



**Appointment of
Head
of
Business Studies**

September 2017

Head of Business Studies

The school wishes to appoint a suitably qualified and enthusiastic teacher to lead and develop the successful and innovative Business Studies department.

This vacancy has come about because of restructuring the existing department and expansion of Economics which will be led and managed separately from September.

The Head of Department will be expected to lead, manage and develop the team of colleagues, in consultation with the Academic Director Deputy Head, IB Coordinator, SENCO and Director of the ISC, to deliver an effective and dynamic curriculum. The successful candidate will be expected to teach a varied timetable up to and including IB Higher Level and A Level.

The Department

The Department consists of four full-time staff including the HOD who may also teach some economics. The subject area is immensely popular in the school; we accept a comprehensive intake of students from a variety of educational backgrounds and nationalities, so the early days are spent consolidating ideas already encountered and bringing students up to common standards.

Years 10 – 11: Business Studies is an exceptionally popular option at Key Stage 4, with up to 50 students choosing the subject as one of their IGCSE's. At the end of Year 11 students take the Cambridge Edexcel IGCSE, which consists of a linear two hour exam examination. Students on the pre IB programme in the ISC take the IGCSE in one year and we also offer it to the ISC students on the two GCSE programme.

Years 12 – 13: Both Business and Management and Economics are popular choices on the International Baccalaureate Diploma Programme (IBDP), which is the only curriculum offered at Box Hill. The two subjects collectively will teach approximately three quarters of the 6th form and students find the course both challenging and rewarding. Both have elements of coursework, and both examined using the linear model, with two or three examinations, depending on the level.

Throughout the presentation of both subjects, the use of ICT is encouraged. The classrooms used all possess computer facilities, data projectors and interactive white boards. In addition, entire groups can be booked into specialist computer rooms for lessons.

The Person

Qualifications, skills and experience:

The successful person will have:

- A good honours degree and a recognised teaching qualification (eg a PGCE);
- Good IT skills;
- The ability to work with a range of staff groups at all levels;
- A teacher who has equally good ability and feels comfortable teaching and advising on both business and economics.

Personal qualities

The successful person will have:

- A (very) good sense of humour;
- Good inter-personal skills;
- An ability to work very hard; resilience;
- Enthusiasm that inspires others;
- Excellent communication skills;
- Excellent organisational ability

Remuneration

Box Hill School has its own pay scale above the national scales and we will pay a salary commensurate with the experience of the applicant.

The Application Process

- Candidates must complete the school application form, equal opportunities form and must include the names and addresses of three referees.
- A letter of application, no longer than two sides of A4 in length, should be addressed to the Head, Mr Corydon Lowde, at:

Box Hill School
Mickleham
Dorking
Surrey, RH5 6EA.

- Applications may be submitted electronically to Maggie.Lawrence@boxhillschool.com but a hard copy should also be sent by post.
- Candidates may also send their CVs as well, but this does not replace the need to complete the school application form.
- The deadline for submission of applications is: **Wednesday 10 May 2017 by 9am**
- Candidates invited for interview will be given a tour of the school; have an interview with the Faculty Head; deliver an observed teaching session and have an interview with the Headmaster and Deputy Head.

Cory Lowde
April 2017