



HINCHLEY WOOD SCHOOL

INSPIRING LEARNERS

Application Pack

Head of Economics and Business Studies



A Co-educational Comprehensive Academy for Students Aged 11-18
Headteacher; Mr Ben Bartlett BA (Hons) MA (Educ Mgmt)

An Academy and Specialist Music College



October 2019

Dear Applicant

Re: Head of Economics and Business Studies
TLR 2.2 (currently £4,529 p.a. 2019/20 uplift pending)

Thank you for your interest in joining Hinchley Wood School, within this pack you will find information about the school, subject department and the application process.

Hinchley Wood is an inclusive and high achieving school on the borders of SW London, celebrating student progress and development as well as academic achievement. We are one of the top 150 performing schools in England and Wales in terms of the progress our students make between the end of Key Stage 2 and their GCSEs, and highly sought after.

We are looking for someone with excellent leadership skills, able to mentor and support colleagues and achieve the best for our students. Business Studies is a popular subject at KS4 and KS5 and Economics is a popular choice offered at KS5.

The school is a popular and oversubscribed co-educational academy, with over 1,350 students on roll including 270 in our 6th form. You would be joining a supportive, committed and experienced team who work hard to deliver innovative and enjoyable lessons. In return for your hard work you will receive exceptional support and training, and the rewards that come with teaching students who really want to learn.

The role would be suitable for an experienced member of staff looking to progress into the next stage of their career. If you have a strong desire to help students of all abilities achieve the best they can whilst fulfilling your own potential, we would very much welcome your interest. We offer:

- a competitive salary (London Fringe Pay Scale/dependent upon experience)
- two week autumn half term
- professional development support and an extensive CPD programme, and
- a friendly and supportive staff community.

We would welcome pre-application visits or queries. Contact details can be found on the last page, we are looking for someone to commence from January 2020.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The position advertised is subject to an Enhanced Disclosure and Barring Service Check. Staff and governors have also established a code of conduct, included within this pack, which applies to all members of the school community.

I look forward to receiving your application as soon as possible and at the latest by **Friday 18th October (9am)**, and I appreciate the time taken to consider and apply for this post. We reserve the right to close earlier pending applications.

Yours faithfully

Ben Bartlett
Headteacher



Background Information

Hinchley Wood School has a well-established reputation within the area for providing high quality education and excellent public examination results. This success is based on an approach which combines high expectations with sensitivity to students' individual needs.

In September 2011 Ofsted judged the school to be outstanding, highlighting the excellent progress all groups of students make as a key strength:

***“Hinchley Wood is an outstanding school – the students work exceptionally well together in this harmonious and cohesive community, and achieve outstanding outcomes.”
(Ofsted, September 2011)***

In Summer 2019, 90% of pupils achieved 5 or more A*- C / 4+ grades at GCSE level and 87% achieved 5 or more A*- C grades including Grade 4+ in the new English & Maths exams (equivalent to an old C Grade). This is an excellent result and a new school record. At A Level, our students achieved 100% pass rate with 68% of students achieving A*-B grades and 91% achieving A* - C. The majority of our leavers have gone onto higher education.

Well qualified and experienced staff work together to make this school a successful and happy community. We offer a rich, varied and stimulating curriculum as well as high class purpose built accommodation.

Particular importance is placed on recognising and rewarding individual achievement. Students are actively encouraged to participate in a wide range of artistic and sporting activities; many gain recognition at local and national level for their achievements. We have an enthusiastic and effective school council, a very active school sustainability group and a long-standing and popular tradition of student involvement in charity and community work.

We were one of the first schools in the country to be designated a Music College and to set up an education trust for the benefit of students. Trustees include representatives from local and international businesses, a university, a national charity and a local arts charity to help develop the creative potential of all students. In February 2012 the school acquired academy status. All of these initiatives have enabled us to offer a much wider range of learning opportunities to students.



Our effectiveness is dependent on developing good relationships with students and parents; the respect shown between staff and students is regarded as a particular strength of the school.

***“There is a highly positive ethos of behaviour for learning and achievement”
(Ofsted, September 2011)***



Location



Hinchley

Wood is located on the borders of south-west London with good road and public transport links. The M25 and A3 provide convenient road links to other areas.

Hinchley Wood railway station offers a regular service to London Waterloo Monday to Saturday

at 06 and 36 minutes past the hour and to Guildford via Cobham at 01 and 31 minutes past. The K3 bus service links the school to the nearby towns of Surbiton, Kingston and Esher.

Hinchley Wood is approximately 4 miles south from Kingston upon Thames, a buzzing market town, with extensive venues such as multiplex cinema, leisure centre, an excellent regional shopping centre and a large selection of bars restaurants and night clubs. Surbiton, with regular fast rail links to London is 2 miles away and further south are the towns of Esher, Cobham and Walton upon Thames which offer a further selection of recreational facilities.

For more information regarding Hinchley Wood click on this link: <http://hinchleywood.org.uk/>



HINCHLEY WOOD SCHOOL
INSPIRING LEARNERS

Mission Statement:

'Mission Statement

'Committed to sustainability – caring for ourselves, each other,
the environment and the future.'

*...in order to take on the challenges of an ever competitive and changing world.
All students will develop creative and entrepreneurial skills, be financially aware
and able to use technology in all aspects of their lives. They will take an interest in
and contribute to a wide range of creative, artistic and sporting activities.*



Vision

To inspire all students to be ...

Confident

Have self belief, communicate clearly in any situation

Considerate

Respect others' views and values

Determined

Work hard to achieve the highest possible standards in all aspects of life

Enthusiastic

Willing to learn from mistakes and maintain a positive outlook

Independent

Take responsibility for themselves and their learning



Key Principles

The governors are committed to securing the well-being of all members of the school community by creating a safe, secure and stimulating learning environment. This code sets out the key principles which govern the way in which we work together; it draws on guidance, the Equality Scheme and a range of school policies.

The code underpins the school's behaviour policy which includes guidance on the way in which the school promotes positive attitudes to learning, good relationships with all members of the school community and strategies to tackle discrimination, harassment and bullying. We are committed to ensuring the welfare of all students. Vulnerable students, including looked after children, those with SEN, physical or mental needs, will receive behavioural support according to their needs.

All members of the school community including students, staff, parents, governors and visitors should:

1. Have high expectations of themselves and of others.
2. Treat one another with dignity and respect at all times.
3. Display the characteristics they want others to show including honesty, patience and a genuine concern for others.
4. Recognise others' achievements.
5. Respect the boundaries in their relationships with each other and not abuse their position or age by:
 - entering into inappropriate relationships
 - committing such acts against an individual which are illegal, e.g. physical assault, harassment
 - undermining, bullying or intimidating any other member of the school community
6. Work within set deadlines and arrive on time for meetings, lessons and events.
7. Take into account others' work pressures and commitments.
8. Dress in an appropriate manner as set out in the school's dress/uniform code.
9. Ask for support whenever needed.
10. Report incidents or actions of others which they feel threaten the welfare and security of any member of the school community.



Department Information

Business is a consistently popular option choice at GCSE with approximately 70 students in three sets currently studying the subject in Year 10 and 60 in Year 11. GCSE students follow the OCR 9-1 syllabus. In 2019 the department gained GCSE results that were above the national average with 88% of students achieving grades 4 and above.

At A level, both Business and Economics moved to the new Edexcel syllabus for first teaching in September 2015. Currently there are two set of Economics in Year 12 and two sets of Business.

Historically, pass rates in both subject areas have been high with many students achieving their target grade and many of them continuing on to study related courses at university.

At A Level students achieved 100% pass rates in both subjects in summer 2019, including 89% gaining A* - C grades in Economics and 91% gaining A* - C in Business.

The Business and Economics Department is housed in its own suite of classrooms equipped with PCs with flat screen monitors, as well as interactive whiteboards. The department also has timetabled access to a number of well-equipped ICT rooms across the school.

The department is staffed by highly qualified, professional and caring teachers who possess real life business experience. The emphasis in the department is learning through enjoyable, well planned lessons where our students are highly motivated and react well to being stretched and challenged.



JOB DESCRIPTION - HEAD OF DEPARTMENT: JOB DESCRIPTION

TLR: In addition to the Head of Department's salary, a TLR will be paid in accordance with the School's Pay Policy.

Line Management

The Head of Department is responsible for the performance of all staff within the department, including acting as team leader for performance management.

Job Content

Purpose to:

- Lead, manage and develop the subject area.
- Achieve the highest possible standards of teaching and learning and ensure the wellbeing of staff and students.
- Ensure the effective deployment of staff and resources, including the use of Learning Support Assistants
- Take part in the appointment of new staff.
- Use the Department's budget effectively to procure the best possible resources for the Department.
- Contribute to the school's vision and strategic plan.
- Continue to meet, maintain, and build upon, as appropriate the Teacher/Threshold Standards.

Operational Responsibilities to:

- Co-ordinate appropriate professional development and support for all team members and induct new staff.
- Provide regular feedback for colleagues in a way which recognises good practice and supports their progress against performance management objectives.
- Work with team members to formulate an annual subject improvement plan and self review (SEF).
- Coordinate and promote the use of ICT and new technologies within the Department.
- Ensure students are able to achieve in line with agreed targets and co-ordinate support for those who are underachieving or experiencing difficulties.
- Co-ordinate aspects of the school's enrichment programme in conjunction with other subject areas.
- Ensure all curriculum requirements are met and research new courses, where appropriate.
- Ensure all team members understand and are actively implementing the School policies.
- Maintain a vibrant learning environment within the department through high quality displays and well ordered classrooms.
- Represent the interests of the department, attending meetings and preparing reports as required.
- Ensure the Department's health and safety assessments are in line with School policy.

General

- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of child protection matters.
- The postholder may be required to perform any other reasonable tasks after consultation.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed once a year and it may be subject to modification at any time after consultation with the postholder.
- All staff members participate in the school's performance management scheme.



PERSON SPECIFICATION – HEAD OF DEPARTMENT

Qualifications

Essential	Desirable
<ul style="list-style-type: none">• Qualified teacher status.• Degree in subject area of responsibility	<ul style="list-style-type: none">• Accredited or certificated further CPD or training• Higher Degree

Experience

Essential	Desirable
<ul style="list-style-type: none">• Have met the Teacher Standards and continue to meet them.• Evidence of being able to lead, manage and be responsible for initiatives/ developments.• Evidence of taking responsibility for own professional development.• Evidence of good teaching skills, leading to consistently high standards of achievement.• Evidence of leading high quality extra-curricular activities.• Experience of teaching across all Key Stages.• Knowledge of current developments in teaching and learning.• Evidence of working with other professionals as part of a team.	<ul style="list-style-type: none">• Successful experience in raising student achievement and adding value.• Experience of teaching a second subject.• Experience of using ICT for subject development.• Experience of personal involvement in the wider curriculum.

Knowledge/Skills (Ability to)

Essential	Desirable
<ul style="list-style-type: none">• Lead, develop and enhance the department team.• Develop a broad and imaginative range of teaching skills.• High-level communication and presentation skills applicable to a range of audiences.• Think creatively and imaginatively to solve challenges.• Make effective use of assessment for learning in the classroom.• Analyse information and data to raise achievement.• Develop, monitor and evaluate an action/ improvement plan.• Able to model high quality performance skills.	<ul style="list-style-type: none">• Ability to anticipate problems and identify opportunities.• Ability to manage resources and work within a budget.• Effective coaching/ mentoring skills



Personal Attributes

Essential	Desirable
<ul style="list-style-type: none">• Enthusiasm for the subject and a desire to communicate that to others.• Commitment to running and leading extra curricular activities, where appropriate.• Commitment to the highest standards of child protection.• Enjoy working with young people.• Demonstrate energy, vigour and perseverance and promote an 'I can' philosophy.• Ability to prioritise, plan and organise own work and that of students.• Effective interpersonal skills.• Self-motivated and a desire to achieve the highest possible standards.	<ul style="list-style-type: none">• Involvement in creative and innovative teaching developments.• Willingness to take on delegated responsibility.• Ability to build on the experience, advice and contribution of others.



Why join Hinchley Wood School?

Hinchley Wood School offers a positive and innovative learning ethos supported by students, staff, parents and governors. We value our staff and the professionalism and experience they bring to the school, and wherever possible we have tried to anticipate and build in holistic support, we offer:

- Complimentary tea and coffee every day and a fully equipped and pleasant staff room.
- Parking on site
- Early finish to the school timetable on Fridays.
- Free lunch and refreshments on INSET days.
- Free lunch for colleagues if they are staying later to attend parents' evenings.
- Free use of our on-site gym before and after the school day.
- Two week Autumn half term
- A minimum two week break over the Christmas period.
- Time off for celebration of close family events eg child's nativity play, graduation etc.
- Every Colleagues Matters – a group to represent and discuss staff matters.
- A supportive Staff Association which covers a range of events including provision of end of term food and drinks and sending small gifts to colleagues at times of celebration or loss.
- Concessionary/franked postage rates at Christmas for staff and the school can be used as a delivery point for online personal purchases.

Job Satisfaction and Progression

HWS has a very good record of staff retention & job enhancement opportunities, we offer a pleasant and supportive working environment and have established excellent staff:student working relationships. To improve working environments for staff we are committed to an on-going programme of investment. Over the last year this has included a rolling programme of classroom and corridor decoration, Premises, ICT and Science Preparation Room and Curriculum offices.

NQT and Post NQT programme

We have a successful and established programme of support for newly qualified teachers, and those in their second year of teaching. This includes regular support meetings, a dedicated mentor, CPD sessions including a residential weekend and NQT support network.

For NQTs joining HWS we offer a 'Golden Hello' for NQTs in shortage subject areas (up to £750 at the end of each of the first two years).

CPD

We have an excellent CPD programme and many opportunities in school for staff to extend their professional knowledge and develop their skills. As a result, we have a very good record of staff gaining internal and external promotions and sharing good practice across departments.

There is a warm convivial atmosphere among the staff and mutual support between teaching and associate staff to ensure effective teaching and learning and the best outcomes for our students.

Staff have opportunities to work on cross curricular projects with students and colleagues, and this is actively encouraged.



Wide range of educational visits and extra-curricular activities

Staff are able to assist on a number of day/residential visits to extend their own experience and support students' personal growth and also encouraged to get involved in extra curricular clubs. These have included:

- Trips as part of curriculum enhancement eg New York
- Skiing
- Duke of Edinburgh – Bronze, Silver, Gold
- World Challenge trips
- Combined Cadet Force
- Various sports clubs including tennis, hockey, football, rugby, netball and athletics.

Secure School Finances

In this time of uncertainty within education, the school is well placed to weather the storm including:

- Robust school finances during a period of much financial uncertainty
- 1% pay rise approved each year to date
- Performance Related Pay outcomes funded

Other Benefits include:

- Priority admission for children of all permanent postholders after 2 years' service, or upon commencement for designated roles, identified at time of recruitment advert.
- Membership of either of the following pensions schemes, including a generous employer contribution;
 - Teachers Pension Scheme
 - Local Government Pension Scheme
- Cycle to Work salary sacrifice scheme.
- Reduced rates at local service providers, eg Colets Health Club, Esher Tyre and Exhausts, Tolworth Recreation Centre.
- Occupational Health support.
- Recognition of previous maintained school or Academy continuous service.



The Application Process

Please download, complete and return the application form by the closing date specified. This can be emailed to the address below or sent by post to:

Personnel Department
Hinchley Wood School
Claygate Lane
Esher
KT10 0AQ

For further information please contact Heather Morey on 020 8398 7161 or via email hmorey@hinchleywoodschool.co.uk

We are committed to meeting our data protection obligations and for information on how we collect, use, share and store your data within the recruitment process please click [here](#)

Hinchley Wood School is committed to equal opportunities and to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to an enhanced check by the Disclosure and Barring Service (DBS).

