



King  
Ecgbert  
School



**Mercia**  
Learning Trust



# **Head of Business & Economics**

## **Recruitment Pack**

**School Information-Job Description-Person Specification**

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## THE MERCIA LEARNING TRUST

The Mercia Learning Trust, established in January 2014, currently comprises: King Egbert School, Newfield School, Mercia School, Topley Primary School, Valley Park Community Primary School and The Nether Edge Primary School.

The mission of the Trust is to provide an outstanding education for pupils from 0-19. We are passionate that all our pupils should see their time at school as happy and fulfilling, with their potential developed to the utmost. Our approach is founded on partnership working — binding together our schools, parents and their communities.

At all Mercia Learning Trust schools our pupils will benefit from:

- A fully inclusive approach, maximising the attainment and achievement of every pupil
- A broad and balanced curriculum, with high quality teaching that responds to individual needs
- Promotion of resilience and self-reliance in our learners, thus enabling them to meet the challenges and opportunities of the changing world
- Support to develop and maintain positive well-being in all aspects of life
- High standards of orderly behaviour rooted in strong moral values
- Continual investment in the professional development of all our staff, as the foundation of our offer to pupils

For more information, please visit our website: <http://www.ecgbert.sheffield.sch.uk/Mercia-Learning-Trust>



# Head of Business & Economics

## TLR 2b (£4,399)

**Commencement Date:** January 2018

**Salary:** MPS + TLR 2b (£4,399). For the right calibre of candidate, we would consider a school wide responsibility for Vocational Education, which would attract a TLR 2c (£6,450) payment. Please indicate in your application if you wish to be considered for the whole school role.

*"Teachers plan lively and imaginative activities"*  
*"Students are very proud of their school"* OFSTED 2013

King Egbert School is committed to providing the highest quality of learning for all students every lesson. We have extremely high aspirations for our staff and students. We are now seeking a highly competent teacher and leader to join the school as Head of Business Studies and Economics to ensure the department is consistently delivering high quality teaching and learning, so that the rates of student progress continue to increase. The ability to teach KS5 is essential.

King Egbert School continues to develop and improve towards providing outstanding learning and teaching and our ideal candidate will:

- Be an highly competent teacher of A level Economics / A level Business & Economics
- Exude a passion for Business Studies and Economics which is evident in their day to day classroom practice
- Inspire, motivate and excite the students about Business Studies and Economics
- Have achieved high rates of progress and attainment in their current school
- Be a 'learner' and a reflective practitioner
- Be committed to King Egbert's ethos of high expectations

In this role you will:

- ✓ Join a dedicated team of staff at King Egbert School are passionately committed to our students' achievement, personal growth and excellence
- ✓ Play a critical role in leading our school to provide outstanding learning and progress
- ✓ Join the highly successful Mercia Learning Trust with career opportunities Trust-wide

King Egbert School is a highly successful and Ofsted recognised 'Outstanding' school which provides a first class education for over 1300 students aged from 11 to 18. We are looking for staff who are enthusiastic and are keen to make a difference. This is an exciting time to join the Mercia Learning Trust, with the Trust recently becoming sponsor of the new Mercia School, currently under construction in Sheffield.

Full details are available on the school website: [www.ecgbert.sheffield.sch.uk/Staff-Vacancies](http://www.ecgbert.sheffield.sch.uk/Staff-Vacancies)

We hope that our recruitment pack and website provides you with plenty of information about us. However, should you require any additional information, or would like an informal discussion/visit, please contact us on 0114 235 3855 or email [bosullivan@ecgbert.sheffield.sch.uk](mailto:bosullivan@ecgbert.sheffield.sch.uk).

**Closing date for applications is Monday 16 October 2017**  
**Interviews are scheduled for week commencing Monday 23 October 2017**

## **JOB DESCRIPTION FOR POST OF:**

### **HEAD OF BUSINESS & ECONOMICS**

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

**The postholder must at all times carry out his/her duties and responsibilities within the spirit of the Trust's Policies and adhering to legislation which applies to academies.**

#### **EMPLOYMENT DUTIES**

##### **1) Strategic Direction and School Development**

- 1.1 The aim of this post is to be responsible for leading the Department in the planning, organisation, implementation and evaluation of the curriculum area. This will involve liaising with other Heads of Department and with the Numeracy, Literacy, and IT Co-ordinators as appropriate to ensure cross-curricular co-ordination.
- 1.2 Responsible as a senior member of staff for promoting and developing a culture of uncompromising mutual respect between teachers and pupils.
- 1.3 To raise Pupil Achievement in the curriculum area by monitoring, in liaison with SLT

##### **2) Key Tasks**

- 2.1 To support SLT in the management of the whole school curriculum by establishing with the department, departmental policies, which are in line with whole school policies.
- 2.2 To develop, produce, and maintain, departmental documentation including:
  - Appropriate schemes of work detailing content, method, and assessment strategies
  - Department development plan; including action plan, responsibilities, and resource implications
  - Resource control systems
  - Record keeping systems
  - All other issues e.g. homework, marking, health and safety
- 2.3 Keeping the curriculum under review in the light of national developments.
- 2.4 To monitor and evaluate the effectiveness of school and departmental policies across the Department.
- 2.5 To monitor the work of the department to ensure that all departmental members are consistently applying the policies and procedures of the department.
- 2.6 To lead Professional Development for staff on work connected with the department.
- 2.7 To keep abreast of the latest developments in the curriculum area and to assist with the professional development of staff within the team (e.g. through appropriate delegation of work), and to identify in service training needs within the team.
- 2.8 To ensure the efficient administration of the department through regular departmental meetings. Such meetings are to ensure:
  - Effective communication of ideas and information among staff in the department
  - To enable staff to co-operate as a team in planning Professional Development and solving problems
  - All such meetings should have a published agenda and minutes copied for the information of SLT as required.

**In addition to the above specific key tasks, the postholder will be required to:**

- ✓ Assist SLT in improving the quality of teaching and learning in the school, ensuring the effectiveness of lesson plans and schemes of work including the development of targets for the teaching and learning of basic skills within the department.
- ✓ Assist SLT in raising academic standards and raising attainment in the curriculum area across the school and with a cross-curricular dimension.
- ✓ Assist SLT to ensure that all pupils receive their entitlement to the full departmental curriculum within a framework of equal opportunities and ensuring regular monitoring and reporting of their progress.
- ✓ Liaise with SLT on departmental timetable and curriculum matters.
- ✓ Liaise with SLT with regard to work, behaviour, attendance or other issues involving individual pupils.
- ✓ Be aware of and respond to practice affecting the subject in primary feeder schools and liaise with SLT regarding primary liaison policy and departmental involvement in that policy.

**3) Management of Personnel and Resources**

- 3.1 Management of all the resources of the department including to manage/deploy such resources in the most effective way.
- 3.2 To requisition stock needed by the department, to keep stock lists up to date, and to forward to SLT once a year, or as otherwise required, department inventories.
- 3.3 To induct all new members of staff to the department and where appropriate act as mentor to NQT's and students in line with school policy and under the direction of the nominated NQT supervisor.
- 3.4 To ensure that suitable work is available for teachers covering for any absent colleagues in the department.
- 3.5 To advise SLT on the allocation of classes and other timetable requirements for the subject.
- 3.6 To undertake performance management responsibility as required and appropriate to the position.

**4) Accountability**

- 4.1 To SLT and Governing Body for effective fulfilment of the roles and responsibilities outlined in 1 to 3 above.
- 4.2 To provide information, objective advice and support to SLT and the Governing Body on departmental matters to enable them to meet responsibilities for securing effective teaching and learning, high standards of achievement, efficiency and good 'value for money' and to enable them to present coherent and accurate accounts of the school's performance to a range of audiences including the LA, OFSTED, the local community and others.
- 4.3 For assisting SLT in creating and developing an organisation in which all staff within the department recognise that they are accountable for the success of the school.
- 4.4 For assisting SLT in ensuring that all parents are well informed about curriculum attainment and progress and are able to understand realistic and challenging targets for improvement and to make a fully informed contribution to achieving them.

Footnotes:

- (i) The above details are not exhaustive and the postholder may be required to undertake tasks, roles, and responsibilities as may reasonably be assigned to him/her by SLT.
- (ii) This job description may be reviewed at any time via consultation between the governing body and/or SLT Representatives and the postholder as may be necessary and appropriate to the needs of the school.

Trade Union representation will be welcomed in any such consultations.

To be performed in accordance with the provisions of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document (Part XII of the 'Teachers Pay and Conditions Document').

ISSUE DATE: SEPTEMBER 2017
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## Person Specification

Attribute	Minimum Essential Criteria	Method of Assessment
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Degree in an appropriate secondary subject</li> <li>• Qualified teacher status essential</li> <li>• Recent and relevant professional development</li> <li>•</li> </ul>	Application Form / References / Interview
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Must have highly effective communication skills which engage students, parents, staff, governors and the wider community</li> <li>• Demonstrable success as a Teacher of Business and Business &amp; Economics at A Level</li> <li>• Experience of teaching subjects in a secondary setting is desirable</li> <li>• The effective use of ICT to deliver teaching and learning</li> </ul>	Application Form / Interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Teaching Business / Business &amp; Economics to a full range of age and ability within a secondary school</li> <li>• Experience/knowledge of current initiatives relating to achievement and inclusion in Business / Business &amp; Economics is desirable</li> <li>• Track record as a successful classroom practitioner (Ofsted criteria) across the secondary school age and ability range</li> <li>• To have shown a strong interest and success in dealing with young people and their pastoral welfare</li> <li>• Previous participation in extracurricular activities is desirable</li> </ul>	Application Form / References / Interview
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Must be able to demonstrate the ability to take initiative, lead, motivate, inspire and support the full range of stakeholders to achieve excellence</li> <li>• Must be ambitious for self and others, showing a powerful commitment to continuous improvement and raising standards</li> <li>• Must be resilient and optimistic, having a relentless focus on achieving the best for young people and being prepared to develop creative strategies to achieve this</li> <li>• Must have a clear strategic vision for achievement and inclusion including providing opportunities for learning outside the school day</li> </ul>	Application Form / Interview



## The Application Process

All details, including the Application Form, Job Description and Person Specification can be found within this pack or on our school website; [www.ecgbert.sheffield.sch.uk](http://www.ecgbert.sheffield.sch.uk)

We hope that our recruitment pack and website provides you with plenty of information about us. However, should you require any additional information, or would like an informal discussion/visit, please contact us on 0114 235 3855 or email [bosullivan@ecgbert.sheffield.sch.uk](mailto:bosullivan@ecgbert.sheffield.sch.uk).

To apply, please email your completed application to [bosullivan@ecgbert.sheffield.sch.uk](mailto:bosullivan@ecgbert.sheffield.sch.uk) or send it in the post to:

Bev O'Sullivan  
PA to the Headteacher  
King Ecgbert School  
Totley Brook Road  
Dore  
Sheffield  
S17 3QU

**Please note that we do not accept CV's - applicants must submit an application form.**

Please also note that in all cases written references will be taken up and made available to interviewers BEFORE the final selection stage.

All applications that have been submitted electronically will receive an email confirming receipt.

An email and/or letter will be sent to shortlisted candidates with details of the interview process.

If you have not heard from us within 2 weeks of the closing date, please assume that on this occasion, your application has been unsuccessful.

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

We are an Equal Opportunities employer.

If you have any further queries on any aspect of the application process, please contact Bev O'Sullivan, PA to the Headteacher on 0114 235 3855 or by emailing [bosullivan@ecgbert.sheffield.sch.uk](mailto:bosullivan@ecgbert.sheffield.sch.uk).