**All to: Aspire Achieve Enjoy**



**Teacher in charge of Business Studies Position**

**Required for September 2024**

**Information Pack for Candidates**

**Contents**

1. Welcome Message from Matthew Kay - Headteacher
2. The Application Process: Advert and Application Details
3. Job Description
4. Application and Interview process

**Welcome Message from the Headteacher**

Dear Colleague,

Thank you for your interest in applying for the Teacher in charge of Business Studies position at Maghull High School. I hope that the information in this recruitment pack, alongside the school’s website and prospectus will give you an insight into Maghull High School and encourage you to make an application.

It was a real privilege to be appointed as the Headteacher of Maghull High School in January 2024 after 15 years as part of the leadership team and 8 years as Deputy Headteacher. Students, parents and staff are extremely proud of our relentless drive for excellence and instilling a culture of aspiration through high quality teaching and outstanding pastoral care. The person appointed will be joining a team of exceptionally talented and committed staff that are resolutely dedicated to enabling each student to reach their full potential and to become mature and responsible citizens.

The school is oversubscribed, with a pupil admissions number (PAN) of 186, from over 30 partner primary schools. The majority of year 11 students stay with us to continue their studies in our Sixth Form. Over the last five years, at the request of the Local Authority, the school has admitted over PAN.

We continue on a journey of school improvement, with the hard work of the entire school community recognised in January 2022 when the school achieved Ofsted ‘Good Provider’ status and through improvements of student outcomes in summer 2023 results at GCSE/L2 Vocational and A level/L3 Vocational qualifications. This is a great time to join Maghull High School and shape our key priorities to ensure student outcomes continue to improve.

Maghull High School has maintained a reputation as a strong 11-18 school that serves the needs of its community and also broadens experiences and improves life chances. The Sixth Form provides a platform into further education and the vast majority of the students move on to University and higher level apprenticeships. Progress and attainment has an improving trend and the successful candidate will be jointly responsible for developing this further. We have a strong KS3 provision that provides the foundation for a growing choice at KS4 and opportunity for students to excel in greater depth. The vast majority of our students study for accreditation in 9 GCSE subjects.

Due to excellent teaching and learning and extended provision at Maghull High we have recently won the Educate Award for STEM and we also hold the STEM clubs Silver award. Arts are a key feature of the school and we are an Artsmark school. We are a Licensed Organisation for the Duke of Edinburgh’s Award, with a large number of our students successfully achieving Bronze and Silver Awards during their time with us. We are also hoping to have sixth form students completing the Gold award in the near future. We received the Gold School Games Mark Award in 2023 and we hold The Quality in Careers Standard Award and the Well Being Award for Schools which emphasises the schools commitment to staff and student mental health.

Our vision for teaching and learning is that all students develop essential knowledge and skills to be successful by providing as broad an educational experience as possible, both in and out of school. All staff share a collective responsibility for student achievement. We want all students to become responsible, resilient, respectful, tolerant and active citizens who contribute positively to society, appreciate diversity and uphold British values.

The well-being of our students and staff is of paramount importance to Maghull High School. Teachers and support staff are supported through careful attention to balancing workload and by offering tailored and personalised continuous professional development. Only the best is good enough for our students.

You may wish to visit us before deciding whether or not to apply, and are very welcome to do so. Please contact Nicola Bowen via email: [bowenn@maghullhigh.com](mailto:bowenn@maghullhigh.com) or telephone 0151 527 3961 to arrange.

We welcome applications from candidates who share our ethos and look forward with interest to receiving your application.

Kindest regards,

Headteacher

**The Application Process – Advert**

**POST:** Teacher in charge of Business Studies

**SALARY:**  MPS/UPS TLR 2A

**LOCATION:** Maghull High School

**START DATE:** 1 September 2024

**CONTRACT TYPE/TERM:** Full Time/Permanent

The Governors of Maghull High School seek to appoint an ambitious, resilient, experienced and excellent **teacher in charge of Business**, who will make a significant contribution to the retention and future development and improvement of the subject within our school and Trust.

The successful candidate will have the opportunity to work alongside experienced middle leaders across curriculum and assessment, pastoral support, personal development and teaching and learning. This role represents an excellent opportunity for a dedicated and ambitious individual to develop as a current teacher or middle leader.

You will be required to deliver across the age and ability ranges and to join the team in further driving the faculty to excellence across. We continually aim to raise the aspirations of all students in our care and support our students to achieve their full potential.

The successful candidate will be:

* Passionate and knowledgeable about their subject, aligned to our vision of teaching and learning
* Highly driven and able to inspire both students and staff to achieve excellent outcomes
* Enthusiastic about curriculum development and change
* Creative, believing in the potential of every student to achieve
* Committed to offering opportunities to learn and engage with the subject outside of the classroom
* Actively contributing to the extra-curricular provision offered within the school

The school currently offers Business Studies at both Key Stage 4 and Key Stage 5.  The subject is part of the Business Studies, Computing and ICT Faculty and you will work alongside the Head of Faculty to develop the curriculum offer, to raise the aspirations of all students and help them achieve their full potential.

Maghull High School is part of the Southport Learning Trust, which currently includes Greenbank High School, Stanley High School, Birkdale High School, Meols Cop High School, Kew Woods Primary School and Bedford Primary School. Our Trust welcomes teachers who are enthusiastic, energetic, and dedicated individuals with a talent for working with young people and a love of education. We are seeking colleagues who can build robust and effective relationships with staff, parents, students, and the wider community in order to further the ethos of the Trust.

For any enquiries about the post, please contact Miss N Bowen at [bowenn@maghullhigh.com](mailto:bowenn@maghullhigh.com)

or telephone: 0151 527 3961.

For further information and application pack please visit [**www.maghullhigh.com**](http://www.maghullhigh.com)

**Closing date for Applications:** 12noon, Friday 22March 2024

**Interviews to take place:** week commencing, Monday 25 March 2024

**ENHANCED DISCLOSURE**

Southport Learning Trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check, from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website, which can be accessed here: https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974

In accordance with our statutory obligations under Keeping Children Safe in Education Southport Learning Trust is required to conduct an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which Southport Learning Trust might want to explore with you at interview.

A copy of our child protection and safeguarding policy can be found on our website https://www.maghullhigh.com/safeguarding/

**ENHANCED DISCLOSURE:** The school is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced disclosure from the Disclosure and Barring Service (DBS).

**Teacher in Charge of Business– Job Description**

Every member of staff has a current description of the job they do, a confirmation of their conditions of service and their entitlement to equal opportunities.

**These entitlements include:**

* The right to work without harassment,
* The right to gain satisfaction from what they do,
* The right to equal opportunities for increased job satisfaction and reward irrelevant of gender, disability, sexual orientation, age and cultural heritage,
* The right to learning and development, including induction to new roles or tasks.
* The right to be consulted before changes in role or conditions of service.

**Each member of staff is responsible for:**

* Performing their role to the best of their ability, including extra tasks to the benefit of the school and within their competence.
* Actively promoting the health and safety of themselves and others.
* Taking opportunities for learning and development.
* Encouraging and supporting the learning and development of others.
* Operating within statutory requirements and the policies of the school.

In support of these responsibilities, every colleague should expect the day-by-day support of colleagues and team leaders, and will have two Performance Management meetings per year. At these meetings and based on first hand knowledge, together with their team leader they will:

* Recognise how well they perform their role.
* Discuss how their job contributes to the success of the school.
* Discuss areas for development.
* Agree actions and development that will support improved performance.
* Agree what benefits these will bring by the next review.
* Agree benefits gained by learning and development since last review.
* Ensure team leaders recognise the expertise and previous experience colleagues bring to their work.

**Job title: - Teacher in Charge of Business**

**Salary Allowances: -** MPS/UPS TLR 2A

**Line Manager: - Head of Faculty**

**Accountable for: -**

* Leadership of the area
* Teaching and Learning
* Leading and managing staff
* Efficient and effective deployment of staff and resources

**The responsibilities listed in this job description are to be undertaken in addition to your responsibilities as a Schoolteacher as defined in the relevant Conditions of Service and the Generic Job Description for all teachers at the school.**

**Leadership of the Area**

The post holder will provide a clear direction for the work and development of the faculty within the context of the overall activity of the school, promoting high standards and a commitment to improvement by personal example and effective line management.

The strategic direction and development of the subject:

* Implement and promote the aims, policies and procedures of the school.
* Create, implement and monitor curriculum area policies and procedures, which reflect

the school’s commitment to high achievement.

* Plan, implement and evaluate the Departmental Improvement Plan.
* Model whole school standards and expectations to the rest of the Faculty team particularly the commitment to an enriched and extra-curricular provision programme.
* Be responsible for ensuring that Schemes of Work and assessment procedures are produced and reviewed by the department on an annual basis.
* Seek to ensure that the curriculum areas meet statutory and examination board requirements, and that the curriculum develops students’ literacy, numeracy and ICT skills alongside the development of SMSC.
* Contribute to the development of overall improvement policies and school self evaluation, including the production of a curriculum area SEF’s.
* Monitor and Quality Assure student progress and evaluate the standards of teaching and learning across all subject areas.
* Contribute to the whole school behaviour policy ensuring that all department members follow the levelled intervention matrix consistently and fairly.
* Co-ordinate all administration associated with the curriculum area, liaising with the appropriate support staff.
* Seekto ensure that effective liaison is maintained with feeder schools, post 16 institutions, and the staff member responsible for careers education, most able SMSC and citizenship.
* Have a firm commitment to CPD and professional development, ensuring that the Faculty has the breadth of skills and experience to raise standards still further as a group.
* Show ambition, enthusiasm, drive, and clarity of vision that will permeate the culture of the Faculty thus positively impacting on the work and attitude of both staff and students.

**Teaching and learning:**

* Seek to ensure, sustain and promote effective learning and teaching within the curriculum areas appropriate to the needs of all students – sharing good practice where appropriate, intervening where that is not the case.
* Collaborate closely with colleagues to promote and encourage the highest standards of teaching.
* Evaluate the quality of teaching and its impact on student progress and use the findings to inform planning and classroom practice.
* Employ and evaluate effective strategies to ensure school and curriculum area attainment targets are met, analysing student progress and ensuring any intervention required is rapid and effective.
* Have a relentless focus on closing the progress gap with identified groups that are underachieving, particularly those that are classified as Student Premium and/or SEN.
* Evaluate the standards of student achievement using evidence (performance data, lesson planning, observation and students’ work scrutiny for staff within the Curriculum Area) and set clear targets for improvement.
* Work collaboratively with colleagues to promote highest standards of learning and behaviour and communicate effectively with Personal Development Managers
* Seek to ensure that the School Rewards and Sanctions Policy is embedded into the curriculum area practice.
* Have an extensive, well informed and critical understanding of current initiatives in teaching and learning andwhere possible implement or delegate their implementation when appropriate.
* Incorporate whole school strategies to compliment other teaching and learning and strategies, particularly those that enable effective identification of gaps in student knowledge and understanding, leading to the most appropriate and specific individual intervention.
* Ensure that all learners are fully prepared for both internal and external assessments and examinations with clear strategies, hints and tips outlined to support exam success.

**Leading and managing staff:**

* Have a vision for the development of the curriculum area.
* Lead staff within the curriculum area through example, model the highest standards of teaching and provide clear feedback, and give good support and sound advice to others with the aim of raising standards of teaching.
* Lead and promote the ongoing professional development of staff through training and through setting consultative performance management targets.
* Lead colleagues in evaluating the impact of their teaching on raising students’ achievement.
* Involve staff in the creation and implementation of curriculum area plans and policies.
* Take the lead in motivating, supporting and mentoring colleagues in the adoption of good practice and encourage collaboration and mutual support between colleagues.
* To work collaboratively with the SLT to ensure the successful delivery of policies, plans, priorities and targets.
* Seek to ensure that all members of the curriculum area fulfil all aspects of their job description.

**Efficient and effective deployment of staff and resources:**

* Manage the efficient deployment of teaching and (where appropriate) technical staff and support staff.
* Identify and employ appropriate resources for the subject(s) and seek *to* ensure their effective use.
* Seekto ensure a safe, secure and stimulating environment for the learning and teaching of the subject.
* Be responsible for efficient management of curriculum finance.
* Be responsible for ensuring that appropriate work is available whenever a member of the curriculum area is absent.
* Seekto ensure all relevant Health and Safety regulations are observed.
* To take overall responsibility for the appearance of curriculum area rooms, and to direct appropriate support staff to produce high quality displays*.*

**Teacher in Charge of Business– Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Assessed** |
| **Qualifications** | | | |
| Educated to degree level or equivalent in a relevant subject | \* |  | AF |
| Qualified teacher status | \* |  | AF |
| Evidence of a commitment to CPD | \* |  | AF |
| Experience of further leadership CPD |  | \* | AF |
| **Experience** | | | |
| A passion for Business Enterprise, Computing, ICT and a thirst to develop pupils and self as lifelong learners in the subject | \* |  | AF, LO & I |
| Excellent classroom practitioner | \* |  | LO |
| Demonstrable experience of improving student outcomes | \* |  | AF, LO & I |
| Ability to use ICT effectively | \* |  | AF, LO & I |
| Successful experience of leading improvement | \* |  | AF & I |
| Monitoring and analysing performance data to inform improvement |  | \* | AF & I |
| Experience of teaching Business, or similar, at KS5 |  | \* | AF & I |
| Experience of teaching groups of pupils and pupils of all starting points |  | \* | AF & I |
| Experience as a form tutor and/or pastoral work |  | \* | AF & I |
| Experience as GCSE Examiner/BTEC assessor (or equivalent) |  | \* | AF, LO & I |
| **Skills** | | | |
| Excellent time-management and organisational skills | \* |  | LO & I |
| Ability to work hard under pressure while maintaining a positive, professional attitude | \* |  | LO & I |
| Able to lead people through change and improvement | \* |  | AF & I |
| Reflective practitioner, high level of self-awareness | \* |  | AF & I |
| Excellent communication skills | \* |  | AF, LO & I |
| Develops positive relationships with students, parents and staff. | \* |  |  |
| Can motivate and develop staff to improve their practice | \* |  |  |
| **Knowledge and Understanding** | | | |
| National Curriculum for Computing at Key Stages 3-4 | \* |  | AF, LO & I |
| Knowledge of appropriate KS5 pathways |  | \* | AF & I |
| Up to date with research regarding a range of teaching and learning strategies |  | \* | AF, LO & I |
| **Equal Opportunities** | | | |
| Understanding of different social backgrounds of pupils | \* |  | AF, I & LO |
| Understanding the needs of pupils and the appropriate strategies to support them | \* |  | AF, I & LO |

**Application and Interview Process**

Candidates are asked to email completed application forms to [bowenn@maghullhigh.com](mailto:bowenn@maghullhigh.com)

The application form should be downloaded and submitted electronically by 12 noon on Friday 22 March 2024.

Interviews will take place week beginning Monday 25 March 2024.

***Southport Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check. At least one member of our recruitment team for this post is Safer Recruitment trained and we adhere to Southport Learning Trust’s Recruitment and Selection Policy for Employees and Volunteers.***

We are proud to have an organisational culture where employees with varying perspectives, skills, life experiences and backgrounds – the best and brightest minds – can work together to achieve excellence and realise individual and organisational potential.