

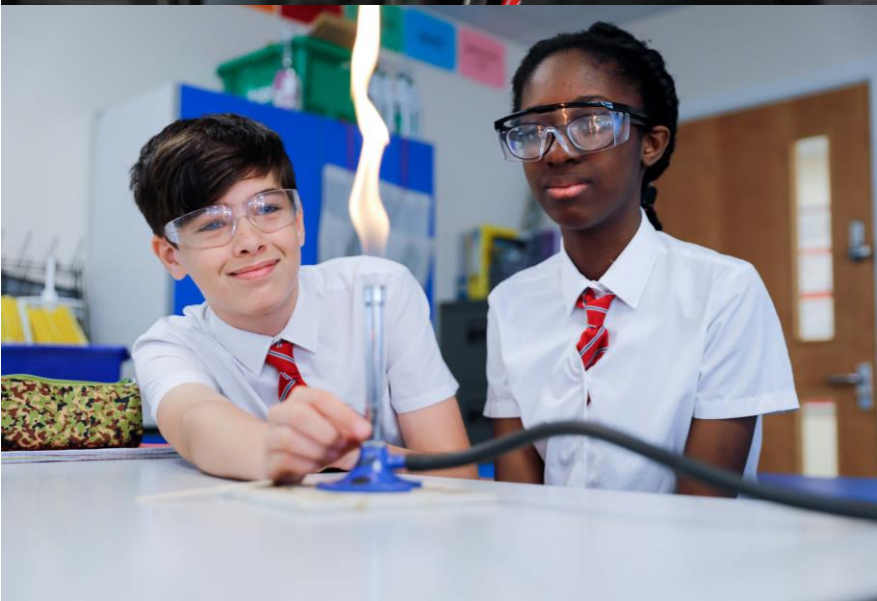
Robert Clack School of Science

Executive Headteacher : Mr R.V.A. Taylor B.Sc., (Econ) (Hons)



RECRUITMENT PACK

**BUSINESS STUDIES AND
ECONOMICS SUBJECT LEADER**



Tel: 020 8270 4200

Website: www.robertclack.co.uk

Email: office@robertclack.co.uk

Recruitment queries:

CZiregbe@robertclack.co.uk

Welcome to Robert Clack School

As a former pupil and member of staff for the past 20 years, Robert Clack School and our pupils mean a great deal to me. I believe that Robert Clack is a very special place; we have a strong sense of community and strive for excellence in all that we do.

We are committed to delivering a broad and balanced education, one which appreciates the importance of academic qualifications, but one which also recognises the value of vocational qualifications and the extra-curricular of sport, drama, music, the arts and debate.

Our ethos permeates every aspect of life at Robert Clack School and cultivates the values of mutual respect, compassion, discipline, high expectations and aspirations and hard work. By embracing these values, we believe that our pupils will be able to fulfil their ambitions in life, whatever they may be.

I am delighted that you are interested in pursuing a career at Robert Clack School. Please find enclosed the information relevant to the role you may wish to apply for.

Good luck and best wishes.

Russell Taylor
Executive Headteacher



The Recruitment and Application Process

To view the job description, person specification and to download an Application Form please follow this link to the School website: www.robertclack.co.uk

Please submit completed applications either through the TES website or by e-mail to: CZiregbe@robertclack.co.uk

Please note that CVs will only be accepted if accompanied by an application form.

If you have any queries about the application process, you are welcome to contact the School's HR Admin, Christopher Ziregbe on 020 8270 4197 or on CZiregbe@robertclack.co.uk

Safeguarding and Promoting the Welfare of Children and Young People Note:

Robert Clack School is committed to safeguarding and promoting the welfare of children and young people. Successful applicants must be willing to undergo identity checks, checks with past employers, an online internet search and an enhanced Disclosure & Barring Service check.

Key dates:

Closing date: 8am on Monday 20 January 2025 (rolling advert – applications welcome as soon as possible).

Interviews to be held: To be confirmed, dependent on date application received.

Commencement date in post for successful candidate: As soon as possible – January or April 2025.

Advertisement

Whole School Business Studies and Economics Subject Leader

SALARY: Main Pay Scale/Upper Pay Scale (Inner London) plus TLR1b of £11,410 per annum.

APPOINTMENT:

We are looking to appoint a talented, dynamic and passionate individual to lead our successful Business Education Department (incorporating Business Studies and Economics). As a whole school Subject Leader, you will become an integral part of our dynamic group of middle leaders.

Our Business Education department works across all three school sites. You will be allocated leadership time to effectively monitor, evaluate and improve the quality of education in Business Studies and Economics. You will also be supported by a TLR postholder who oversees Key Stage 5 in Business Education.

Please note the following information regarding our Business Education curriculum:

KS4: Edexcel GCSE Business Studies

This is a highly popular option subject. This specification is structured into two themes, taking students from how entrepreneurs start businesses (Theme 1) through to growing and global businesses (Theme 2).

Theme 1 concentrates on the key business concepts, issues and skills involved in starting and running a small business. It provides a framework for students to explore core concepts through the lens of an entrepreneur setting up a business. Theme 2 examines how a business develops beyond the start-up phase. It focuses on the key business concepts, issues and decisions used to grow a business, with an emphasis on aspects of marketing, operations, finance and human resources. It also considers the impact of the wider world on the decisions a business makes as it grows.

KS5: OCR Cambridge Technical Level 3 in Business Studies

This qualification is for learners 16 years old or over who want to study business. This qualification provides learners with the opportunity to develop an understanding of the business environment and to focus on a specific aspect of business through applied learning.

Our KS5 Business pupils go on to secure excellent university placements and apprenticeships. Many of our KS5 Business Studies pupil join The Business Academy letter, an extra-curricular club, promoting entrepreneurship and networking with organizations within Marketing, Consultancy and Finance.

About you:

You must be passionate about teaching and will be expected to collaborate with colleagues in the department in planning and delivering lessons across a range of ages and abilities. You must also be

committed to delivering high quality teaching and learning, while promoting outstanding progress for all pupils. We will consider applications from highly effective classroom teachers who aspire to become a Subject Leader as well as current Subject Leaders.

We are looking for someone who has the following:-

- Qualified Teacher Status.
- A Business Studies degree or equivalent.
- Successful experience of and a good knowledge of teaching Business Studies and Economics within a Secondary School at all relevant Key Stages (4 and 5) (ages 11 to 18).
- A record of good to outstanding teaching and of securing high levels of pupil progress.
- It is also desirable, but not essential, that you have knowledge or experience of delivering vocational courses.
- Proven track record of good classroom practice with students obtaining excellent value added results and GCSE and A Level grades.
- Experience of the use of assessment and data in improving pupil progress.
- Able to lead and manage staff, while working effectively and supportively within a team.
- Experience of or a commitment to wider school responsibilities.
- Exceptional interpersonal and organisational skills.
- An appreciation and an understanding of a school at the heart of the community.
- Current or recent successful subject leadership experience (desirable).

Robert Clack School of Science is one of the most successful schools in the UK and is soon to become one of the largest schools in the UK.

Reasons to join us:-

Our Pupils: The exemplary behaviour of our pupils is always commented upon by visitors to our school. Our pastoral system is second to none, reinforcing the values and ethos of the school. Pupils understand the importance of mutual respect, compassion for others, discipline, hard work, high expectations, and aspirations.

Success: We are hugely oversubscribed with a large Sixth Form. Through our provision of a broad and balanced curriculum, and an extensive range of extra-curricular opportunities, our pupils achieve excellent academic, social and cultural outcomes, despite living in an area of significant disadvantage. At the end of Year 13, our pupils go on to top University destinations, including Oxford and Cambridge. Many have progressed to employment via apprenticeships or in a variety of industries.

Working Conditions: Our pupils need the best quality teachers in the classroom and we support our teachers through enhanced PPA time, minimal bureaucracy, supportive departments, pastoral teams and the leadership team.

Professional Advancement: We believe in training, developing and supporting teachers and support staff. Many of our teachers trained at Robert Clack; a number are former pupils of the school, including the Headteacher. We have a Silver award for our CPD from the Teacher's Development Trust, Investors in People Bronze award and the one time that we entered the Sunday Times Best Public Sector Company we were ranked first for Leadership, My Company and Personal Growth. If you are ambitious, motivated and above all an excellent teacher, there are plenty of opportunities for you to develop at Robert Clack School.

Please note that previous applicants need not apply.

Job Description

Job Title:	Business Education Subject Leader (Whole School) (TLR1b)
Working Hours:	Full-time teacher, 195 days per year
Department:	Teaching Staff - Business Education
School:	Robert Clack School Although you may be based on one school site, your role is not site specific.
Reports to:	SLT Line Manager

1. Purpose of the Job:

- To monitor, evaluate and continually improve the quality of education in Business Education across the whole school.
- To line manage the Business Education Teaching Staff, and other staff within Business Education, and ensure their collegiate and collaborative working to drive improvement.
- To take a strategic and operational role in supporting excellent pupil behaviour and engagement in Business Education lessons.
- To carry out teaching duties and provide a high standard of teaching and learning for pupils, to ensure that they achieve to the best of their abilities (in accordance with the school's Teacher Job Description and the DfE Teachers' Standards 2012).
- To support and promote the safeguarding, and welfare of all children and young people attending Robert Clack School.

2. Main Activities:

Subject Leader (Whole School)

Quality of Education and Strategic Direction

- Participate fully in the school's **Departmental Review** process to monitor, evaluate and continually improve the quality of education in Business Education across the whole school.
- Analysis of examination data and production of reports for the SLT and Governing Body in relation to examination results for the department.
- Use of examinations data to inform decisions regarding the necessary department and school targets for each academic year.
- Develop, implement, monitor and maintain **Business Education teaching policies and practices**, which reflect the school's commitment to high achievement and are consistent with school, and national strategies and policies.
- Plan and work in accordance with the priorities of the **School Development Plan**, as necessary.
- Continually develop and improve the **Business Education curriculum** (including assessment plans) to bring about improved standards of achievement for all pupils.
- Ensure **high quality teaching and learning** in Business Education, and the effective use of resources to bring about improved standards of achievement for all pupils.
- Ensure **high quality assessment, marking and feedback** in Business Education to bring about improved standards of achievement for all pupils.

- Ensure that regular high-quality homework is set within the department and that the school policy related to **homework and feedback** is implemented.
- Ensure that the Business Education department contributes to the **personal development** of pupils by providing relevant and extracurricular and super-curricula opportunities.
- To improve achievement for all pupils by ensuring that **target pupils** receive the support needed to improve.
- Contribute to the development of whole school **Teaching and Learning Policies** (including the **Achieve Excellence Programme**) and ensure that these policies are implemented.
- Regularly meet with the SLT Line Manager in order to provide relevant information.
- Work with the SIP (where relevant) and external partners to improve the quality of education in Business Education.
- To contribute to the positive promotion of Business Education within the school.
- To continually develop your **own subject, curriculum and pedagogical knowledge** and use this learning to improve the quality of provision in Business Education.
- Advise on the EYFS, KS1 and KS2 curriculum and quality of education as appropriate.

Resource Management

- Develop, implement, monitor and maintain plans for the development and resourcing of Business Education teaching.
- Identify resources needed to meet the needs of the Business Education curriculum.
- In liaison with the SLT Line Manager and School Business Manager, ensure the delivery of an appropriate, high quality and cost-effective curriculum within the department budget.
- Ensure that the department budget is used efficiently and that there is no overspend.

Leading and Managing Staff

- Promote a positive, supportive and collaborative working environment within the Business Education department.
- Create, maintain and enhance positive and effective working relationships.
- To provide a role model of good classroom practice for your department.
- Through the Professional Development Review Process, ensure the **professional development** of those that you line manage and those in the Business Education department to improve the quality of education in Business Education.
- Plan and implement strategies to improve teaching where needed.
- Implement coaching and mentoring strategies to support and develop Business Education staff.
- To induct, monitor and support new staff and beginner teachers.
- Ensure the effective, efficient deployment of teachers and support staff expertise within the department, in order to enhance pupils' progress and achieve department/school improvement objectives.

Teaching and Learning

- Provide support and guidance on a choice of appropriate teaching and learning methods.
- Ensure that schemes of work offer appropriate challenge, demonstrate good progress and evaluate their impact on teaching and learning.
- Set high expectations which inspire, motivate and challenge pupils.
- Promote good progress and outcomes by pupils.
- Demonstrate good subject and curriculum knowledge.
- Plan and teach well-structured lessons.
- Adapt teaching to respond to the strengths and needs of all pupils.
- Make accurate and productive use of assessment.
- Manage behaviour effectively to ensure a good and safe learning environment.
- Fulfil wider school and professional responsibilities.

SCHOOL RESPONSIBILITIES

Wider Professional Responsibilities

- Make a positive contribution to the school's ethos and the wider school community.

- Develop professional and positive relationships with colleagues.
- Take responsibility for improving teaching through appropriate professional development, responding to advice from colleagues and sharing best practice.
- Develop professional and positive relationships with parents/carers and outside agencies with regards to pupils' achievements and well-being. Work collaboratively with parents/carers and outside agencies to support pupils' progress.

Wider School Responsibilities

- Participate in arrangements to prepare pupils for public and school examinations and participate in supervision of pupils during exams.
- Cover lessons, as and when required. Set cover work for lessons if absent.
- Attend assemblies, parents' evenings, open evenings, INSET sessions, school events and extra-curricular activities as required.
- Attend school and department meetings, as required.
- Ensure that registers are taken during each lesson and for form time.
- Act as a Form Tutor, when required.

PERSONAL AND PROFESSIONAL CONDUCT

- Responsibility as a teacher to uphold public trust in the teaching profession and to maintain high standards of personal and professional conduct, ethics and behaviour within and outside school.
- Treat pupils and colleagues with dignity and respect, and build relationships rooted in mutual respect, while at all times observing proper boundaries appropriate to a teacher's professional position.
- Awareness of the need to safeguard pupils' well-being, in accordance with statutory provisions and the school's policies.
- Demonstrate tolerance and respect for others, not undermining fundamental British values, including democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs.
- Ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Proper and professional regard for the ethos, policies and practices of Robert Clack School, and the maintenance of high standards in personal attendance and punctuality.
- Ensure an understanding of, and always act within the statutory frameworks which set out professional duties and responsibilities.

3. Customer Care:

Provide services that are fair and accessible to all, challenging existing practices that support the traditional culture and promote the Customer First proposition across the Council.

4. Statutory Requirements:

This post carries a requirement to have an enhanced Disclosure and Barring (DBS) check for Children.

5. General Accountabilities and Responsibilities:

- Ensure compliance with appropriate legislation, Council and School Policies, the Council Constitution, Financial Rules and other requirements of the Council.
- Promote the development of a high quality individual need led service, to comply at all times with the Council's and School's policies and procedures, particularly those regarding Data Protection, Equalities and Diversity and Health and Safety.
- Undertake a proactive, committed approach towards the Council's and School's Best Value ethos.
- Ensure compliance with and actively promote the Council's Equalities and Diversity policies, and strategies.
- Ensure compliance with and actively promote Health and Safety at work legislation, Council, School and Departmental Health & Safety policies and procedures.

- Comply with the competencies and standard requisites agreed by the Council and School as relevant to your post.
- Comply with the Data Protection Act 1998 (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).
- Take responsibility for continuing self-development and participate in training and development activities.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the post holder.

November 2024.

Person Specification

Post Title:	Business Education Subject Leader	Grade:	MPS/UPS plus TLR1b
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Attributes	Criteria	Assessment Method	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Able to teach to an outstanding level, leading to high attainment and progress • Successful experience of, and a good subject knowledge of teaching at Key Stages 3, 4 and 5. • Experience of leading and managing a department or Key Stage. • Experience of the use of assessment in order to improve pupils' progress. • A clear understanding of individual pupils' needs. • Able to demonstrate experience of the strategies available for improving the teaching and learning, attainment and progress of pupils at all levels of ability and development stages. • Experience of promoting consistently high expectations for all pupils in regard to their work ethic and behaviour. • Experience of delivering vocational courses 	Application form, interview, lesson observation	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	X
Education, Training & Qualification	<ul style="list-style-type: none"> • A good honours degree in a relevant subject (Business Studies or equivalent) • A teaching qualification and UK Qualified Teacher Status (QTS). • Aware of curriculum developments in the relevant subject area. • Knowledge of national strategies and developments in education 	Application form, interview	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	

Professional Relationships	<ul style="list-style-type: none"> • Able to work effectively and supportively within a team. • Excellent verbal and written communication skills when dealing with pupils, parents, visitors, colleagues and external agencies. • Ability to engage, enthuse and motivate pupils to provide a positive learning experience. • Work in accordance with the school's ethos, policies and strategies, and promote the school's ethos in the school and local, wider community. 	Application form, interview,	X X X	
Safeguarding and Equality & Diversity	<ul style="list-style-type: none"> • A commitment to the safeguarding and welfare of children. • Knowledge, understanding and commitment to equal opportunities and diversity. • A commitment to continuing professional development. 	Application form, interview, lesson observation	X X X	
Knowledge, understanding and skills	<ul style="list-style-type: none"> • Good organisation, planning and able to prioritise. • Flexible, adaptable and reliable. • Ability to work methodically, with good attention to detail. • Able to work calmly when under pressure. • Enthusiasm, drive and able to promote a love of learning. • Competent user of ICT. • Maintain confidentiality with regards to all school matters. 	Application form, interview, lesson observation	X X X X X X	

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