



CHARTERHOUSE

Information Pack

HEAD OF BUSINESS and ENTREPRENEURSHIP

Starting 1 September 2020



Contents

- 3 The Charterhouse Business Department**
- 4 The Role – Overall Purpose and Responsibilities**
- 7 The Person Specification**
- 8 Application Process**



Business and Entrepreneurship at Charterhouse

The Head of Business and Entrepreneurship will be an inspirational, innovative and ambitious leader, with a passion for teaching all aspects of business, and a desire to share this with our pupils within, and way beyond, our rich curriculum.

We are looking not just for an excellent teacher and classroom practitioner with unfailingly high academic standards, but also a big-thinking, creative and entrepreneurial leader who is known for their enthusiasm, proactivity and creative problem solving. The successful candidate will work within the following contexts:

The Business Department

The Business department shares the modern Beveridge Centre with the Economics department and the Higher Education and Careers department. At Charterhouse, we teach both Business and Economics as A Level subjects and as part of the International Baccalaureate Diploma Programme (IBDP). We will have around 450 pupils in our Sixth Form in the coming academic year, and both Business and Economics are very popular subject choices with our Sixth Formers, many of whom pursue a business-related Extended Project, and many of whom pursue Business degrees at university. The Head of Business and Entrepreneurship will work in close collaboration with the Head of Economics. Eight colleagues teach across the Business and Economics departments, and the new Head of Business and Entrepreneurship will take a proactive interest in their colleagues' professional development, and will continue to deliver excellent academic results.

The Business and Leadership Hub

Charterhouse's brand new Business and Leadership Hub is currently being designed at the heart of the School, and the successful candidate will shape the vision for this new innovative space. In addition to the core curriculum, we are passionate about making sure every pupil has the opportunity to develop their business, entrepreneurial and employability skills in preparation for university and their future careers.

The new Head of Department will have much flexibility here and the chance to come up with new, innovative and exciting ways to support these aims. Examples will include, but are not limited to, the following: taking part in business and stock market competitions, organising talks with business leaders, visiting local companies, helping pupils set up extra-curricular business, entrepreneurial and start-up clubs (where pupils develop their own small businesses), and the mentoring by Sixth Formers of others in the community.

We already offer our Sixth Formers a successful and innovative Business and Entrepreneurship elective, working closely with Surrey Business School's MBA programme as well as a Leadership elective in association with Ivy House. The successful candidate will have the opportunity to help shape and develop these programmes further.

Higher Education and Careers

The successful applicant will also work closely with the whole Sixth Form team and the Higher Education and Careers department. They will collaborate in helping to integrate core employability skills into the Sixth Form programme, and bring ideas and initiatives to develop these talents. They will be proactive and wide-ranging in looking for opportunities to engage and interact with pupils and parents to help advance business skills within the Charterhouse community.

Professional development

This post offers an exceptional opportunity to develop a strong career in leadership, and applicants may well aspire to a substantial whole-school leadership role within four to five years.

The Role – Overall Purpose

All Heads of Department (HoDs) are responsible, through the Deputy Head or Assistant Head (Academic), to the Headmaster for the academic performance, organisation and administration of their departments, in addition to the general responsibilities of a teacher at Charterhouse. HoDs are accountable for the quality, success and development of departmental teaching and learning. In particular, the Head of Business Entrepreneurship should expect to:

Leadership and Development

- Establish a vision for Business and Entrepreneurship in the academic life of the School.
- Ensure that teaching and learning are excellent, specifically through lesson observation, appraisal, continuing professional development and departmental review.
- Foster a delight in the subject, an excellent work ethic and a culture of high expectations, achievement and success amongst staff and pupils, and setting the highest academic standards.
- Encourage independent learning specifically through the use of formative assessment and thorough, imaginative schemes of work.
- Maintain excellent communications with the department about departmental and School matters, and relaying School policy to the department.
- Develop the appropriate use of ICT as a tool for teaching and learning.
- Determine staffing requirements; assisting in appointing new staff; providing opportunities for responsibility to be assumed by members of the department.
- Represent the department within the School and promoting Business and Entrepreneurship in the wider academic community including feeder schools.
- Coordinating professional development reviews within the department.
- Model, nurture and develop the very best practice in teaching and learning.
- Monitor assessment and reporting across the department.
- Be central in organising departmental staffing, timetabling and job specifications.
- Coordinate examples of good practice and facilitate the sharing of ideas across the department.
- Submit an annual departmental budget and oversee departmental spending and stock.

Teaching and Learning

- Monitor and record the learning of pupils in the department, overseeing the support of those with additional needs.
- Write and update schemes of work and programmes of study.
- Monitor and support the progress of both new and established staff.
- Organise lectures and talks by outside speakers.
- Provide curriculum information as required.
- Deal with syllabus enquiries, updating, investigating alternatives and changing syllabuses as necessary.
- Establish and oversee subject enrichment within the co-curricular programme.
- Research, update and order resources.
- Arrange departmental displays.
- Manage and organise trips, where appropriate.
- Monitor the setting of homework ('Banco').
- Provide information for pupils making GCSE and Sixth Form choices.
- Meet and communicate with parents when required.
- Prepare and present the Departmental Review and supplementary documentation.
- Keep up to date with subject developments.

Universities

- Assist with university applications, including organising and conducting mock interviews in accordance with the arrangements made by Higher Education & Careers team.
- Collate and disseminate up-to-date University and UCAS information.
- Provide comments for UCAS references as well as other relevant details as required.
- Provide assistance, extra tuition and general guidance for Oxbridge applicants.

Examinations

- Oversee the setting and marking of Sixth Form and 13+ scholarship/admissions examinations.
- Assist in organising internal examinations where appropriate (eg orals), including setting, marking and moderating papers, collating statistics and publishing results.
- Organise entries for public examinations.
- Providing details of estimated public examination entries and candidates for re-sits, and supplying predicted grades.
- Dealing with examination boards, including complaints, re-marks and appeals.
- Handling public examination results, including answering parental enquiries, and providing comments, data and statistics as required.

General

- Managing the departmental budget.
- Writing references when required.
- Reviewing and updating the on-line departmental handbook.
- Providing occasional reports for School publications on departmental developments.
- Organising and chairing weekly departmental meetings.
- Attending HoDs' and other meetings as required.
- Making arrangements for cover of absent members of the department.
- Taking responsibility for the Health & Safety of the department, including making an annual review of Health & Safety (and related) procedures.

Professional and Personal Development

- Provide encouragement and guidance to staff members as regards their development.
- Participate in the Brooke Hall Professional Development (appraisal) process.

Marketing and Admissions

- Develop and maintain links with prep schools, primary schools and other secondary schools.
- Organise, administer and monitor the setting and marking of internal and external examinations.

Pastoral Care

- Play a full part in the pastoral responsibilities associated with working in a boarding school.
- Take a proactive role in ensuring the pastoral wellbeing of pupils, drawing the prompt attention of relevant members of the core of staff supporting each pupil to any issues affecting their welfare.
- Act as a Tutor to pupils, attached to one of the boarding houses within the School's tutoring system.

Co-curricular Responsibilities

- Promote the values of Charterhouse in order that pupils acquire the values, attitudes, skills and knowledge needed to make a positive contribution to society and actively participate in the promotion of the School both intra- and extra-murally, as reasonably required.
- Participate fully in leading and supporting co-curricular activities provided for pupils.
- Promote and assist with the development, delivery and supervision of pastoral and academic enrichment activities such as co-curricular projects and subject-related societies.

Safeguarding

- Demonstrate the highest levels of commitment and compliance to safeguarding and promoting the welfare of children and young people.

All teaching members of Brooke Hall (the common room):

- Teach (or are available for Private Study supervision or emergency cover) a set timetable per week.
- Accept and take on responsibilities within their department as reasonably required such as assisting with the setting and marking of internal examinations, entrance examinations and scholarship examinations/assessments as required, including the recording of results.
- Develop and share resources and good practice with the rest of their department, contributing to departmental meetings and the development of the on-line departmental handbook.
- Set and mark work in accordance with School and department policies, giving constructive feedback from appropriate tasks, and maintain accurate records of pupils' attainment and academic progress and writing assessments and reports on pupils as required.
- Attend meetings, such as staff meetings, INSET days, and Parents' Briefings and communicate with parents both at planned School events and where otherwise appropriate.
- Invigilate exams (internal and external) as reasonably requested by the Examinations Officer and in accordance with the regulations of the Examining Boards.
- Support the targets of the School Development Plan through the implementation of departmental development plans.
- Draw up and deliver Schemes of Work, administering coursework and controlled assessments for chosen syllabuses, ensuring they are conducted within examination board guidelines, completed by any prescribed deadline, and properly assessed, and that marks are submitted on time.
- Be aware of and ensure departmental and individual compliance with all Health and Safety requirements, including off site activities, ensuring that classrooms and associated areas are secure, safe and orderly environments for pupils.
- Issue and ensure the return of department materials and other subject-specific materials required by pupils.
- Provide extra support outside the timetable where appropriate and as reasonably required.



Person Specification

Qualifications

ESSENTIAL

- a good Honours degree relevant to the teaching aspects of the role

DESIRABLE

- experience of working beyond the education sector
- a recognised teaching qualification, such as a PGCE

Relevant Experience/Knowledge & Technical Competencies

The successful candidate will possess a strong track record or potential for achievement in:

- leadership and management skills demonstrating initiative, vision and the ability to lead and manage change
- the outstanding teaching of Business to IBDP/ A Level/ Pre-U and beyond
- excellent classroom management skills and an appropriate rapport with pupils
- nurturing and supporting pupils' wellbeing with well-developed pastoral instincts
- problem-solving – analysing the task to be undertaken, together with reviewing and evaluating the outcomes.
- working with others to achieve goals by negotiating and allocating tasks, as well as motivating and supporting a diverse and highly skilled team
- communicating concepts in modern languages articulately, positively and sensitively to pupils of differing attainment levels and age
- designing excellent lessons

Personal Competencies / Skills

- ability to turn a vision into reality
- commitment to the highest of academic and pastoral standards
- ability to inspire and motivate others
- good time management skills; superb organisation
- patience and enjoyment of attention to detail
- ability to use initiative, be proactive and assertive
- willingness to accept that the role will require work outside 'normal hours'.
- a genuine preparedness to contribute to and participate in the wider life of the School,
- ability to use an appropriate range of resources and strategies in teaching
- awareness of an individual's educational needs and the ability to direct teaching accordingly.
- high levels of literacy, enthusiasm and confidence, and a good level of humour when necessary

Application Process

Applications should be made in accordance with the School's application and safer recruitment procedures (available on the website) and emailed to:

headmaster_hr@charterhouse.org.uk

Closing date for applications is:

12 noon on Monday 24 February 2020

Interviews will take place shortly thereafter.

All successful job applicants will be required to undertake a Criminal Record check and to undergo child protection screening.





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