



THE BILLERICAY SCHOOL

Job Title	Head of Business Studies
Grade/Salary	Fringe MPS/UPS Plus TLR2b £5,355
Date Required	September 2024
Closing Date	Tuesday 16 April 2024 @9.00am
Interview Date	Week commencing 22 April 2024
Reporting To	Assistant Headteacher Curriculum

Details

We are seeking to employ a self-motivated, competent and reliable person to join our Business Studies department.

Potential candidates are encouraged to get in touch with any questions they might have or to arrange a visit to the school and the team.

Main Responsibilities

- To lead and manage the delivery of the Business Studies GCSE, A level and (until Summer 2025) level 3 vocational courses.
- To ensure that there is an appropriate curriculum, in accordance with our school policy and national requirements, and that it meets the needs of all children.
- To support the delivery of Spiritual, Moral, Social & Cultural (SMSC), Fundamental British Values (FBV) and the values and ethos of The Billericay School.
- To monitor, evaluate and develop teaching and learning within Business Studies in accordance with school policies.
- To be accountable for student progress by liaising with teaching and support staff to monitor and support individual children and teaching groups.
- To carry out self-evaluation across the area.
- To participate in development planning with members of the Pastoral and School Leadership Teams when appropriate.
- To teach Business Studies and Economics and other subjects as appropriate, and to be part of other departmental team(s).

Main Duties:

- Strategic Planning.
 - Ensuring that the Business Studies department is aware of and contributing to the School Improvement Strategy and School Development Plan.
 - Completing annual department self-evaluation and action plans.
 - Ensuring curriculum stays up to date, relevant and engaging by keeping informed of changes to curriculum guidance and adapting existing practice accordingly.
- Staff deployment and management.
 - Effective communication with the departmental team and ensuring that they have clear guidance, support and all necessary resources to effectively deliver the subject.
 - Drawing up job descriptions and being part of interview panels as appropriate.
- Performance management and staff training.



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- Being a team leader and leading and organising appropriate CPD and meetings as appropriate.
- Curriculum Provision and Assessment.
 - Development of Schemes of Work, lesson plans and resources.
 - Ensuring Schemes of Work meet examination criteria.
 - Developing departmental assessment so that it measures student understanding, informs the learning process and follows the School's Assessment Policy.
- Monitoring and evaluation.
 - Following the School's QA framework and Departmental Self Evaluation Policy
 - Analysis of student achievement and progress
 - Observation and feedback
 - Action Planning
- Management of information.
 - Ensuring that data collected from the department during academic monitoring is accurate.
- Management of financial and consumable resources and classroom facilities in Departmental or faculty area.
 - Departmental capitation bids and teaching resource storage and management.
 - Inspection of classrooms and displays.
- Pastoral care and discipline.
 - Supporting staff with student discipline in line with School Behaviour Management Policy.
 - Liaison with parents as appropriate.
- Extra curricular provision.
 - Coordinating enrichment activities as appropriate.
 - Organising speakers and events as appropriate.
- Marketing and school events.
 - Providing subject and departmental information for website and leaflets/prospectuses
 - Attending Open days and Parents Evenings

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

About the School

The Billericay School is a heavily oversubscribed comprehensive in Essex. The school has polite and engaged students who want to learn and benefits from good parental support.

With direct links to the 'Outstanding' Billericay Educational Consortium, The Billericay School is renowned for the high standards of CPD it delivers as well as the collaborative and supportive ethos it promotes amongst staff.

Our Governing body is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share in this commitment. The post is subject to satisfactory medical checks, enhanced DBS clearance and references.



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About the Trust

We are a small Multi Academy Trust based in the South East of Essex and currently manage four local secondary schools. Each school within our Trust is a place where we believe in the power of education to transform lives.

Our philosophy is centered around the belief that schools can achieve better educational outcomes for students by working together as a collective entity. The Compass Trust is founded on the principles of collaboration, innovation, and inclusivity, with the aim of providing a supportive and nurturing environment that enables schools to flourish and students to succeed.

Additional Benefits

As a valued member of our team, you will be entitled to the following benefits (**Subject to eligibility criteria*)

- Free access to our fully equipped Gym (and induction program)
- Free access to our swimming pool
- Employer Pension Contribution
- Access to the 'Cycle to Work' Scheme
- Eye test vouchers in partnership with Specsavers
- Access to our Wellbeing programme (including counselling sessions and online discounts)
- Virtual GP Access - including minors 16 and under
- Annual onsite Flu Vaccination programme
- Free tea, coffee and cake on Fridays

How to apply

When applying for this position, please use The Billericay School application form, which can be found on our school website under Work with us: [How to apply](#)

If you have any questions, please do not hesitate to contact Miss D Ancient at dancient@billericayschool.com

We look forward to hearing from you.



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Person Specification

Essential	
Category	
Application	<ul style="list-style-type: none"> Supportive reference/s Well-structured supporting letter
Qualifications	<ul style="list-style-type: none"> Qualified Teacher Status Degree in Business Studies, Economics or closely related subject
Experience	<ul style="list-style-type: none"> Teaching experience in Key Stages 4 and 5 in a mainstream secondary school or Post 16 provider
Professional Development	<ul style="list-style-type: none"> Undertaken Personal Professional Development annually
Skills	<ul style="list-style-type: none"> Highly organised and able to produce easy to navigate SOW and resources for both staff and students Ability to communicate effectively in a variety of situations with students, staff and parents/carers Ability to teach in another subject area
Special Knowledge	<ul style="list-style-type: none"> A clear vision and understanding of the needs of secondary students Clear understanding of Business Studies and Economics curriculum.
Personal Attributes	<ul style="list-style-type: none"> Ability to demonstrate enthusiasm and sensitivity whilst working with others Ability to initiate and manage change with successful outcomes Caring attitude towards students and parents/carers A good health and attendance record Evidence of being able to build and sustain effective working relationships with staff, governors, parents/carers and the wider community
Desirable	
Category	
Application	
Qualifications	<ul style="list-style-type: none"> Undergraduate degree at 2:1 or above
Experience	<ul style="list-style-type: none"> Experience of administrative procedures related to management of an exam subject Experience in a leadership position
Professional Development	<ul style="list-style-type: none"> Undertaken Personal Professional Development activities covering curriculum and management within the last two years
Skills	<ul style="list-style-type: none"> Ability in administration, budget and personnel management Can offer a range of subjects
Special Knowledge	<ul style="list-style-type: none"> Experience as an exam board marker or examiner
Personal Attributes	<ul style="list-style-type: none"> Ambition to progress further in due course Flexibility and adaptability in order to be able to mix and work with a wide range of people Interests beyond teaching/school Willingness to undertake extra-curricular activities