



March 2020

Dear Colleague,

Thank you very much for your interest in the post of Head of Business and Economics at The Boswells School. The school is an extremely popular, oversubscribed and very successful 11-18 school situated in the north of Chelmsford, Essex. The school is moving 'towards outstanding' and we are a dynamic, forward thinking organisation who value our staff and the impact they make on our students.

The role that you are applying for is a crucial post in the development of the school and the educational provision we offer our students. Our results at GCSE were excellent in 2019, with 83% of our students achieving a 9-4 grade in GCSE Business Studies and 92% of students achieving a level 2 merit or above at Retail Business. Our performance at A Level was also very successful with Business achieving 53% A\*-B grades and 95% A\*-C grades. Economics achieved 46% A\*-B grades and 92% A\*-C grades. All of the subjects at Key Stage 4 and 5 are extremely popular. We recognise, however, that this success is only possible with a strong curricular provision throughout our Key Stages and the successful candidate will be responsible for shaping the curriculum we deliver to our students in Years 10 to 13.

This is a unique opportunity for a highly motivated colleague to develop their career and enclosed with this letter is a job description for the role. This post would be an excellent first step for a member of staff to develop their leadership and management skills in an excellent and well-resourced school. You will also be joining a very supportive team with excellent leadership within the faculty. If you believe that you have the necessary drive and are seeking an opportunity to develop your teaching and leadership skills then I look forward to receiving your application.

As well as completing the application form, I would like you to provide a letter of application that covers the following areas:

- Your teaching experience and the teaching skills and qualities you will bring to the school
- How you will motivate students of all abilities in lessons
- How you would develop provision in Business and Economics to ensure our students are well motivated and gain success.
- The value of extra-curricular activities in developing student potential and attainment and what you would bring to this role.

Please ensure that your letter covers the areas listed above as well as any other information you feel is relevant to your application.

Thank you for your interest in The Boswells School. Please do not hesitate to contact me at the school if you require any further information. If you would like to visit the school or meet with me prior to submission of your application, please contact Mrs Maria Williams on 01245 264451 or

email her at [mho@boswells-school.com](mailto:mho@boswells-school.com). Alternatively a huge amount of information about the school can be found at [www.boswells-school.com](http://www.boswells-school.com)

The deadline for applications Friday 3<sup>rd</sup> April 2020. Interviews date to be advised.

Yours faithfully

A handwritten signature in black ink, appearing to read 'S Mansell', with a stylized flourish at the end.

Stephen Mansell  
Headteacher