



**CANDIDATE BRIEF**

**PART TIME TEACHER OF BUSINESS STUDIES**



# LETTER FROM THE HEAD TEACHER



Dear Applicant

I am delighted that you are expressing an interest in working at Queensmead. I took up the position of Head Teacher in 2009 and it fills me with pride when I reflect on what we have achieved in this time and how we continue to build on our outstanding work. We are committed to ensuring that every student at Queensmead excels and has the very best start in life. Our standards are high and expectations are clear and consistent. This is reflected in our exam outcomes at both KS4 and KS5.

During my time I have seen some exceptional teachers and also witnessed remarkable growth in teachers. I am proud that several members of my leadership team started their careers as NQTs in our school. We are committed to your development and providing you with the opportunities and support to progress in your career.

I wish you luck with the application process and invite you to visit us and see the school for yourself. Indeed, it was the students and the team that inspired me and many others to join Queensmead!

If you have any questions on the recruitment process, please email [recruitment@qmschool.org.uk](mailto:recruitment@qmschool.org.uk) or visit our website:- [www.queensmeadschool.org.uk](http://www.queensmeadschool.org.uk)

Yours sincerely

Rhona Johnston  
**Head Teacher**

# HOW TO APPLY



Applications must be received by **9am** on **Wednesday 13th May 2021**.

Please email your completed application form and covering letter for the attention of the Head Teacher to: **[recruitment@qmschool.org.uk](mailto:recruitment@qmschool.org.uk)**

If you have any questions, please email [recruitment@qmschool.org.uk](mailto:recruitment@qmschool.org.uk)

# DEPARTMENT OVERVIEW



## Overview

Business Studies & Economics is considered to be a thriving department within the school and is continually seeking to improve. The Department consists of a strong team who are committed to working together. Staff are keen to plan and prepare shared resources which allows greater time and scope to develop fun and creative lessons which meet the needs of all students.

## Staffing and Resources

The department consists of four full time members of staff and one part time, all of whom provide a network of support within the department. Teaching rooms contain an interactive smartboard and chromebooks can be booked for students to use. We have developed the use of Google Drive as an interactive area for staff and students, allowing for greater collaboration and communication between staff and students. We have a wide range of resources available offline and online for use in teaching and learning.

## Teaching Groups

Business Studies and Economics are offered as KS4 options. The classes are mixed ability therefore teachers are expected to show high levels of differentiation.

The Business and Economics classes at KS5 are mixed ability. Differentiation, support and extension work are important to meet the needs of all learners.

## The Courses

KS4: Edexcel GCSE Business in Years 10 & 11 / OCR GCSE Economics in Years 10 & 11 / NCFE Level 1/2 Technical Award in Business & Enterprise. In Year 11 we currently have four GCSE Business classes, three GCSE Economics classes and one NCFE Business & Enterprise class. Currently in Year 10 we have two GCSE Business classes, one GCSE Economics class and one NCFE Business & Enterprise class. Additionally, we teach two classes of GCSE Business and one class of GCSE Economics to Year 9s for one lesson per week. This enables them to get a taste of the GCSE option subjects before making their decision later in the academic year. The Year 9 groups rotate to different subjects at the start of each term.

KS5: Edexcel A-Level Business linear specification in Years 12 & 13 / Edexcel A-Level Economics linear specification in Years 12 & 13 / BTEC National Extended Certificate in Business in Years 12 & 13 / BTEC National Diploma in Business in Year 12. We currently have one A-Level Business class, one A-Level Economics class and one BTEC Business Extended Certificate class in Year 13. In Year 12, there is one A-Level Business class, one A-Level Economics class, two BTEC Business Extended Certificate classes and one class for BTEC National Diploma in Business.

Students at Queensmead thoroughly enjoy studying Business and Economics; both subjects are popular choices at A Level with many students choosing Business or Economics related courses at Russell Group and other top Universities.

# PERSON SPECIFICATION

## Classroom Management

To maintain classroom discipline and help maintain school discipline in accordance with school policy standards and procedures; to arrive promptly at lessons and tutor sessions and dismiss students at the correct times; to keep checks on students' attendance at lessons and follow up absences as appropriate; to liaise with Heads of Department and/or pastoral staff on matters of concern relating to individual students.

## Subject Responsibilities

To follow conscientiously, departmental syllabuses and schemes of work for each teaching group; to prepare properly lesson materials and to mark students' work consistent with departmental and school assessment policy; to set and mark homework in accordance with departmental and school policy; to have the highest reasonable expectation of individual student performance; to play a part in organisation and administration.

## Recording Student Progress

To keep appropriate records of individual students' work and achievements, consistent with departmental and school policy; to make a proper contribution to the writing of school reports; to complete such National Curriculum assessments as are required.

## Pastoral Responsibilities

To teach the pastoral curriculum and to follow conscientiously personal, social and health education syllabuses and schemes of work; to act as counsellor and guide to individual students in the tutor group, both in relation to personal development and specific phases of educational development and transition.

## Administration

To carry out efficiently the various necessary administrative functions of the Form Tutor including school requirements in relation to the proper and accurate keeping of registers.

## Development Aspects

To play a part in the development of departmental, curriculum development group and year team meetings as appropriate; to seek to identify personal staff development and INSET needs and ensure that these are discussed with Head of Department/senior pastoral staff.

## Appraisal/Performance Management

To play a part, as required, in the school's appraisal programme, both as appraisee and, where appropriate, as appraiser of other colleagues.

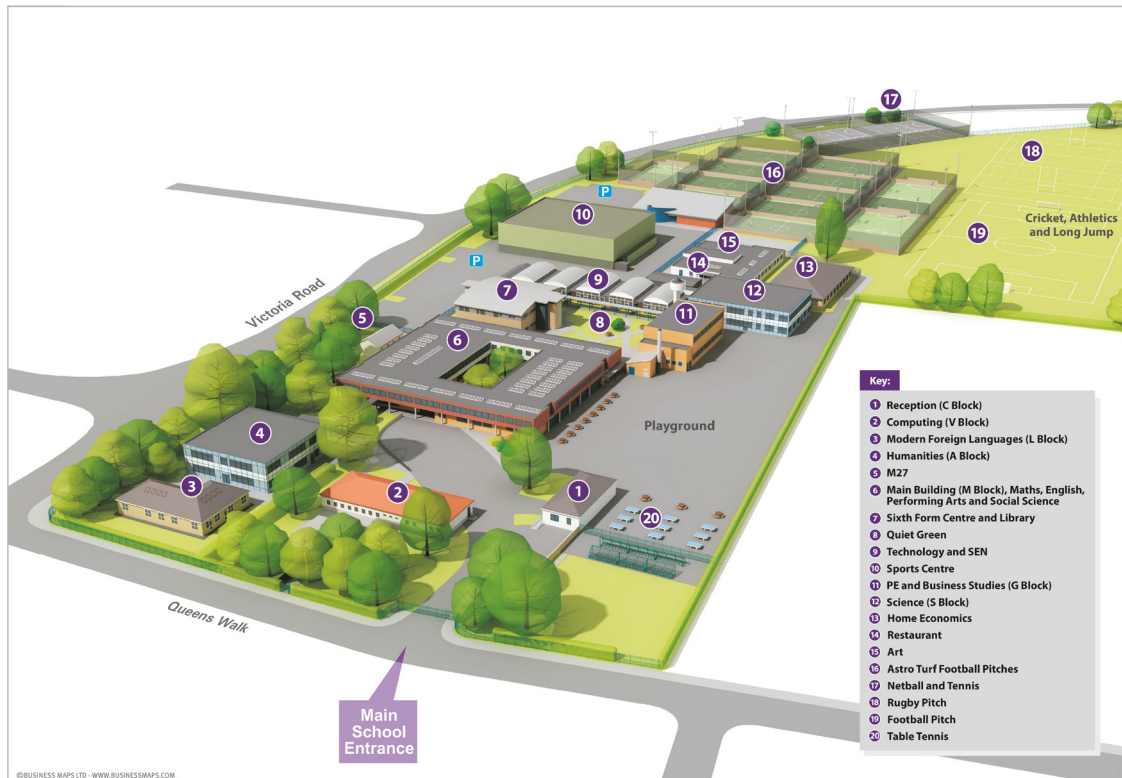
## Health and Safety

To ensure that practice is, in all respects consistent with the requirements of Queensmead Health and Safety at Work policy as well as with any subject specific health and safety guidelines.



# QUEENSMEAD

excellence through learning



T: 020 8845 6266

F: 020 8845 8852

E: [recruitment@qmschool.org.uk](mailto:recruitment@qmschool.org.uk)

Queens Walk

South Ruislip

Middlesex

HA4 0LS

[www.queensmeadschool.org.uk](http://www.queensmeadschool.org.uk)