



BROMLEY FC ACADEMY

Head of Business Studies

Full Time

Required September 2024

Job Description

Role	Head of Business Studies
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Accountable to:	Head of Education at Bromley FC Academy
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Job Purpose

Overall responsibility for the professional leadership and management of the Business Studies department in order to ensure high standards of teaching and learning are delivered, resources are used efficiently and effectively and the curriculum is managed and developed in accordance with Academy and School Policies.

Accountabilities

Policy/Strategic direction and development

- Contribute to whole Academy policy-making and strategic planning as required by the CEO
- Prepare, monitor and update annual departmental plans in line with the Academy development plan and in consultation with key partners
- Take the lead in ensuring that Academy policies and strategies are embedded in schemes of work and departmental curriculum plans

Leadership & Management of Others

- Lead and manage the department, recruiting, inducting, developing, deploying, motivating and appraising members of the department to ensure that they have clear expectations of their roles, and that high performance and standards are achieved and maintained
- Empower members of the department to develop their leadership potential to ensure continuous improvement within the department
- Manage day to day requirements such as examination entry and departmental timetables, delegating as appropriate, to ensure the efficiency of the department
- Lead meetings to ensure that they are used effectively to review performance and that actions are recorded and implemented

Teaching and Learning

- Promote excellence in teaching and learning to ensure all students develop their potential and are equipped for life beyond school
 - Exemplify in own practice the skills of teaching and learning typified by lead professionals, and ensure that good practice is shared throughout the department
 - Ensure that schemes of work are used, reviewed and modified to enable the maintenance and development of high standards of teaching and learning
 - Monitor students' work and the classroom practice of those in the department to ensure high standards are maintained
 - Keep up to date with developments in subject area and education in general to ensure that best practice is adopted within the department
 - Ensure the department's delivery and development of the curriculum is effective in meeting the needs of all students
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Job Description

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- Run extra-curricular activity throughout the Academy year

Co-curricular Activities

- Actively promote interest in the subject outside the immediate physical and timetabled confines of the department

Marketing and external links, including public occasions.

- Actively promote the department within the Academy community to encourage students interest in the subject area
- Contribute to the positive promotion and marketing of the Academy in the local and wider community
- Lead the department's contribution to marketing events and external links

Management of Resources

- Identify future resourcing needs and aspirations for the department for consideration in the Academy budget planning process
- Ensure that all resources are fit for purpose and used in accordance with health and safety guidelines

Monitoring, evaluation and assessment

- Ensure that within the department individual student progress is regularly assessed, recorded and reported and used to inform future teaching
- Monitor student progress through the use of performance and benchmarked data to ensure that high standards of learning are achieved and maintained

Training and Development of self and others

- As a lead professional set personal targets and take responsibility for own continuous professional development and that of departmental colleagues

General Requirements

All Academy staff are expected to:

- Work towards and support the Academy vision and the current Academy objectives outlined in the Academy Development Plan
- Contribute to the Academy's programme of co-curricular activities
- Support and contribute to the Academy's responsibility for safeguarding students
- Work within the Academy's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work with the Academy Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Engage actively in the performance review process
- Undertake any other reasonable duties required that are related to the job purpose from time to time

Safeguarding Checks

All appointments will be subject to two satisfactory reference, disclosure checks by the Disclosure and Barring Service, medical fitness for this role and evidence of identity and qualifications. All the above checks must be completed before beginning work in the Academy. In the unlikely event of an unsatisfactory reference being received following the issuing of a contract, the offer of appointment will be terminated without notice.

Review and Amendment

This job description should be seen as enabling rather than restrictive and will be subject to regular review

Person Specification

Skills Required	
Leadership skills: the ability to lead and manage people to work towards a common goal	Essential
Decision making skills: the ability to solve problems and make decisions	Essential
Teamwork: the ability to work collaboratively with others	Essential
Communication skills: the ability to make points clearly and understand the views of others	Essential
Effective and energetic in instigating and implementing change	Essential
First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities	Essential
Self-management skills: the ability to plan time effectively and organise oneself well	Essential
Abel to maintain a high work rate and to juggle a range of tasks and issues at the same time	Essential
Knowledge Base	
Excellent professional knowledge and understanding	Essential
Excellent subject knowledge	Essential
Understanding of national and examination curricular requirements of the subject	Essential
Up to date with professional developments in the subject and other aspects of education	Essential
Good working knowledge of common ICT applications, with a clear understanding of the potential for ICT in enabling more innovative and effective approaches to learning, teaching and school organisation	Essential
An awareness of recent important national HE developments	Essential
Qualifications/Attainment	
Qualified Teacher Status	Essential
Good honours degree (first or upper second)	Essential
Post graduate qualifications (Masters degree or post graduate diploma)	Desirable
Experience	
Experience as a subject teacher covering KS3-5	Essential
Experience of teaching A Level, IB and GCSE for at least 2 cycles	Desirable
Experience of organising or participating in extra-curricular activities	Desirable
Experience of participating in or leading a whole school initiative	Desirable
Experience of a management role e.g. as Deputy Head of Dept	Desirable
Substantial and successful experience of curriculum leadership and management, likely to have been gained as Head of Dept, Key Stage Co-ordinator or an equivalent senior role	Essential
Experience of pastoral care and pupil management, e.g. as Form Tutor or Head of Year	Essential
Some experience of strategic planning or of curriculum evaluation	Desirable
Experience of dealing with external agencies for example to organise trips	Desirable
Attitude/Approach	
Ability to enthuse students and adults	Essential
Possess a positive attitude and approach to change and development	Essential

Flexible and firm with the ability to know when to be either	Desirable
Enjoy rising to the challenge inherent in an education environment	Essential
Lifelong learner	Essential

Our Academy

We aim to create a nationally recognised community centered youth football club that addresses all levels of education within football. Bromley Football Club is proud to be seen as part of the local area and recognises that it can play a part in improving the lives of people associated with the club and of the wider community. This will be achieved through continuing support of local schools as well as local & national voluntary/charitable organisations. The club also recognises that it has a responsibility to help protect the environment in which we all live and work in.

This is an exciting opportunity for an enthusiastic, inspirational and committed Teacher of Business who has strong subject knowledge and is an expert in their field. We recruit exceptional leaders who want to be part of our journey, who share in our ethos and values.

The ideal candidate will be a diligent and self-motivated individual who can join our team as a high performing Head of Business. The post holder will be making a strong contribution to promoting the Academy values and high standards in all areas of academy life.

Bromley Football Club is actively committed to upholding its own standards, values and expectations in relation to Equality.

As a professional Football Club, Bromley F.C. is committed to adhering to the Equality Act 2010 and the confrontation and elimination of discrimination whether by reasons of age, gender, gender reassignment, sexual orientation, marital status or civil partnership, nationality, ethnicity (race), religion or belief, ability or disability, pregnancy/maternity and to encourage equal opportunities.

Bromley Football Club has a zero tolerance approach to all forms of discrimination or harassment, whether physical or verbal, and will work to ensure that such behaviour is met with the appropriate disciplinary action.

The Club supports the Football Association and the National League in their commitment to develop a framework for training and awareness, raising events and activities in order to promote the eradication of discrimination.

Academy Values: Believe Focus Commit Achieve

BELIEVE: in winning in education and football: Bromley Football club is committed to adopting a playing style, strategy and system that gives each individual player the opportunity to succeed at every stage of the developmental process and programme. The club will plan deliver and assess at the highest levels to ensure each player pathway and adopts the value of teamwork.

FOCUS: on building a “better you” through the education and football framework. Plan short medium and long term goals. To give full attention and have the full capacity to not be distracted on your player pathway journey

COMMITMENT: Commit to every developmental phase throughout the Bromley Football Club Academy journey. Be determined to that staff and coaches and players deliver to make appropriate progress and transition.

ACHIEVE: The player's attitudes towards education and football will facilitate with their overall achievements in life; not just in football.

Application Process

Please submit your CV and covering letter to Academy@bromleyfc.co.uk.

Closing date is Wednesday 20th March 2024

Start date: TBC

Interviews

Interviews will be held on Tuesday 26th and Wednesday 27th March 2024 and will include a panel interview and lesson observation

Interviews will take place at Bromley FC (site map attached)

Salary

This is a Middle Leader post, and the starting salary will be in accordance with skills and experience on teacher pay scales MPS/UPS



Bromley FC Academy

Hayes Lane

BR2 9EF

<https://www.bromleyfc.co.uk>