



**THE BILLERICAY SCHOOL**  
**A MATHS AND COMPUTING COLLEGE**  
**PERSON SPECIFICATION**  
**Head of Business Studies and Economics**

Category	Essential	Desirable
<b>Application</b>	<ul style="list-style-type: none"><li>Supportive reference/s</li><li>Well-structured supporting letter</li></ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"><li>Qualified Teacher Status</li><li>Degree in Business Studies, Economics or closely related subject</li></ul>	<ul style="list-style-type: none"><li>Undergraduate degree at 2:1 or above</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>Teaching experience in Key Stages 4 and 5 in a mainstream secondary school or Post 16 provider</li><li>Minimum 3 years teaching experience</li></ul>	<ul style="list-style-type: none"><li>Experience of administrative procedures related to management of an exam subject</li><li>Experience in a leadership position</li></ul>
<b>Professional Development</b>	<ul style="list-style-type: none"><li>Undertaken Personal Professional Development annually</li></ul>	<ul style="list-style-type: none"><li>Undertaken Personal Professional Development activities covering curriculum and management within the last two years</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>Highly organised and able to produce easy to navigate SOW and resources for both staff and students</li><li>Ability to communicate effectively in a variety of situations with students, staff and parents/carers</li><li>Ability to teach A Level Economics</li><li>Ability to teach in another subject area</li></ul>	<ul style="list-style-type: none"><li>Ability in administration, budget and personnel management</li><li>Can offer a range of subjects</li></ul>
<b>Special Knowledge</b>	<ul style="list-style-type: none"><li>A clear vision and understanding of the needs of secondary students</li><li>Clear understanding of Business Studies, Economics and Financial Studies curriculum.</li></ul>	<ul style="list-style-type: none"><li>Experience as an exam board marker or examiner</li></ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>Ability to demonstrate enthusiasm and sensitivity whilst working with others</li><li>Ability to initiate and manage change with successful outcomes</li><li>Caring attitude towards students and parents/carers</li><li>A good health and attendance record</li><li>Evidence of being able to build and sustain effective working relationships with staff, governors, parents/carers and the wider community</li><li>Emotional stability, can cope with pressure and use humour to good effect</li></ul>	<ul style="list-style-type: none"><li>Ambition to progress further in due course</li><li>Flexibility and adaptability in order to be able to mix and work with a wide range of people</li><li>Interests beyond teaching/school</li><li>Willingness to undertake extra-curricular activities</li></ul>