



APPLICATION PACK

HEAD OF BUSINESS STUDIES

Joseph Chamberlain Sixth Form College
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INTRODUCTION FROM THE PRINCIPAL

Dear Colleague,

Thank you for your interest in the position of Head of Business Studies at Joseph Chamberlain Sixth Form College. This is an excellent opportunity for a remarkable candidate to work in a large, inclusive and highly successful Sixth Form College near central Birmingham. I am always really proud and excited to be leading our exceptional college, where the staff and students are an absolute pleasure to work with.

Our 16-18 year old students come from diverse backgrounds and, being placed in one of the more deprived areas of the country, presents us with some challenges. However, what makes Joseph Chamberlain College so special, and such an energising place to work at, are the rewards that come from seeing those same students achieve phenomenal success and develop as confident, aspirational young adults who enter Higher Education at the end of two years with us. We take great pleasure in knowing that we make a really positive difference to the lives of hundreds of young people each year, setting them off on the right path to secure excellent careers in the future. In addition, our separate Adult Learning Centre provides an outstanding curriculum at all levels to our local community, with a particular focus on improving the English and maths skills for students whose first language is not English.

Since I joined the College, I have watched it grow from strength to strength. Our achievement rates are extremely high and the progress our students make places us in the top 25% of all school sixth forms, Sixth Form Colleges and FE Colleges in the country. We are the highest performing Sixth Form College in the Midlands and, in our most recent Ofsted inspection, we were awarded their highest grade of 'outstanding' in all categories. This is, I believe, because our teachers are some of the best in the country and they are relentless in their dedication to our students. Our teachers are also ably supported by fantastic support service teams, who are equally dedicated and committed to the ensuring the success of the students we work with.

I want to continue to appoint positive like-minded individuals, who share a passion for working with young people to transform their lives for the better, who will work with drive and determination to help them achieve and who will care a great deal about their development and well-being. In return, whatever your experience, I will ensure that you are fully recognised and appreciated for this hard-work and benefit from extensive professional development, great career opportunities, first-class facilities and positive support from exceptional colleagues and leaders who care about those they work with.

Finally, I would like to say that I do appreciate your investment of time in exploring the College and, hopefully, submitting an application for this role. If you have any questions at all, please do contact us and we will be more than happy to help.

Whatever the outcome, I wish you the very best in the future.

Tony Day – Principal

ABOUT JOSEPH CHAMBERLAIN COLLEGE

Background and Context

Joseph Chamberlain College is a hugely popular and highly successful Sixth Form College that was established in 1983 and now offers a wide range of academic courses at all levels to around 2600 school leavers and approximately 700 adults on a separate site.

Our curriculum offer and entry criteria are highly inclusive, offering clear progression routes to success for all students, regardless of their starting points and backgrounds. Approximately 80% of our work is with 16-18 year olds at Level 3, who study AS/A Levels or Level 3 BTEC Extended Diplomas. At Level 2, we offer BTECs and GCSE programmes to 16-18 year olds; at Entry Level and Level 1, we have an extensive ESOL provision. In addition, our separate Adult Learning Directorate offers classes in ESOL, Literacy, Numeracy and Access to HE in a range of community venues. We also offer Teacher Training in partnership with Birmingham City University. Our wider curriculum is also rich and varied allowing students to benefit from a great deal of choice in sports, additional languages, performing arts, citizenship, and various other student-led clubs/societies.

In 2022, students at Joseph Chamberlain College achieved outstanding exam results, placing us in the top 25% of all schools and colleges nationally for the ninth consecutive year. In our most recent inspection in 2017 we were graded as 'outstanding' in all categories and we continue to provide a broad, inclusive and high quality education to all of our students that results in an exceptionally high levels of progression to Higher Education. We were featured in the 2019 Parliamentary Review for a second time for best practice in further education and we have been awarded the Teachers' Development Trust (TDT) Silver award for our comprehensive package of innovative and high impact professional development. As part of a local Teaching Alliance, we support all newly qualified teachers, from both secondary and post-16 backgrounds, to complete their ECT year and achieve either QTS or QTLS.

The College is situated within easy reach of Birmingham city centre in a state of the art building with superbly equipped classrooms and outstanding facilities.

We are an ambitious institution, with a clear strategy to keep being highly successful for our students. Staff, students and visitors often comment on the warm and welcoming atmosphere at the College and the strong sense of community that permeates the organisation.



Our Purpose – What we are here to do

To provide an exceptional educational experience that results in significantly improved futures for all of our students.

Our Vision

Joseph Chamberlain College will be the first choice for school leavers in Birmingham because it will be recognised for excellence in academic achievement, exceptionally high standards of teaching and its capacity to raise the aspirations and ambitions of all of its staff and students so that they can enjoy rewarding and successful futures.

Our Core Values

Central to all that we do, are our core values. As a team of staff, students and governors, we believe in:

- **Excellence and Ambition**

At Joseph Chamberlain Sixth Form College, we are dedicated to providing an outstanding learning experience to all students. As a result, we have high ambitions and expectations of everyone and always strive for excellence. We demonstrate a 'can do' attitude and embrace the need for continuous improvement and positive change.

- **Cooperation and Communication**

Here, we believe in working together as a team, for the benefit of the College. Learning from our own and each other's mistakes and successes, we encourage everyone to take responsibility for their actions. We are open and honest with each other, and have built effective professional relations with each other through mutual trust and transparent communication.

- **Equality and Recognition**

Throughout the College, diversity and inclusivity underpin everything we do, and we will always treat everyone with respect and fairness. We value and recognise the contribution to that every individual makes to the lives of students and are loyal to and proud of our College and our students.

Our Eight Strategic Priorities

Our strategic priorities and associated objectives, seek to realise to realise the mission statement, thereby ensuring that all Joseph Chamberlain College students experience an education of the highest quality and, as a result, have considerably improved future prospects. Our eight strategic priorities are:

1. The Sixth Form College for the City of Birmingham

As the largest provider of academic provision in the city, we will retain our highly successful distinct Sixth Form College identity and ethos, being recognised as an excellent choice for all school leavers who wish to progress to Higher Education in the future.

2. An Unwavering Focus on Academic Success

We will prioritise securing high levels of academic success for all students so that they have significantly greater choices in the next stage of their education and in later life, regardless of prior experience or attainment.

3. Excellence in Teaching, Learning and Assessment

We will ensure that learning, teaching and assessment are consistently excellent across all areas of the College, providing students with challenging, stimulating and inspirational lessons that secure their rapid progress.

4. Powerful Support and Life-Changing Opportunities for Students

We will support our students with compassion, and enhance their lives by ensuring that the student experience develops in them the qualities and skills to embrace future challenges, achieving their full potential along the way.



5. A Positive Focus on Our People

We will establish a talented, hard-working and successful staff body who feel stimulated by their job, happy in the workplace and proud to be part of Joseph Chamberlain College.

6. A Community Learning Provision that Transforms the Lives of Local Adults

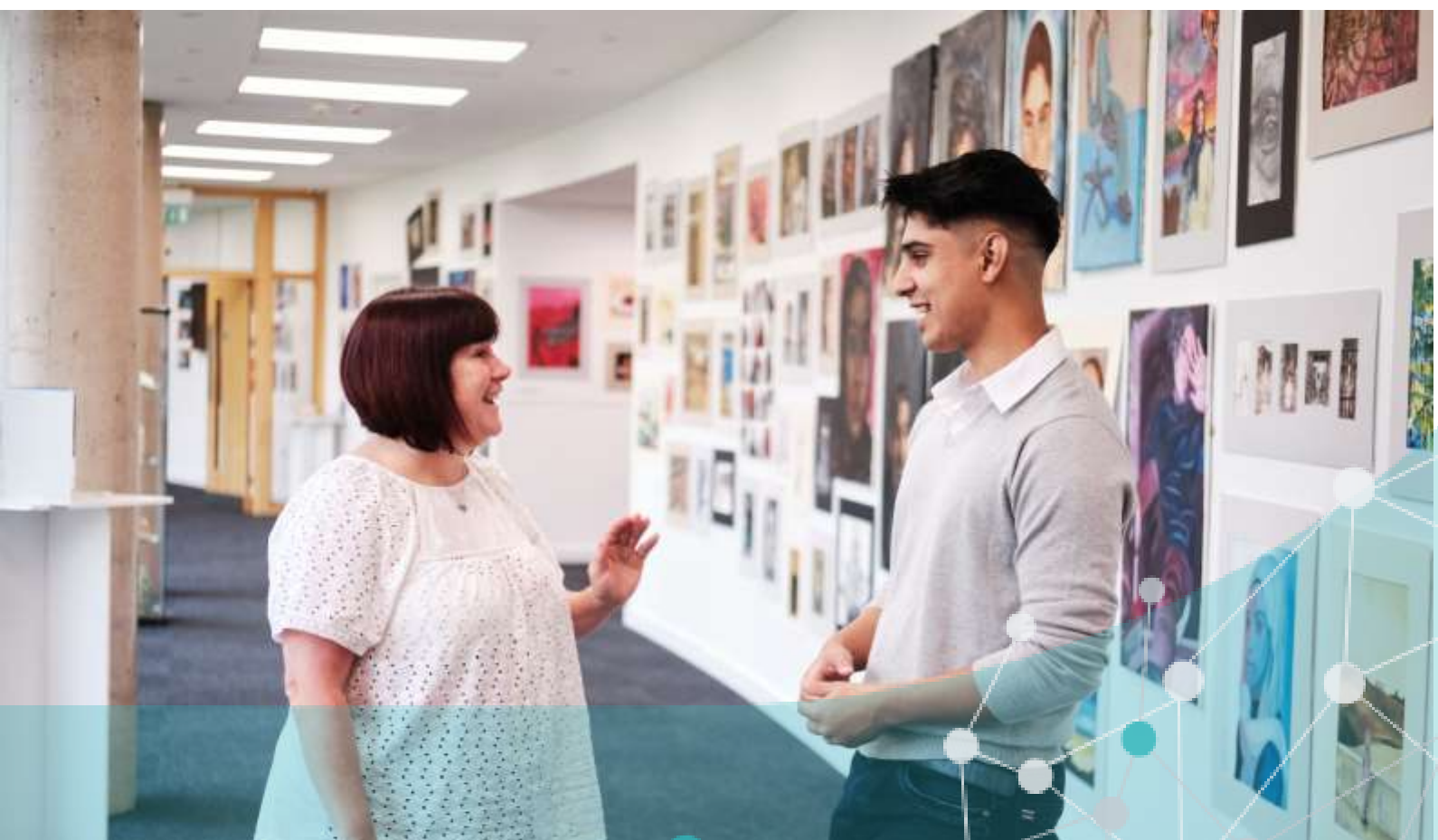
We will serve local adult learners by providing them with a range of high-quality community-based courses that develop their skills and confidence to help them unlock their true potential for the future.

7. Highly Effective Management of Finance and Business Operations

We will lead the business of the College with great efficiency so that our finances remain extremely healthy for the future and the operations of our support services align closely with our mission and purpose.

8. An Exceptional College Estate with First-Class Facilities for Students and Staff.

We will invest significantly in the development of the College estate so that all students and staff have access to exceptional accommodation, facilities and resources during their time with us.



JOB DESCRIPTION



Job Description: Head of Business Studies

Location of the post within the College structure:

The post holder will be a member of the Middle Leadership Team

Reports to:

Assistant Principal of Curriculum (Vocational Studies)

Duties and responsibilities:

In the first instance, the duties and responsibilities are listed below. Going forward, as the role develops, the duties and responsibilities within this role may also be subject to further change.

Overall Purpose of the Role:

To sustain or secure outstanding student achievement and value-added performance within a subject department, through outstanding leadership of staff and students. To create a subject department that has shape and character, ensuring students benefit from very high standards of classroom practice and an overall departmental experience that challenges, inspires and motivates them to make exceptional progress.

1) Leading Teaching and Learning

- Plan, prepare and teach your own classes, acting as an excellent role model to colleagues in the department
- Secure very high levels of value added (ALPS), achievement rates and high grades across all courses in the department

- Take responsibility for the development of learning materials and resources in the department so that the area is comprehensively resourced to a very high standard
- Undertake lesson observations for those members of staff who are completing their probation period and, from time to time, when required across the College
- Work closely with the Heads of Teaching, Learning and Assessment to ensure coaching is in place for those that need it and that individual teacher improvement plans are high impact and driving forward standards of classroom practice.
- Manage teaching effectively, including the teaching of classes when members of staff are absent.

2) Leading Others

- Lead a departmental culture that demands high standards and in which staff feel empowered, valued and recognised for the work they do
- Be responsible for the performance management of staff in the department, including their appraisals, improvement plans, training, coaching and development
- Deploy the College's HR Procedures in the management of your staff, including those relating to absence, conduct and performance
- Manage the cover of any classes due to staff absence, liaising with the Learning Resources Manager to provide assistance, if required
- Assist the Director of Studies with timetabling all subject staff each year
- Assist the Senior Leadership Team with the recruitment of new staff, as and when required

3) Leading Systems and Processes

- Prepare, with your team, a self-assessment report (SAR) each year that closely analyses strengths and areas for improvement for the year ahead, ensuring that this is updated and reviewed regularly
- Develop and implement, with your team, a department improvement plan (DIP) for the subject
- Complete regular audits of the standards of classroom practice in the department through observation, learning walks, work scrutiny exercises and student voice activities; ensure that the outcome of these audits informs improvement plans for the department and for individuals
- Lead regular department meetings that focus on curriculum issues, student achievement, teaching strategies and the student experience
- Prepare for and attend course review four times a year to report on student achievement and progress to the Principal and members of the Senior Leadership Team
- Manage the subject budget effectively to achieve best value

4) Leading Students

- Develop and maintain a subject ethos of scholarship, high expectations, mutual support and care for students
- Work with Senior Pastoral Managers and Personal Progress Tutors to ensure high levels of attendance, behaviour and punctuality in the department
- Deploy effective strategies to capture the opinions and feedback of students, responding as appropriate to secure high levels of student satisfaction with courses in the department
- Manage the behaviour of students whilst in the department, deploying the College's student disciplinary procedures as appropriate

- Work with the Head of Extended Learning to establish a broad and interesting programme of enrichment and enhancement activities in the department, including clubs, societies, guest speakers and external visits

5) Leading the Curriculum

- Be responsible for the standards of verification and moderation in your department, as set out by the awarding body
- Engage in curriculum development and planning activities, individually and as a team, to develop and improve the curriculum
- Work with the Director of Studies to ensure that appropriate entry criteria are set for each course in your department
- Work with the Director of Studies to ensure that an appropriate curriculum offer is in place in terms of the range of provision and in terms of the chosen exam board specifications/qualifications
- Be responsible for the appropriate administration of exam entries for courses in the department and liaise with external exam awarding bodies as appropriate.
- Lead the department in the planning and preparation of cross college events and marketing activities

6) Leading Self

- Actively promote your department and its success, including represent it internally and externally and developing strong links with Partner High Schools, Higher Education Institutions and other organisations, as appropriate
- Participate fully in your appraisal and professional development activities, such as leadership training, as required
- Value diversity and promote equal opportunities
- Work within health and safety guidelines and be aware of your responsibilities for health and safety
- Adhere to College policies and procedures, including data protection
- Be responsible for safeguarding and promoting the health and welfare of children, young people and vulnerable adults.

PERSON SPECIFICATION

	Essential	Desirable	Method of Assessment *					
Education, Qualifications and Training			A	I	R	C	T	D
Degree in a relevant subject	✓		✓			✓		
Teaching Qualification e.g. PGCE	✓		✓			✓		
GCSE Maths and English Grade A* - C	✓		✓			✓		
Evidence of personal professional development in key areas relevant to the role and a willingness to undertake further training, as required	✓		✓	✓	✓			
Experiences and Knowledge								
A very strong track record of achieving outstanding outcomes in a relevant subject at A level and/or BTEC Level 3 for a minimum of two academic years. Typically, this will include evidence of excellent ALPS value-added performance, pass rates and high grades across a number of classes/groups.	✓		✓	✓	✓			
Evidence of excellence in your own classroom practice within the last two years	✓		✓	✓	✓			
Evidence of successful leadership potential, either through cross college projects/initiatives or through subject coordination	✓		✓	✓	✓			
A clear understanding of what constitutes the highest standards and student experience in an outstanding Sixth Form College subject department	✓		✓	✓	✓		✓	
A clear understanding of an A-level and/or BTEC curriculum, including what constitutes outstanding teaching and the most effective strategies for raising student achievement and progress	✓		✓	✓	✓		✓	

Skills and Qualities								
Evidence of potential to lead with outstanding 'people skills' that build teams and bring out the very best in individual staff so that they feel confident, able and motivated to do their job effectively	✓			✓	✓			
Experience, and passion for, working in a large, comprehensive, ethnically and socio-economically diverse school or college	✓		✓	✓	✓			
Be industrious, enthusiastic and innovative with a capacity to initiate developments and see them through to completion	✓			✓	✓		✓	
Excellent communication skills (both in writing and in speaking) and exemplary organisational skills	✓		✓	✓	✓		✓	
Possess high standards, be conscientious and have excellent organisational skills, being able to prioritise workloads and meet deadlines	✓			✓	✓		✓	
Commitment to equality initiatives, including the British values, anti-discriminatory practice and a dedication to treating all staff and students with respect	✓			✓	✓		✓	
Demonstrably professional, honest and loyal to the College at all times	✓			✓	✓			
Be able to inspire, enthuse and motivate staff	✓			✓	✓			
Ability to establish a strong rapport with students, raise their aspirations and maintain their good conduct	✓			✓	✓			
A commitment to safeguarding and promoting the welfare of children and young people	✓			✓	✓			
Reflective, self-critical and adaptable to new ideas for the benefit of the College, its staff and its students	✓		✓	✓	✓			
Other								
Enhanced DBS Clearance	✓		✓		✓			✓
Ability to meet the requirements of the Asylum and Immigration Act (to be legally work in the UK)	✓		✓		✓	✓		

Methods of Assessment: Application Form (A), Interview (I), Tasks (T), Certificates (C), References (R)

FURTHER PARTICULARS



Post Title: Head of Business Studies

Contract Type

Full-time

Salary

The salary for this post is paid on the Sixth Form College Teacher's main scale up to £48,701 per annum, (including additional management allowance). These amounts include the pay award. **For an exceptional candidate, an additional recruitment payment may be available on top of the total salary.**

Pay progression will be on an annual basis until the top of the range is reached and will be subject to ongoing high-level performance against identified targets, and a successful probationary period/performance review as applicable.

Start Date

Thursday 24th August 2023.

Working Week

Contact hours for this position will be up to 20 hours per week and may include some support, enrichment or workshop time. You will be expected to work such hours as are reasonably necessary for the proper performance of your duties and responsibilities.

Please be aware that our term dates fall in line with Birmingham City Council term dates, with the exception of the summer term, which ends during the second week of July. The autumn term usually begins on GCSE examination results day.

Staff Benefits

We offer the following benefits to our staff:

- Extensive professional development opportunities
- Occupational pension scheme (either Teachers' Pension Scheme or Local Government Pension Scheme)
- BHSF – private healthcare insurance plan
- Cycle to work scheme
- Interest free annual travel card loans
- Discounted college gym membership
- A clear strategy for the positive well-being of staff
- Excellent support for newly-qualified teachers, both school and college trained

HOW TO APPLY



- Complete the JCC Staff Application Form. Please state clearly on your application the position you are applying for.
- Provide a supporting statement (in section 8 of the application form) of no more than two sides of A4, in which you demonstrate how your skills, abilities and experience make you a suitable candidate for the role. Please give specific details and examples of how you meet all aspects of the person specification.
- If you are applying for a teaching or curriculum-based role, please complete the examination results form provided (applicants who are still completing their PGCE course need not complete this).
- The completed form should be returned by email to: personnel@jcc.ac.uk or by post to:
The Director of HR
Joseph Chamberlain Sixth Form College
1 Belgrave Road
Highgate
Birmingham
B12 9FF
Telephone: 0121 446 2200

Deadline

The deadline for the post(s) is **Monday 15th May 2023** (to arrive no later than 12 noon).

Shortlisting

Unfortunately, we will be unable to notify candidates who are not on the shortlist. Therefore, if you have not heard from us by **12th June 2023**, please assume your application has been unsuccessful on this occasion.

Equal Opportunities Policy

Joseph Chamberlain College is committed to equality of opportunity in recruitment and selection. Every care has been taken in the drawing up of this job description and person specification to ensure that the requirements of the post are not discriminatory on any grounds and particularly in relation to any protected characteristics, as defined by the Equality Act 2010. Similar care will be taken during the short-listing and interviewing stages. If candidates

are dissatisfied about any part of the process, they should write in the first instance to the Principal of the College setting out the nature of their complaint.

Guide to the General Data Protection Regulation (GDPR - 2018)

Under the General Data Protection Regulation (2018), the College needs to have your consent to collect and process information about you for the proper administration of the selection process and the employment relationship should you be appointed. Please accordingly make sure you sign the declarations at the end of the application form. After an appointment has been made, all the papers of unsuccessful candidates are kept for a period of nine months and are then destroyed. For further information about how the College processes personal data please visit our website.

Candidates with a Disability

The College is a Disability Symbol User. If candidates with a disability need any special arrangements for interview, they should enclose a letter giving details of these, marked for the attention of the Director of Human Resources.

Rehabilitation of Offenders Act 1974

In accordance with the above Act employees with access to children and young people under the age of 18 are not allowed to withhold information regarding criminal convictions no matter when they occurred.

Disclosure and Barring Service Check

The college is committed to safeguarding and promoting the welfare of its students. We will carry out checks on all those who are offered employment with us.

Appointment is subject to you obtaining a satisfactory Enhanced Criminal Records Check through the Disclosure and Barring Service (DBS). The successful candidate will be required to provide relevant evidence to enable a DBS check to be undertaken prior to commencement of employment. The College follows the Code of Practice laid down by the DBS (available from the DBS website). Further details will be given upon appointment.

In the future, you may also be asked to subscribe to the DBS Update Service and to maintain that subscription on an annual basis. There will be a small annual cost to the individual. The College will undertake 'status checks' on DBS Disclosures to assess that the information on the original certificate remains current; membership of the Update Service is therefore mandatory to enable status checks to be completed.

Any offer of employment will be conditional upon DBS clearance and a satisfactory outcome to other safeguarding checks as deemed to be appropriate by the College.

The Selection Process

Short-listing of candidates for interview will be undertaken by the line manager and a member of the senior management team. All candidates invited to interview will be asked, on the day, to complete a practical task. The results of these assessments will be used to decide whether to shortlist you further for interview. The interview panel usually consists of three or four members of senior and middle managers.

During the interview we ask the same main questions to all candidates, as well as any supplementary questions either arising from initial responses or specific to individual applications. At the end of the interview you will be given the opportunity to add anything further in support of your application or ask any questions. The panel will make its decision based on the evidence presented throughout the process and will contact all candidates with an outcome as soon as possible.

