**NORLINGTON SCHOOL**

**AND 6th FORM**



norlington.net



ECONOMICS & BUSINESS STUDIES TEACHER PACK

JOB DESCRIPTON AND PERSON SPECIFICATION

WISDOM IS STRENGTH

**The Exceptional Education Trust**

**Norlington School and 6th Form**

The Exceptional Education Trust believes long term sustainable success happens when there is;

 Clear **purpose** to action built around the pursuit of excellence

 Appropriate **autonomy,** is delegated to school leaders in a framework of accountability and challenge

 A focus on developing, capturing and **mastering** skills and expertise is a core activity

Central to the ethos within the Trust is that ownership and accountability for success must rest at point of action. In every Academy within the Trust you will see school leaders as Educational Entrepreneurs – developing, modelling and delivering practice in their schools that can change the educational experience at a local, national and internally level as part of their continuing pursuit of excellence

The Exceptional Education Trust remains committed to ensuring each partner school within the Trust is;

 a local school with their own identity

 work with other schools within the trust to share best practice

 able to create economies of scale as part of the trust to ensure sustainable outstanding

performance



**The Exceptional Education Trust Vision and Aims**

**Our Vision**

To be recognised as a world class leader in education, ensuring every child is ready to take up the challenges and realise the opportunities of the 21st century.

**Our Aims**

Our vision will be realised through the delivery of five key aims articulated as commitments to the local community:

1. **To develop outstanding leaders across the school**

We are committed to developing outstanding leaders through the establishment of a centre of excellence, ensuring all students have the skills required to develop into young men and women who are ready to take up the challenges and realise the opportunities of the 21st century and impact positively on every aspect of society, whether locally, nationally or internationally.

2. **To guide our students to achieve exceptional academic performance across all subjects**

We are committed to developing every student’s skills and knowledge, ensuring exceptional academic performance for all and enabling students to access the most ambitious career paths and gain access to the best universities nationally and internationally

3. **To provide an Outstanding Learning Experience for every student.**

We are committed to providing each student with a high quality personalised learning experience through exceptional teaching and an outstanding curriculum.

‘Every Child, All the Time’ drives our belief that every child is able to achieve the

extraordinary relative to their own personal abilities.

‘Every Child, All the Time’ is an approach to student progress where every day, in every lesson, every student will be receiving the best possible learning experiences. It recognises the need to respond to students’ emotional needs as well as learning needs throughout their educational journey, appreciating that these needs are different for every child and can change at different stages of this journey.

4. **To ensure every student has access to high quality Enrichment activities.**

We are committed to ensuring every student has access to exceptional enrichment experiences and activities including high quality coaching so they aspire to participate, compete and succeed at a local, national and international level.

5. **To be the School of Choice for the local community.**

We are committed to providing a school that:

 meets the needs of every child.

 develops citizens committed to British Values of democracy, tolerance, respect and the rule of law.

 is a safe, happy and caring learning environment where students want to be.

**Continuous Professional Development**

At Norlington we have a dedicated Teaching & Learning development team. We value your professional development; this has been recognised by **Investors in People** who awarded us the **Gold Standard.**

As part of your Professional Development, Norlington is committed to ensuring you receive the best training available. Within the school 6-week cycle structure we adopt a **3, 2, 1** format for staff development, this consists of:

3 – Friday training sessions from 2.15-3.15pm on an alternate Friday.

2 – Department meetings where the training can be implemented and embedded

1 – Twilight session.

The sessions combine statutory requirements with bespoke sessions tailored to the needs of Norlington students as well as national and local trends. Training takes on a variety of formats and is focused on ‘Every Child All the Time Learning’ with students always experiencing good/outstanding teaching in order to achieve outstanding outcomes.

The creative design of the curriculum also manages energies within the school. On a Friday where there is not training, staff are free to use this time as best it suits them.

The school facilitates programmes that are recognised by the National College, these include the Improving Teacher Programme and the Outstanding Teacher Programme. The school has supported staff to complete the ‘National Professional Qualification in Senior Leadership’ (NPQSL) and the ‘National Qualification in Middle Leadership’ (NPQML) in partnership with the National College.

As well as offering opportunities to receive specialist external CPD we have developed our own Teaching & Learning packages which are now being shared with schools both locally and across the country. Where appropriate there are opportunities for staff to be involved in delivery of sessions and programmes.

All new staff, regardless of scale, receive an extensive induction progamme on arrival at Norlington. In addition, the school has a range of internal packages to promote the on-going support of staff. Where there is a specific need individual support programmes will be put in place.

**Key Benefits of working at Norlington School and**

**6th Form**

**Two week October half-term**

 The school is closed during the Autumn term break for two weeks for

Teaching staff and Support staff working term-time only.

**Employee benefits P&MM**

 P&MM is an employee benefit scheme which allows staff to access a range of discounts. Below are just a few examples.

 **High street discounts**

Up to 15% discount at many leading high street retailers, in store and online

**Cashback deals**

Double savings on thousands of everyday offers and discounts

**Cinema discounts**

Up to 40% discount on trips to the cinema. There’s even a discount on

the popcorn!

**Smartphone website**

Discounts accessible whilst shopping ‘on-the-move’ via the lifestyle

mobile site

**Corporate gym membership**

The best corporate rates at over 2,500 UK gyms and health clubs

**Leisure discounts**

Up to 53% off family days out plus other great savings on dining out

**Travel discounts**

Unique and unmatchable savings on travel due to the travel agency

status ………and thousands more market leading offers.

**Childcare Vouchers**

* Staff are able to apply for Tax free Childcare if your provider is a registered childminder, nanny, play scheme, nursery or club. Up to £500 every 3 months (£2,000 a year) for each child. Further details can be found at <https://www.gov.uk/tax-free-childcare>

**Key Worker looking for secure, suitably priced housing?**

Lettings Waltham Forest has launched a new service to provide decent and secure accommodation to Key Workers.

 Zero fees for tenants

 Priority access to quality accommodation

 Deposits secured in Deposit Protection Scheme

 For further information, please visit [http://lettingswalthamforest.co.uk](http://lettingswalthamforest.co.uk/)

**Employee Assistance Programme (EAP) from Workplace**

**Options**

 Workplace Options provide staff with a range of services, all of which are free to all staff. Staff can contact Workplace Options on the telephone and online; and counselling is offered on the telephone or in a face-to-face setting, in locations close to your work or your home. Information can be provided over the phone and you will also be able to access information and support on-line. Please visit <http://www.workplaceoptions.co.uk/>for more information on this employee service.

**Pensions**

 Teaching staff – you are eligible to join the Teachers’ Pension scheme (please visit https:/[/www.t](http://www.teacherspensions.co.uk/)e[acherspensions.co.uk/](http://www.teacherspensions.co.uk/) for further information on the scheme).

**Fitness**

 There is an onsite Gym and staff are eligible to use this out of work time.

**Health & Safety**

 We aim to ensure a safe working environment for all. We monitor the implementation of our Health and Safety policy and provide training and guidance. The online Health & Safety courses that staff undertake are accredited.

**Smoke Free Working Environment**

 The school has a No Smoking policy.

**Eye Test**

 All staff are eligible to reimbursement of a yearly eye test along with up to £50 towards glasses used for the workplace.

**Midmorning Refreshments**

 11am midmorning refreshments of Tea/Coffee and Toast are provided in the staffroom for all staff.

**Car Parking**

 £158 Parking Permit school assistance is payable to staff who are driving to work as this is a controlled parking area. For eligibility please as HR.

**NORLINGTON SCHOOL & 6th Form**

**JOB DESCRIPTION**

**Post: Subject Leader/ Head of Department**

**Salary Scale: Main Scale + TLR**

**Start Date: September 2020**

**Reports To: Principal and SLT member identified within the line management structure**

**Specific Job Content**

The following list of duties and responsibilities should give a detailed flavour of the specific role at Norlington School and 6th Form. However, the successful candidate will need to be adaptable, flexible and proactive and be prepared to respond accordingly to the changing and evolving needs of the school and our pupils and families. The post holder will be expected to carry out all duties in the context of and in compliance with all the Trusts’ policies.

**Purpose of Job:** To develop, lead and manage an effective Department Team focused on improving Teaching and Learning and outcomes for students at all levels

**Responsibilities:**

**Key Accountabilities**

* To act as a Subject/Key Stage Leader as appropriate within the Department Structure
* To act as a coach and mentor for Department members in enhancing and developing

Teaching and Learning

* To ensure that all Department members are fully aware of and working in support

 of School policies and expectations

* To ensure that the school Teaching and Learning, Marking and Assessment policies are implemented in full across the Department as well as other policies as appropriate
* To monitor marking, assessment and the quality of teaching and learning across

the Department taking action where necessary to bring about improvement

* To ensure, where appropriate, that Department members are made fully aware of student prior attainment

and other relevant data and that appropriately challenging targets are set by the

staff for the students in their classes

* To monitor and review student achievement across the Department and take action to

ensure that students are achieving appropriately to their ability

* To manage budgets and deploy resources within the Department in order to promote

the highest possible standards of attainment

* To support Department members in securing and maintaining the highest possible

standards of student behaviour within the whole Department area including the supervision

of students into and out of the area

* To complete and use to drive further improvement an annual Department SEF.
* To consult on, create, implement and review an annual Department Improvement Plan
* To plan and ensure the implementation of a Department Staff Development Plan
* To lead on student tracking and data analysis within department
* To embed aspects of the Maths and Computing specialism to enhance teaching and learning

**Liaising with:**

* Parents, both through formal parents’ meetings and at other times as

appropriate

* SLT
* Heads of Year
* SEN/EAL staff
* The Examinations Officer regarding external examination entries and examination

boards as required

* Other agencies both within and outside of school as appropriate to student need

**Management Responsibilities:**

As well as the above, there are specific tasks that need to be undertaken on a regular basis:

* To lead Department meetings and attend other meetings as requested and to

provide minutes to SLT

* To ensure that an accurate database of student achievement is maintained

across the Department

* To ensure that student achievement is celebrated through an active display of

work and that displays are regularly updated/changed

* To provide reports on student achievement as and when required by SLT
* To participate fully in the performance management of Department members
* To lead the preparation of student reports as and when required
* To organise internal examinations within the Department
* To complete Quality Assurance procedure in line with whole school policy
* To continue to pursue your own professional development as agreed
* To actively engage in the staff review and development process
* To undertake any other duty not mentioned in the above
* To perform the duties contained within the ‘Teacher’ Job Description
* To undertake other reasonable additional duties that may be necessary from time to time

at the request of the Principal.

Whilst every effort has been made to explain the main duties and responsibilities of the post,

each individual task may not be identified.

**Other requirements:**

* Posts will be subject to a Prohibition check for all roles involved with the management of pupils.
* To have an up-to-date Enhanced DBS check.

**Disclosure and Barring Service** This post will result in you having unsupervised contact with children as detailed in Protection Freedom Act 2012. The Trust, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children’s Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application, you will subject to a Disclosure and Barring Service check. Further information about Disclosure and Barring Service and the Trust approach to recruiting is available at  [www.norlington.net](http://www.norlington.net)

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 **NORLINGTON SCHOOL AND 6TH FORM**

**Post:** Subject Leader for Economics and Business Studies

**Responsible to:** Assistant Principal

**Responsible for:** Key Stage and Curriculum **Hours worked: Full-time**

 **Essential/Desirable/Test/ S = short listing criteria**

|  |  |
| --- | --- |
| **1 Education/Qualification/Knowledge**1.1 Qualified to degree level **or** above | E (s) |
| **2 Experience**2.1 Minimum 2-3 Years’ experience as a classroom practitioner | E (s) |
| 2.2 Experience of contributing to a high achieving department | D |
| 2.3 An excellent classroom practitioner with a proven track record of success in public examinations | E (s) |
| **3 Knowledge/Skills and Aptitude**3.1 The ability to improve the quality of teaching and learning within the subject | E |
| 3.2 The ability to track and monitor student progress and set challenging targets | E |
| 3.3 Experience of coach/developing staff | D |
| 3.4 The ability to demonstrate resilience, motivation and commitment to raising targets | E |
| 3.5 A strong individual who can secure high standards of student behaviour across the department | E |
| 3.6 An effective team worker with some experience of leading staff | E (s) |
| 3.7 The ability to lead curriculum development | E (s) |
| 3.8 The ability to lead and support the team’s continuing professional development | E |
| 3.9 A highly organised individual who works efficiently and effectively to meet deadlines | E |
| 3.10 An analyst who can demonstrate how they have identified areas for improvement and an activist who can effect positive change | D |
| **4 Personal Attributes**4.1 A liking for young people and a sense of fairness | E |
| 4.2 Good relationships with adults | E |
| 4.3 Desire to participate fully in school life | D |
| 4.4 Enthusiasm and positive outlook | D |
| 4.5 Smart Appearance | E |
| 4.6 Commitment to lifelong learning | D |
| 4.7 Good attendance/Punctuality | E |
| **5 Safeguarding**5.1 A commitment to safeguarding and promoting welfare of children and young adults | E |
| **6 Equal Opportunities**6.1 Understand and demonstrate a willingness to promote positively the Equal Opportunities Policy of Norlington School | E |