

Job Pack

Deputy Subject Leader Business/ICT

(with responsibility for Business Studies and Economics)

**Content:**

**Cover Letter Page 3**

**Job Description Page 4**

**Person Specification Page 6**

**Job Advertisement Page 7**

Homerton Row, London, E9 6EA

T: 020 8525 5440

F: 020 8985 3908

[admin@thecityacademy.org](mailto:admin@thecityacademy.org)

www.thecityacademy.org

Principal Mark Malcolm

Academic Year 2018/19

Dear Applicant,

Thank you for expressing an interest in the post of Deputy Subject Leader – Business/ ICT (with responsibility of Business studies and Economics) at The City Academy, Hackney. We are achieving exceptional results to match our status as an outstanding school. In 2018 74% of our students achieved five or more 9 – 4 GCSE grades with English and mathematics, and 53% achieved the English Baccalaureate. This has been achieved in an academy with levels of attainment below the national average on entry, and over 68% are entitled to pupil premium. We have also just received our third set of A Level results, with 68% of exams awarded A\* - C grades, and all students securing either a university place or high quality apprenticeship.

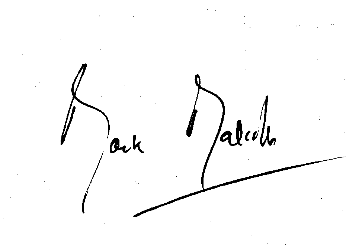
This is an exceptional school with high expectations, tight discipline and an exciting curriculum. It is a place where teachers gain experience in a high achieving environment which enables them to quickly develop their practice and progress in their career. I can promise you that this will be one of the most rewarding places to work and that aside from the intrinsic challenges and rewards this post offers, there are many other benefits for staff who work for us. We are committed to creating a professional and supportive workplace for our staff.

We want you to look forward to each day at the academy. We expect hard work, skill and dedication to our ethos, and in return we will provide an excellent working environment, competitive rates of pay and an excellent benefits package. We will also provide outstanding experiences and training opportunities, and simply having worked in our school at some time in your career will enhance your curriculum vitae.

If you feel that you can make a positive contribution to our academy, please apply online via our website, [www.thecityacademy.org](http://www.thecityacademy.org). I look forward to reading your application.

Should you have any queries, please do not hesitate to contact me.

Yours faithfully,



**Mark Malcolm**

**Principal**

**Please note applications must be received by 9am on** **Thursday 25th April.**



|  |  |
| --- | --- |
| **Job description** | |
|  | |
| **Post:** | Deputy Subject Leader Business/ICT (with responsibility for Business studies and Economics) |
| **Grade** | Inner London Spine + TLR2B |
| **Responsible to:** | Subject Leader Business/ICT |
| **Responsible for:** | Supporting the leadership of the Business studies and Economics |

# Principal Accountabilities

1. Support the Subject Leader in developing all aspects of Business studies and Economics.
2. Provide high quality leadership in the Business/ICT faculty.
3. Contribute to the leadership capacity of Business/ICT across the academy.

**Main Activities and Responsibilities**

Main duties and responsibilities are indicated here. Other duties at an appropriate level and nature may also be required and will be negotiated.

1. Teaching and Learning

* Teach Business studies and Economics to all age groups.
* Be a form tutor and/or Personal Adviser.
* Ensure students’ progression is adequately monitored and achievements maximised.
* Efficiently address gaps in attainment of underachieving students.
* Fulfil the requirements of academy polices as outlined in the *Academy Handbook.*
* Support and develop Computing/ICT projects within the Business/ICT faculty.

1. Leadership and Management Responsibility

* Be responsible for Business studies and Economics within Business/ICT, raising the level of attainment in Business/ICT in accordance with academy targets and expectations.
* Monitor and identify underachieving students from performance data.
* Address underachievement by helping formulate and deliver strategies and approaches.
* Deputising for the Subject Leader as required as part of the academy’s middle leadership group.

1. Standards/Quality Assurance and Additional Responsibilities

* Support extended day activities to enhance students’ learning experiences.
* Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the academy.
* Attend team and staff meetings.
* Attend and participate in open evenings and student performances.
* Uphold the academy’s behaviour code and uniform regulations.
* Participate in staff training and development.
* Develop links with governors, LEAs and neighbouring schools/academies.

#### Key Organisational Objectives

The postholder will contribute to the academy’s objectives in service delivery by:

* Following Health and Safety requirements and initiatives as directed.
* The academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.
* Ensuring compliance with Data Protection legislation.
* At all times operating within the school’s Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
* Adopting Customer Care and Quality initiatives.
* Fulfilling the role of Student Personal Adviser and/or mentor if required.
* Contributing to the maintenance of a caring and stimulating environment for young people.

**Conditions of Service**

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

## Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

**Equal Opportunities**

The postholder will be expected to carry out all duties in the context of and in compliance with the academy Equalities policies.

Date of issue: ………………………………………..

Signature of postholder: ………………………………………..

Signature of Principal: ………………………………………..

|  |  |  |
| --- | --- | --- |
| **CAH-Logo-Full-Colour.png**  **Person specification** | | |
|  | | |
|  | **Essential** | **Desirable** | |
| **Qualifications** |  |  | |
| Educated to degree level or equivalent | **✓** |  | |
| Qualified teacher status | **✓** |  | |
| **Experience** |  |  | |
| Ability to use ICT effectively | **✓** |  | |
| Ability to use ICT to raise achievement and as a management tool | **✓** |  | |
| Provide high-quality teaching to students of all abilities | **✓** |  | |
| Leadership experience, including managing staff and students |  | **✓** | |
| Ability to use collaborative teaching methods and work with colleagues in the preparation, assessment and monitoring of work | **✓** |  | |
| Demonstrable experience of improving student outcomes | **✓** |  | |
| Ability to provide high-quality outcomes | **✓** |  | |
| A record of continuous professional and career development |  | **✓** | |
| Experience as a form tutor and/or pastoral work | **✓** |  | |
| **Skills** |  |  | |
| **Personal** |  |  | |
| Well organised | **✓** |  | |
| Well presented | **✓** |  | |
| Excellent communication skills and organisational skills | **✓** |  | |
| Ability to work hard under pressure while maintaining a positive, professional attitude | **✓** |  | |
| Ability to organise and prioritise workload and work on own initiative | **✓** |  | |
| Good interpersonal skills and the ability to work collaboratively, leading to professional development of staff, achievement of department aims, and to the efficient running of the faculty | **✓** |  | |
| Excellent creative teaching ability | **✓** |  | |
| Commitment to personal career development | **✓** |  | |
| Ability to organise whole school/year based activities | **✓** |  | |
| Ability to think and plan strategically and manage change | **✓** |  | |
| **Knowledge and understanding** |  |  | |
| Developments in the National Curriculum | **✓** |  | |
| Academy’s strategic plan and the role to be played by the Subject Leader and the faculty |  | **✓** | |
| Developing differentiated schemes of work | **✓** |  | |
| Effective strategies for supporting staff to improve teaching and learning | **✓** |  | |
| **Equal opportunities** |  |  | |
| Understanding of different social backgrounds of students | **✓** |  | |
| Understanding the needs of students and the appropriate strategies to support them | **✓** |  | |
| Understanding the needs of bilingual students | **✓** |  | |

**The City Academy, Hackney**

**Deputy Subject Leader Business/ ICT (with responsibility for Business studies and Economics)**

**(Inner London Pay Spine + TL2 2B plus performance related bonuses and other benefits)**

**If you want to be the best, then you should probably join us**

Students in the academy routinely make more progress than almost any other school Progress 8 is consistently above 1.00 which indicates that students achieve a grade better for each of their best 8 GCSE’s compared to the average. In 2017 the progress 8 score was 1.07. That is great news for our students, the academy and our community, but there is so much more that we know can be achieved and you can help.

We have a relentless ambition to deliver continuing success to the young people we serve. Our approach is based on very simple principles: clear systems and extremely high expectations. We focus on the development of our students, their values and ultimately their academic success. We maximise the impact of teaching by providing clear leadership, minimising bureaucracy and effective support that have tangible results on the quality of teaching and outcomes for our students.

**The Role**

You will be working with the Subject Leader Business/ICT and will play a leading role in developing Business studies and Economics teaching for students in the academy. This exciting and challenging post requires an enthusiastic, hardworking, conscientious and energetic individual, teaching Business studies and Economics up to and including A-level.

As the Deputy Subject Leader, you can be part of a team which enforces high standards of behaviour and pushes students to achieve their very best in the subject. Your duties will include:

* Assisting the Subject Leader in leading theBusiness/ICT faculty.
* Ensuring high quality teaching and learning is delivered to all students.
* Assisting the Subject Leader in developing systems and procedures to efficiently challenge underachieving students.
* Developing meaningful partnerships with parents/carers and local primary schools.

This is a fantastic opportunity for you to shape the lives of young people in Hackney. If you think you can help transform the opportunities for the community we serve then we would like to hear from you.

The City Academy, Hackney is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful applicants.

**Please note applications must be received by 9am on** **Thursday 25th April.**