

<b>Job title:</b>	Head of Business	<b>Salary:</b>	Main scale, plus £1,600 Mossbourne Allowance, plus TLR 2B	<b>Contract term:</b>	Permanent
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<b>Responsible to:</b>	HOLA Business and Computing	<b>Responsible for:</b>	Staff in Business Department
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### **Mossbourne Federation**

The Mossbourne Federation is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. Over the last twelve years the Federation has nurtured Sir Clive's dream by fostering kind, courteous, hard-working and well-rounded learners by providing an outstanding education based on the core values of 'Excellence', 'No Excuses' and 'Unity'. Through upholding these core values, Mossbourne will be first academy federation whose schools are without exception, exceptional.

The Federation's calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning within the Federation.

The Mossbourne Federation comprises four academies: Mossbourne Community Academy (secondary and 6<sup>th</sup> Form), Mossbourne Victoria Park Academy (secondary), Mossbourne Parkside Academy (primary) and Mossbourne Riverside Academy (primary).

### **Mossbourne Community Academy**

The federation's flagship school Mossbourne Community Academy (MCA) is built on high expectations, and doing right by the students in order for them to succeed. MCA has not only changed the face of education in Hackney, but has also raised the bar in educational expectations to the highest level, achieving recognition nationally for setting a new benchmark for non-selective comprehensive education. All students regardless of background or ability are encouraged to achieve and fulfil their true potential. With outstanding GCSE and A-level results Mossbourne Community Academy is placed in the top 1% of schools in the country furthermore 86% of MCA students achieve 5, A\*-C GCSE including English Language and Mathematics.

### **The Business and Computing Department**

The Business and Computing Learning Area includes departments for Business Studies, Economics & Computing. There are currently eight members of staff working in the Business and Computing Learning Area all passionate about delivering outstanding lessons, it is an extremely exciting place to teach.

The learning area is extremely well resourced: with an interactive whiteboard, webcam and DVD playing facilities available in each classroom. We have a flexibly designed classroom suitable for written or computer based tasks. The highly, supportive and professional team also enjoy the benefits of a well-equipped staff office within the learning area.

In 2017, we achieved some outstanding results. Highlights include:

**GCSE**

- 89% A\*-C grades in GCSE Business Studies
- 91% Distinction to Pass in BTEC Level 2 Award in Business:
- 100% A\*-C grades in GCSE Computing
- 93% A\*-C grades in GCSE Economics

**A' LEVEL**

- 100% A\* - C grades in A2 Economics achieved
- 100% A\* - D grades in A2 Business Studies achieved
- 100% A\* - B grades in A2 Computer Science achieved

**Enrichment**

Enterprise is mapped across the curriculum but is also taught, at Key Stage 3, through designated PSHE days and after school clubs, which are extremely popular.

Students within the Business and Computing Learning Area have had the opportunity to take part in educational visits to Google Head Office, Museum of Brands, Advertising and Packaging, The Cereal Killer Café, Cadburys World, Krispy Kreme's, Emirates Stadium and The Bank of England.

**The Head of Business role**

The successful applicant will be passionate about business and business education and have the drive and ambition to lead and manage a department. They will be well organised, energetic and willing to go the 'extra mile'. They will hold Qualified Teacher Status (QTS), have a proven track record of successful teaching in business across different key stages and believe that all students can succeed in business. They will have excellent knowledge of business at both GCSE and A-level.

**Key Accountabilities**

The post holders key responsibilities are, but not limited to:

- Promoting and being committed to the Academy's aims and objectives and to implement Academy policies;
- To work with the Head of Learning Area to ensure the effective provision of teaching and learning in business
- To plan and deliver high-quality, differentiated lessons on a day-to-day basis
- To contribute to the development of schemes of work
- To set homework in accordance with Learning Area policy and to mark work regularly to aid progression, keep clear records of attainment and follow up on non-submission
- To keep abreast of developments in business and ensure that these changes are implemented in lesson delivery and schemes of work
- To organise and run enrichment opportunities and support interventions for students within business, including the extension class programme, G&T sessions, trips etc.
- To undertake duties as directed and in accordance with Academy expectations

- To be a member of the pastoral team and, if required, a form tutor carrying out the associated responsibilities
- To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Person Specification				
Essential [E] or Desirable [D]	Requirements	Assessment Criteria		
		Interview	Application form	Task (lesson)
Experience				
E	• Ability to teach Business at KS4 and KS5	✓	✓	✓
E	• be able to lead and manage a department	✓	✓	✓
E	• be focussed on raising the attainment of all pupils within their department and developing their team	✓	✓	✓
E	• Knowledge and understanding of how students learn business	✓	✓	✓
E	• Ability to reflect on your own and student performance in lessons and adapt practice accordingly	✓		✓
E	• Ability to select and devise appropriate teaching methods and resources to meet the differing needs of students in practical and written work	✓		✓
E	• Effective planning, assessment and record keeping	✓	✓	
E	• Ability to work independently and as part of a team, contributing to business INSETs		✓	
E	• Ability to develop and maintain positive relationships with teachers, support staff and parents	✓		
E	• Effective classroom management and efficient organisation of resources	✓	✓	✓
Qualifications				
E	• A good degree in a business based subject	✓	✓	
E	• Qualified Teacher Status (QTS)		✓	
IT knowledge				

D	<ul style="list-style-type: none"> <li>Expert knowledge of the Microsoft package (Word, Excel, Outlook, Publisher, Power Point)</li> </ul>		✓	
D	<ul style="list-style-type: none"> <li>Ability to swiftly adapt to and utilise new/various systems/software</li> </ul>		✓	
D	<ul style="list-style-type: none"> <li>Capable of making effective and appropriate use of ICT in lesson delivery and within the learning area</li> </ul>		✓	✓
<b>Behavioural Competencies</b>				
E	<ul style="list-style-type: none"> <li>Excellent analytical and multi-dimensional communication skills</li> </ul>	✓		✓
D	<ul style="list-style-type: none"> <li>Strategic approach, ability to see the 'big picture' and also think 'outside of the box'</li> </ul>	✓		
E	<ul style="list-style-type: none"> <li>Ability to meet ALL deadlines internally and externally ensuring output consistently is of an exemplary standard</li> </ul>	✓		
D	<ul style="list-style-type: none"> <li>Be an integral member of the Curriculum Support Department with the initiative to work independently with minimal supervision</li> </ul>	✓		
E	<ul style="list-style-type: none"> <li>Must have the upmost integrity as well as high levels of motivation and commitment.</li> </ul>	✓		
E	<ul style="list-style-type: none"> <li>Proactive approach and efficient time management and prioritisation skills</li> </ul>	✓		
E	<ul style="list-style-type: none"> <li>Genuine interest and passion for the education of young people and the ability to contribute more widely to the life and community of the Federation</li> </ul>	✓	✓	
<b>Applicable to all staff</b>				
E	<ul style="list-style-type: none"> <li>Undertake training as required to so in order to fulfil the requirements of the role</li> </ul>	✓	✓	✓
E	<ul style="list-style-type: none"> <li>Support Mossbourne's efforts both verbally and non-verbally (i.e. via actions and attitude), including adjusting performance and practice in accordance with Mossbourne's initiatives and findings</li> </ul>	✓	✓	✓
E	<ul style="list-style-type: none"> <li>Recognise your role as part of</li> </ul>	✓	✓	✓

	the succession of Mossbourne			
E	<ul style="list-style-type: none"> <li>Play an active role in terms of Safeguarding all students and adults</li> </ul>	✓	✓	✓

***Mossbourne Federation reserves the right to modify the above contents in order to ensure the needs of the Federation and the students are being met. The above list is not a comprehensive list; it simply outlines the expectations for this role. Mossbourne Federation provides equal employment opportunities to all employment applicants and employees without regard to race, colour, religion, gender, sexual orientation, national origin, age, disability or status. This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.***