



The Knights Templar School

Application Pack – Head of Business Studies

November 2017



We are proud of our School as a community comprehensive serving the people of Baldock and the surrounding villages and our pupils' learning is greatly enhanced by the strong links with our local area.

Our Vision

Excellent academic achievement

Academic achievement, underpinned by the highest quality teaching.

Committed to developing well-rounded individuals

We believe strongly in exposing our students to the widest possible range of experiences and opportunities that will enable them to achieve their maximum potential. We consider it our responsibility to ensure they leave the school respectful, successful, happy, well-rounded individuals who are a credit to themselves and their community.

All abilities and backgrounds welcome

Success to us is not, however, simply about focusing on the brightest and most gifted. The school is open to children of all abilities and our pastoral care ensures that every student receives the nurturing, support and guidance they need. As an integral part of our community, we accommodate students from all backgrounds and while the school is broadly Christian, we are equally welcoming to those of other faiths and no faith.



An Introduction to the School

"The Academy motto "Courage and Courtesy" is evident in the excellent relationships between all students and with adults." (Ofsted)

Knights Templar School is both a successful and happy school. Students' results are good and behaviour is excellent. The school is highly regarded locally, being regularly oversubscribed. There were over 600 applicants for 210 Year 7 places this year.



Students of all abilities achieve well and make good progress. Young people have an excellent attitude to learning. They enjoy school and want to succeed. Examination results at GCSE and A level are consistently good. In 2017, 71% of students achieved English and Maths at grade 4 or above (National = 59%); The School has a strong Sixth form, most progress on to University degree courses, including places at Oxford or Cambridge.



Knights Templar offers a very broad range of opportunity beyond the classroom. The School was a Specialist School in Sports and Performing Arts in 2005 to 2013 and in these areas still offer a very broad range of extra-curricular provision. There are school teams in all years in several sports with traditional house matches and a sports day. Some 250 students learn a musical instrument and there are many school concerts. Drama, too is very strong with regular school productions.

The Duke of Edinburgh Award Scheme is particularly vibrant with 200 young people participating at Bronze, Silver or Gold level. We run a wide range of trips and visits both curriculum-based and of a wider educational nature. Staff are very generous with their time in supporting this wide range of activities.



We provide a disciplined, caring, fair and moral environment in which individuality is encouraged and equality of opportunity promoted, in order to allow students to develop personally and socially. There is a mutual respect and good relationships between students and also between staff and students, with the students being given responsibility and feeling valued whilst knowing that support and advice will always be available when needed. We have an excellent Pastoral system to support and encourage this.

Pastoral care is a strength of the school. It is based on tutor groups, horizontally organised within Year Teams. Ofsted reported that "Pupils were particularly positive about the extent to which you encourage them to be independent. They value being asked to take on responsibilities. Pupils learn to treat others with respect. You promote the school values of 'courage and courtesy' well. "

Staff at Knights Templar "go the extra mile". They give their time, effort and commitment to ensure high standards in the classroom and in the wider life of the school. Ofsted also reported that "Pupils value the extra-curricular activities available to them, and spoke with enthusiasm about the range of trips on offer." The school has high expectations of its staff as well as its pupils.

The school's name often provokes interest. The Knights Templar developed the town of Baldock in the Middle Ages. The school has been an all-ability mixed comprehensive school for over 40 years. In 2011, the school became an academy retaining its status as a community comprehensive school, serving the needs of Baldock and the surrounding villages that form our catchment area.

Accommodation varies and some of the buildings are certainly showing their age. We do have an excellent modern Sports Centre with a floodlit all-weather pitch. A new purpose- built Sixth Form teaching block opened in September 2013 and in 2016, we were very proud to open our new Science Centre. The school has further plans for redevelopment of the site.

Knights Templar is doing well but we have the potential to do even better in future. Our focus is to improve standards by constantly improving the quality of Teaching and Learning.



Sue Welch
Chair of Governors

Tim Litchfield
Headteacher



Ofsted

When he was launching the revised and enhanced school inspection procedures, Her Majesty's Chief Inspector of Schools, Sir Michael Wilshaw said, *"I believe all children have the right to a good education and that belief is at the heart of our work at Ofsted. I make no apology for introducing an inspection framework that raises expectations and focuses on the importance of teaching."* We were most pleased, therefore, when in September the Knights Templar School was inspected that it was judged to be a good school offering a "great education". We are certainly not complacent, however, we want the very best for our pupils and whilst most teaching seen was judged to be good or outstanding, we want all of it to be so. Whilst our results are good, we want them to be even better. We were particularly pleased that the inspectors' views as to how we can improve totally matched our own improvement plan: their priorities are our priorities. The pupils of our school have every right to be proud. The inspectors saw them both in the classroom and around the school; their conclusion was very clear, they found their behaviour and general manner to be outstanding.

Teaching and Learning

Purposeful learning is at the heart of everything we do. Our dedicated and hardworking teaching staff ensure that students are engaged, challenged and able to succeed within a culture that values both tradition and innovation. We encourage a range of approaches to teaching that ensures that students have a rich and varied learning experience.

It is important that teachers have time to reflect, share ideas and develop their own practice. We have a structured programme of Continued Professional Development, offering a range of ongoing opportunities. Our "Lead Learners" run themed sessions throughout the year, which both stimulate and challenge teachers to broaden their approaches in a safe and non-judgemental environment. This is supplemented by external courses and trainers. Lesson observations are geared to improving practice and offering professional support and development opportunities appropriate to individual needs.

We encourage teachers to share their expertise through mentoring trainee teachers, NQT s and those who have taken on new roles and responsibilities. We are also developing a coaching programme.

Staff

The Knights Templar School currently employs 103 teaching staff and 60 support staff, many of whom have positively contributed to the school for a number of years. Many of the staff have children who are currently at the school or have passed through our school system. There are also members of staff who are past pupils.

Community

The Priority Area for the School consists of Baldock, and surrounding villages. We are fortunate to have good relationships with the primary schools in the area with teachers and students from Knights Templar regularly running events for our primary partners. Our primary schools will often visit for a variety of activities in PE, music, drama, dance, maths and science to name but a few.

The Business Studies Department

At GCSE level the department teaches:

The OCR GCSE Business Studies class sizes has grown over the last few years with almost 60 students selecting the subject from September 2018. This will also involve the delivery of the old AQA business specification.

Partly because of the way our option system works, and partly from choice, these are taught as mixed ability groups and, given the intake of the school, these are genuine mixed ability groups with representatives of all ability ranges. The results reflect this from A* across the whole range of marks.

In the Sixth Form we teach AQA Business. In Business we have one group in each year, which is usually quite large at AS and A2. Again we teach a wide range of abilities, with A and even A* grades achieved by some in most years.

We also teach the new OCR Cambridge Technical at A Level with one group in each year and have run a GCE Business vocational course in every year for the last few decades. Over the last 3 years, these courses have grown in popularity with large cohorts in each year group.

We will also be re-introducing for September the popular IFS course at AS level, which was previously taught in year 13.

A brief history of the department:

Mr Vallier has been the Head of the Business and Social Sciences Faculty and will be leaving us at Easter for a role nearer home

The department has been staffed by teachers, who are also either part time or who have significant responsibilities elsewhere in the school. This has proved viable because there have only been modest changes to specifications and all the staff are experienced in their different fields, tending to specialise in the delivery of particular courses.

The current teaching staff are:

- Mr D Vallier: Year 10/11 Business Studies, AS and A Business studies, IFS at AS level and OCR Technical Diploma
- Mrs G Hopkins (Head of Sixth Form): AS and A Business studies, IFS at AS level and OCR Technical Diploma
- Mrs H White: Year 10/11 Business Studies, IFS at AS level and OCR Technical Diploma
- Ms D Brando: Year 10/11 Business Studies, IFS AS level and OCR Technical Diploma

The department currently has a suite of rooms for Sixth Form teaching, including a dedicated room for laptops based in the new 6th form block opened in 2013.

All students are provided with a main course textbook and we have a good range of other resources to supplement these.

The school enjoys good links with local firms and we hope that the successful candidate might wish to get involved in this area.

Mr D Vallier
Head of Business and Social Sciences Faculty

Head of Business Studies - Job Description

Reports To: Assistant Headteacher

Purpose of the Job:

- To ensure that the teaching of Business Studies throughout the school is of high quality

Key Responsibilities:

- Provide professional leadership to the department, from key stage 4 to university entrance, with appropriate schemes of work, teaching strategies and assessment procedures.
- Keep up-to-date with innovative approaches to the Business Studies curriculum in order to ensure appropriate access and achievement for all students.
- To ensure that the most appropriate external examination specifications are followed within the department.
- Manage the resources of the department within the limits of the delegated budget and in accordance with the school's financial procedures.
- Ensure that appropriate performance management arrangements are in place and maintained in the department, and that a robust programme of professional development is designed and maintained.
- Through excellent practice, well-developed teaching skills and curriculum knowledge, provide coaching and mentoring support for colleagues in the subject area.
- Ensure that robust procedures are in place to monitor the quality of teaching and learning outcomes throughout the department.
- Manage informal and formal assessment within the subject, implementing school assessment policies and leading the use of assessment information to enable teachers to set appropriate progress targets and review and evaluate student progress and implement intervention strategies where required.
- Contribute significantly to the school's planning (both short and long term) and provide leadership to whole school developments, as required.

Job Context:

- The department consists of 4 staff this is with Abbe not included

Review of Duties:

- The specific duties attached to any teacher are subject to annual review and may, after discussion with the teacher, be changed.

Head of Business Studies - Person Specification

Qualifications:

Essential:

- Graduate, with a good degree
- Qualified Teacher Status
- Evidence of continuing professional development

Desirable:

- The ability to teach A level Business Studies to an excellent standard.

Professional Experience:

Essential:

- Have ambition and vision for the performance of the department
- Passionate about your subject
- Enthusiastic and able to make teaching and learning interesting and enjoyable
- Good knowledge of and confidence in the use of student performance data to be able to get the best out of students at all levels of ability
- Committed to comprehensive education and the entitlement of all students to succeed
- Able to recognise issues with student progress, working with teachers and students to ensure the best progress is made
- Excited by opportunities to learn from colleagues, and also to share your expertise with them
- Quality assure and evaluate departmental teaching practice
- Committed to your own professional development
- Committed to the important role of Form Tutor

Personal Qualities:

Essential:

- Willingness to commit fully to extra-curricular life of the school
- Be able to evidence the ability to inspire and motivate colleagues, working collaboratively across departments
- Willingness to actively support and contribute to the school's ethos
- Well-organised and efficient
- A good team player
- Excellent communication and interpersonal skills
- Approachable and flexible
- An excellent record of personal attendance, punctuality and health
- High personal standards – dress, conduct and presentation
- Willingness to go 'the extra mile'

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

How to apply

Use **our Application Form**, which is a version of Hertfordshire's standard application form. *Please fill it in fully.*

You must include a **Letter of Application**. This does not in fact have to be in the form of a letter; a document using bullet-points will be very acceptable. It should be no more than two sides of A4.

Please send your application to the school, by post or email to vacancies@ktemplar.herts.sch.uk

Further notes for applicants

Visits

If you wish to visit the school, you will be made welcome, though this is not a requirement at this stage. Please telephone to make an appointment; your chances of getting the post will not be affected by whether or not you make such a visit. Those invited for interview will, of course, be given plenty of chance to see the school.

Moving house

If you would need to move nearer, consider investigating property prices before deciding whether to apply: information is readily available via the web. You might also be interested to look at the website of North Hertfordshire District Council (www.north-herts.gov.uk)

The Knights Templar

The school is named to commemorate the connection between Baldock and this ancient Order, which founded the town in the twelfth century. Readers of *The DaVinci Code* and similar works may be disappointed to find that we have no other connection with Templar organisations!