration and co-operative working | E |
| Demonstrate exemplary professional and personal standards in all their actions | E |
| Be able to establish fair, respectful, trusting, supportive and constructive relationships with students | E |
| Have the ability to inform, advise and guide students to ensure progression | E |
| Know how to make effective personalised provision for those they teach, including those who have SEN, disabilities, or English as an additional language | E |

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| **[c] EXPERIENCE OF TEACHING**  | **Essential or Desirable** |
| In a secondary school | D |
| As a highly effective practitioner | E |

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| **[d] PROFESSIONAL KNOWLEDGE AND UNDERSTANDING** | **Essential or Desirable** |
| Excellent, secure knowledge of their subject and related pedagogy | E |
| Good, up-to-date working knowledge of a range of teaching, learning and behaviour management strategies | E |
| Skills in literacy, numeracy and ICT to support their teaching and wider professional activities | E |
| A range of approaches to assessment, including the importance of formative assessment | E |
| Assessment requirements and arrangements for the subjects they teach, including public exams and qualifications | D |
| How to make effective personalised provision for those they teach | E |
| Up-to-date safeguarding procedures, and the ability to identify and support students as appropriate. | D |

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| **[e] PERSONAL AND PROFESSIONAL QUALITIES AND ATTRIBUTES** | **Essential or Desirable** |
| Inspire, challenge and motivate colleagues and students towards a shared vision | E |
| Teach challenging and well organised lessons across the age and ability range | E |
| Promote and maintain effective relationships | D |
| Prioritise, plan and organise self and others | E |
| Think creatively in order to anticipate and solve problems | D |
| Listen to and reflect positively on feedback | D |
| Demonstrate an ability to communicate to a range of audiences | D |
| Willing to be flexible to meet the needs of the college | E |
| Lead assemblies or collective worship | D |

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| **[f] CONFIDENTIAL REFERENCES AND REPORTS** | **Essential or Desirable** |
| A positive recommendation from current Headteacher or employer | E |
| A supportive reference from one other source | E |
| Enhanced DBS check undertaken and acceptable to the Headteacher | E |

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Benefits of Working with Aquinas

## **Treating you as a professional...**

**Aquinas committed to national and local agreements affecting employment** as contained in the Burgundy Book (Conditions of Service) for teachers and Green Book (National Joint Council) for associate colleagues unless superseded by statute or revised editions, or by local provisions.  This includes salary scales; period of notice and end of contract; maternity, paternity and adoption leave; leave of absence; and annual leave.

## **Training you throughout your career**

**Aquinas offers colleagues a unique 'Five Stage Career Plan'** which includes specific courses for ECT’s Teachers (AquinasTeach); Leaders (AquinasLead) and Professionals at qualification stage (e.g. NPQH). These courses have been uniquely crafted to re-enforce our distinctive ethos and support colleagues in their roles across the trust.

## **Helping you stay relaxed...**

**Working with us gives you discounted access to a range of leisure activities.** CSSC is an exclusive membership for public sector employees. For less than £5 a month, families and individuals can save much more on a range of pursuits including…

* Free entry to 280 [English Heritage](https://www.cssc.co.uk/national-offers/english-heritage-free-entry/) sites for you and your family;
* Cinema tickets from £5 including all top chains;
* Reduced price days out, trips and theme parks;
* [Subsidised](https://www.cssc.co.uk/subsidies/) sports training and entry into select events;
* Special offers on new and used vehicles;
* Discounts in high street shops, on holidays, eating out and more.

## **Looking after your well-being…**

**We believe well-supported, valued colleagues with a clear and shared purpose are best placed to provide for the emotional well-being of children in their care.** Provided by Health Assured, our ‘Employee Assistance Programme’ is intended to help colleagues deal with personal problems that might adversely impact work performance, health and well-being. Typically support may include assessment, counselling and referral for individuals or their family.