



Head of Business and Economics Application Pack

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Dear Candidate,

Thank you for your interest in this post, and I hope you find the information provided useful.

Furze Platt is an extremely rewarding school in which to work and was rated 'Good' by Ofsted in our most recent inspection (September 2016).

As our values and vision statement notes, 'Our successful school is a happy, safe and caring learning community where achievement is promoted, potential realised and young people flourish.' We have nearly 170 caring, committed and good humoured teaching and support staff together with a diverse student body of 1250 students, who come to school ready to learn and who are supportive of the school's policies and procedures. This is a school where staff and students work together to achieve high standards and excellent outcomes.

'Pupils achieve highly at this school' - Ofsted 2016

Our student body is taken from the town of Maidenhead, 30 miles west of London, and from other parts of Berkshire and Buckinghamshire. Whilst overall the area is affluent, ours is a true comprehensive school, with students from all social, economic and ethnic backgrounds. The school is popular and well regarded in the local community. The achievement of most students is good or better and has been significantly above national averages for 4 years running. Both girls and boys make significantly better progress than children nationally.

'The quality of teaching and learning is strong. Teachers' strong subject knowledge and good behaviour management skills help pupils to learn effectively' - Ofsted 2016

We are also a very inclusive school, and our vertical tutor group system, with six tutor groups in each of eight houses, emphasises the sense of community. We have a specialist unit for students with autistic spectrum disorder, and provide excellent support for those with academic or emotional difficulties.

Our curriculum is broad and balanced, and aims to meet the differing needs of students. We operate a two year Key Stage Three to allow students to make accelerated progress and to embark on their GCSE studies in Year 9.

At Key Stage Four our curriculum provides an appropriate mix of academic GCSE subjects including English Language and English Literature, maths, and both combined and separate sciences. Students can also opt for more vocational subjects. Standards are very high and students' progress and attainment are significantly above the national average.

The Sixth Form is an undoubted strength of Furze Platt, with the broad curriculum offer and high standard of teaching leading to excellent examination results. A very large number of sixth formers progress to university, including Russell Group universities and Oxbridge. Sixth form students are also expected to undertake community work in or out of school, including paired reading and maths schemes, and act as subject prefects or mentors. They make a significant contribution to the school. The Sixth Form block boasts state of the art teaching rooms, study facilities and a common room.

‘Teaching in the Sixth Form is consistently good... students made very strong progress in both academic and vocational subjects [and] are excellent role models for younger pupils... the proportion of A* and A grades has also increased’ - Ofsted 2016

We have excellent ICT facilities, with all departments having either a separate ICT suite or large numbers of laptops for student use. Our VLE (‘FP Online’) is first class, and enables staff and students to collaborate simultaneously over the Google ‘cloud.’ All teaching staff have their own school laptop.

We also believe passionately in music, drama, the arts and sport, and have excellent facilities to support these. In particular, over the past five years two state of the art Drama studios, including a small theatre, have been built; a new Dance studio has been constructed; while our Music department has been completely redesigned, and now houses a professional recording studio, practice rooms and classrooms. As would be expected, there are a large number of music and drama productions, both on a large and small scale. We have recently completed a significant sports development programme and Furze Platt Leisure Centre opened on site in 2015.

We have a strong team of teaching staff and are committed to developing our teaching still further, and thus to ensure that even more students reach their full potential. To this end, we invest heavily in teachers’ professional development. In addition to twilight staff development time and teaching and learning-focused INSET days, staff are encouraged to join working parties focusing on aspects of pedagogy and benefit from staff coaching. Where appropriate, staff attend external courses, and we encourage staff to visit other schools to see examples of best practice.

Furze Platt is an exciting school to work in, and this is an exciting time to join us on our journey. I hope that the information in this pack inspires you to apply to work with us. Should you require any further information, then please visit our website (www.furzeplatt.com) or contact me via my P.A. Mrs Jacky Phillips email jacky.phillips@furzeplatt.net.

With best wishes

Tanya White
Headteacher

Furze Platt Senior School

Head of Department: Job Description

The role of Heads of Department is crucial. They provide professional leadership and management of their subject areas to secure high quality teaching, effective use of resources and ongoing development of learning and achievement for all students. This job description is to be used in conjunction with the Professional Standards for Teachers and the Leadership Standards, along with the generic Furze Platt teacher job description. The postholder is subject to the conditions of employment for teachers contained in the School Teachers' Pay and Conditions Document (STPCD).

Postholder _____

Responsible to _____

Date _____

Responsibilities

Strategic Direction and Development of the Subject

- Develop, publicise, implement and realise a vision for the subject in harmony with the school's values and vision, and represent the school and department positively, including at Open Evenings and other publicity events
- Establish, implement and evaluate departmental policies in harmony with whole school policies on areas such as teaching and learning, and homework, marking and assessment
- Evaluate departmental performance through curriculum Self Evaluation Forms
- Set and monitor priorities for improvement through the Department Improvement Plan
- Communicate, co-operate and, where appropriate, collaborate with other departments, including sharing good practice
- Take a proactive approach to own professional development, be aware of national changes and developments in the subject, and forge links with other practitioners

Teaching and Learning

- Maximise and take responsibility for the achievement of students within the department
- Maintain a positive learning environment across the department, using departmental and school behaviour management procedures as appropriate
- Act as a positive role model at all times and develop and maintain high standards for teaching and learning within the department

- Develop an appropriate curriculum for all students, ensuring that statutory regulations, National Curriculum and Awarding Body requirements are met, and that students are motivated, stretched and challenged
- Ensure that appropriate schemes of learning, in harmony with the Learning Policy, exist for all year groups and subjects and are kept under review
- Ensure that home learning is set and that work is marked, in accordance with the school and departmental homework, marking and assessment policies
- Ensure the efficient and consistent setting of internal tests, assessments and examinations
- Monitor and evaluate teaching and learning through examination results, internal data analysis, lesson observation, feedback from students and other appropriate methods
- Identify underachievement and implement appropriate teaching and intervention strategies
- Ensure appropriate grouping arrangements exist, enabling all students to feel academically and emotionally secure, and to be supported, stretched and challenged.
- Ensure the professional development of colleagues through induction, individual coaching, departmental training, whole school opportunities and external courses, with extra support for NQTs where appropriate

Leading and Managing

- Promote positively the school's values and vision, and whole school policies and initiatives
- Maintain a positive atmosphere in the department which enables all staff to show enthusiasm towards the subject and confidence in teaching it
- Conduct and minute regular departmental meetings, focusing on the learning and achievement of students
- Work with the SLT link via line management meetings and other meetings, and inform the SLT link of any issues or concerns within the department
- Contribute to whole school discussions and decisions through middle leader meetings and other consultative forums
- Ensure that departmental staff report accurately and positively to parents, through progress data entry, written reports and parents' evening consultations
- Liaise with the Student Services Manager regarding examination entries and requirements
- Ensure that adequate cover work is set where staff are absent
- Oversee the line management performance management of teachers in the department
- Work with and supervise non-teaching staff, including performance management where appropriate
- Show support and concern for the welfare and wellbeing of staff in the department

Efficient and Effective Deployment of Resources

- Work with the Associate Headteacher in creating the departmental timetable, ensuring the optimum deployment of staff and rooms
- Effectively manage the departmental budget and prepare capitation and other bids
- Ensure all schemes of learning are appropriately resourced and that resources are stored securely and are well looked after
- Ensure that rooms, furniture, equipment, wall displays etc. are maintained to a high standard in order to create an effective and stimulating teaching and learning environment
- Keep an inventory of equipment and work with the Site Manager to ensure that all rooms and equipment are risk assessed and are compliant with Health and Safety regulations
- Manage the issue and return of student books and other resources
- Liaise with the Librarian over book orders and library requirements for the subject

- Work with the Associate Headteacher on the appointment of new staff, including the drafting of departmental information, selection of candidates, devising of interview questions, marking exercises and other recruitment activities.

No Job Description can be fully comprehensive and this is, therefore, subject to review and modification, as necessary.

September 2017

Head of Business and Economics Person Specification

Requirement	Essential?	Desirable?	Shown through? A = application I = interview R = reference
QTS and eligibility to work in UK	✓		A, I
Evidence of continuing professional development	✓		A, I
Understanding and support for the values and visions of the school	✓		A, I
An outstanding practitioner capable of engaging students and generating high student outcomes	✓		A, I, R
Ability to teach Business at GCSE	✓		A, I, R
Ability to teach Business and Economics at A-Level	✓		
A clear vision of what constitutes outstanding Business and Economics provision and how to achieve it	✓		A, I, R
The ability to use learning technologies effectively and innovatively	✓		A, I, R
A strong, thoughtful and reflective leader	✓		A, I
Ability to lead on teaching and learning across the department and effect change	✓		A, I
Leadership experience or leadership professional development		✓	A, I
An outstanding team player	✓		A, I, R
Excellent interpersonal skills	✓		A, I
Good organisational skills	✓		A, I
Strong oral and written communication skills	✓		A, I
Flexibility	✓		A, I
Patience	✓		A, I



Business and Economics Department

The Business and Economics department aims to provide a stimulating, dynamic and academically rigorous experience for all our students. We are dedicated to student-led, independent learning. The department has a focus on skills that are important for work as well as those that are important for examinations. We use ICT creatively and we actively encourage our students and staff to take educated and calculated risks in the class room. We are committed to building links with industry, developing a culture of enterprise and playing a broader role in a whole school context.

Accommodation, Resources and Facilities

The Business and Economics department is suited in three well equipped teaching rooms. Two have suites of desktop computers; the other has its own suite of laptops. The department is very well resourced and students benefit from many excellent textbooks which are supplemented by newspapers, magazines, periodicals and other resources from the school's Learning Resource Centre. Schemes of learning and other learning resources are produced and stored electronically, and are available to students as well as staff via the school's VLE.

Staffing

Head of Department + 2 experienced teachers.

Curriculum

KS3	The school encourages Enterprise throughout Key Stage 3. This takes place through activities such as the Enterprise House Challenge, and through the Lionheart Enterprise Challenge.
KS4	There are currently 2 classes studying Business in each of Year 9, 10 and 11. At GCSE, we follow the AQA specification for Business. This currently comprises two exams at the end of Year 11. There is a practical focus to the units and students are expected to apply their knowledge to real life business situations. Students work hard, enjoy the subject, and their high examination results reflect this.
KS5	Both Business and Economics are popular A-Level subjects. We offer both A-Level and BTEC Business, as well as A-Level Economics. A-Level Business (AQA) is examined via three two-hour examinations. The department offers the reformed Level 3 BTEC Business which is examined by a combination of coursework, a controlled assessment and a 2-hour exam. In Year 12 we offer 2 classes of each of our 6 th form subjects, making the department a very popular choice for of 6 th Formers. A-Level Economics (AQA) is examined via three 2-hour examinations. We achieve consistently high results in all courses with a significant uptake of Business and Economics at university.

Extra-Curricular Provision

Teams from the school regularly compete in the regional and national finals of the Lionheart Challenge. We offer a number of visits to a range of businesses each year including to the Mini plant in Oxford, to Longleat in Wiltshire, as well as attending business competitions in London. We have developed close ties with John Lewis Partnership, who work with staff and students in a range of ways including, interviewing skills, CV development and presentation skills. Each year John Lewis offer 2-week summer work experience placements to Furze Platt Students – an initiative which is co-ordinated by the Business and Economics Department.