



March 2019

Dear Candidate

Thank you for your interest in the post of Head of Business at St Katherine's School. This is a permanent post available from **1 September 2019**.

St Katherine's is an exciting and rewarding place to work where staff work hard to give students rich opportunities to learn, both inside and outside the classroom. We have a positive attitude to what we can achieve and we work with a can-do approach. You will find that our values run deep and are represented throughout our work with our young people - see our [website](#)

We are proud to be a fully inclusive comprehensive school and value every young person within our community. Teachers tell me they like teaching here because they get to extend themselves and feel they share their subject at the highest level. Equally, teachers tell me they get a real feeling of satisfaction from teaching some of those in our society who face the biggest challenges. We try to make it happen for every student, whatever their starting point in life. We work tirelessly to educate young people for academic success and for life.

If you apply for this post, you will be joining a team that is deeply committed to young people, that believes there are no limits to what a young person can achieve. You join a team who are engaged in their own learning and continually strive to develop their own practice and share with each other to improve our collective impact on young people.

St Katherine's School is part of Cathedral Schools Trust, situated on the edge of Bristol in a beautiful rural environment. The majority of our students live in Bristol and due to the easy transport links, make a positive choice to travel out of the city each day to enjoy the wealth of opportunities that St Katherine's has to offer.

Further information about the school, the post and how to apply can be found on the school [website](#). Please include with your application a supporting letter explaining why you have chosen to apply for the post. This should highlight the skills, qualities and experience you would bring to the post and how these would benefit our school. (No more than two sides of A4 please).

The closing date for receipt of completed applications is **Midnight 26 March 2019**. Interviews will be held during **w/c 1 April 2019**.

St Katherine's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to DBS Barred list and Enhanced Disclosure checks.

I look forward to reading your application.

Justin Humphreys
Headteacher

Copy of Advert



St Katherine's School

Head of Business

£23,720 - £39,406 pa plus TLR 2B £4532 pa

Full time, permanent from the 1 September 2019

This post provides an excellent opportunity for a talented and ambitious Business Teacher seeking to develop their career into leadership.

We are seeking to appoint a passionate and inspirational teacher to lead the Business Faculty within the school, including oversight of Computing.

Business Studies is a very popular subject choice within the school and we offer both the Extended Certificate and Diploma level qualifications at KS5. The ability to teach Business Studies at KS4 and KS5 is essential along with some KS3 Computing. The ability to teach KS4 Computing is desirable but not essential.

We are looking for someone to build on the success already established with our 'Starred pathways' at KS5 and bring creative ideas around business and enterprise. The successful candidate will continue to deliver improved outcomes for our young people, whilst enthusing them through the subject content. The position is suitable for both experienced Heads of Department and teachers that are looking for their first middle leadership role/ Head of Department position.

At St Katherine's we are committed to staff development and offer a comprehensive Teaching and Learning CPD programme for excellent professional development and to prepare staff for future progression.

St Katherine's is a vibrant, medium sized 11 – 19 mixed comprehensive school and part of Cathedral Schools Trust. We are situated on the edge of Bristol in a beautiful rural setting. The majority of our students live in Bristol and make a positive choice to travel out of the city each day to enjoy the wealth of opportunities that St Katherine's has to offer. Everyone at St Katherine's believes in pursuing excellence through focusing on high quality teaching and we work tirelessly to educate our young people for academic success and life beyond.

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Closing Date: Midnight 26 March 2019

Interview Date: during w/c 1 April 2019



St Katherine's School

Job Description

St Katherine's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Post Title:	Head of Business
Purpose:	<ul style="list-style-type: none"> • To provide professional leadership and management of the Business Faculty, including oversight of Computing in order to secure high quality teaching • To raise standards of student attainment and achievement within the whole Business and Computing curriculum area and to monitor and support student progress • To be accountable for student progress and development across the Faculty • To develop and enhance the teaching practice of others. • To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying Business and Computing subjects, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Head of School. • To be accountable for leading, managing and developing the curriculum across all subjects within Business Faculty • To effectively manage and deploy teaching/support staff, financial and physical resources within and across the Faculty • Subject lead for own subject.
Reporting to:	Head of School/Deputy Head/SLT
Responsible for:	Subject Leaders, teaching staff and other relevant personnel within the faculty.
Liaising with:	Head of School, Deputy Head of School, Assistant Heads, other Heads of Faculty, Heads of House, Inclusion Team and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LA, Trust staff, parents.

Working Time:	195 days per year. Full time
Salary/Grade:	TLR 2B
Disclosure level	Enhanced
Operational/ Strategic Planning	<p>To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the Business Faculty.</p> <p>The day-to-day management, control and operation of course provision within the faculty, including effective deployment of staff and physical resources.</p> <p>To actively monitor and follow up student progress</p> <p>To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc.</p> <p>To work with colleagues to formulate aims, objectives and strategic plans for the faculty, which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the St. Katherine's School.</p> <p>To lead and manage the business planning function of the faculty, and to ensure that the planning activities of the department reflect the needs of students within the subject area, Quality Improvement Plan and the aims and objectives of St. Katherine's.</p> <p>To link with the Subject Leaders to ensure that the work in the curriculum area fully reflects the St. Katherine's distinctive ethos and mission.</p> <p>To foster and oversee the application of I.C.T in the curriculum area, including the development of materials for Open Learning.</p> <p>To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary.</p>
Curriculum Provision:	<p>Ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation.</p> <p>To be accountable for the development and delivery of subjects and discrete courses within the curriculum area and schemes of work.</p>
Curriculum Development:	<p>To lead curriculum development for the whole faculty, liaising with Subject Leaders, and having overall responsibility for developments 14-19.</p> <p>To keep up to date with national developments in the subject area and teaching practice and methodology.</p> <p>To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.</p> <p>To liaise with the SLT lead to maintain accreditation with the relevant examination and validating bodies.</p> <p>To ensure that the development of curriculum area is in line with national developments.</p>

<p>Staffing</p> <p>Staff Development:</p> <p>Recruitment/ Deployment of Staff</p>	<p>To work with the SLT lead to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</p> <p>To be responsible for the efficient and effective deployment of support staff working within the Faculty.</p> <p>To undertake Appraisals and to act as reviewer for staff within the Business Faculty.</p> <p>To make appropriate arrangements for classes when staff are absent ensuring appropriate cover work is available.</p> <p>To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with St. Katherine's procedures.</p> <p>To promote teamwork and to motivate staff to ensure effective working relations.</p> <p>To be responsible for the day-to-day management of staff within the curriculum area and act as a positive role model.</p>
<p>Quality Assurance:</p>	<p>To ensure the effective operation of quality control systems.</p> <p>To establish the process of the setting of targets within the faculty and to work towards their achievement.</p> <p>To establish common standards of practice and develop the effectiveness of teaching and learning styles in all subject areas within the faculty.</p> <p>To contribute to the School procedures for lesson observation.</p> <p>To implement School quality procedures and to ensure adherence to those within the faculty.</p> <p>To monitor and evaluate the curriculum area in line with agreed School procedures including evaluation against quality standards and performance criteria.</p> <p>To seek/implement modification and improvement where required.</p> <p>To ensure that the Faculty's quality procedures meet the requirements of Self Evaluation and the Strategic Plan.</p>
<p>Management Information:</p>	<p>To ensure the maintenance of accurate and up-to-date information concerning the Faculty on the management information system.</p> <p>To make use of analysis and evaluate performance data provided.</p> <p>To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.</p> <p>To produce reports within the quality assurance cycle for the faculty.</p> <p>To produce reports on examination performance, including the use of value-added data.</p> <p>In conjunction with other staff to manage the Faculty's collection of data.</p> <p>To provide the Governing Body with relevant information relating to the Faculty's performance and development.</p>

Communications:	<p>To ensure that all members of the faculty are familiar with its aims and objectives.</p> <p>To ensure effective communication/consultation as appropriate with the parents of students.</p> <p>To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.</p> <p>To represent the Faculty's views and interests.</p>
Marketing and Liaison:	<p>To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases.</p> <p>To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.</p> <p>To actively promote the development of effective subject links with external agencies.</p>
Management of Resources:	<p>To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the faculty budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.</p> <p>To work with the SLT lead in order to ensure that the faculty's teaching commitments are effectively and efficiently time-tabled and roomed.</p>
Pastoral System:	<p>To monitor and support the overall progress and development of students within the faculty.</p> <p>To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.</p> <p>To ensure the Behaviour Management system is implemented in the faculty so that effective learning can take place.</p>
Teaching:	To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
Additional Duties:	To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
Other Specific Duties	<p>To continue personal development as agreed</p> <p>To engage actively in the performance review process</p> <p>To undertake any other duty as specified by STPCD not mentioned in the above</p>

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.

April 2018

**Head of Business
Person Specification**

	Essential Requirement	Desirable Requirements
Experience:	<p>The ability to teach Business Studies at KS4 and KS5 and KS3 Computing</p> <p>Successful teaching of relevant subject in one or more Secondary Schools.</p> <p>Assisting in the formulation and implementation of whole school policies.</p> <p>Taking the lead in respect of relevant curriculum developments.</p> <p>Substantial experience of examination teaching</p> <p>Planning, delivery and evaluation of SoW</p>	<p>Practical experience of raising achievement</p> <p>Team leadership/line management experience</p> <p>Ability to teach KS4 Computing</p>
Qualifications:	<p>Degree or equivalent in relevant subject</p> <p>Teaching qualification /QTS</p>	<p>Evidence of further relevant professional development</p>
Knowledge and Skills:	<p>Good working knowledge of the designated curriculum area, including recent 14-19 proposals</p> <p>A good level of organisational skills in respect of resources and staff liaison.</p> <p>Excellent inter-personal and communication skills.</p>	<p>Experience of supporting newly qualified teachers</p>
Aptitudes:	<p>Ability to work effectively under pressure and maintain an optimistic and positive attitude.</p>	<p>Flexibility and a willingness to become involved in new curriculum initiatives</p>

	<p>Able to maintain personal drive and energy.</p> <p>Ability to relate well to people at all levels.</p> <p>Aptitude for flexible approach to problem solving.</p> <p>An aptitude to lead yet remains part of a team whilst also being self-motivated and action-orientated.</p> <p>A high level of personal organisation skills</p> <p>An ability to manage your own personal stress levels.</p> <p>A commitment to provide a quality education to the students and parents of St Katherine's School.</p> <p>Personal integrity, dedication and commitment to the school.</p> <p>Ability to motivate and coach staff to perform to the best of their ability</p>	<p>An ability to support and encourage the development of less experienced staff</p>
<p>Circumstances:</p>	<p>Willingness to work irregular hours on occasions.</p>	

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