

Application Pack

Head of Business Studies



Derby
CATHEDRAL
SCHOOL

Welcome to our school

Dear Applicant,

Thank you for expressing an interest in a vacancy at Derby Cathedral School. On behalf of the whole school community, I extend you a very warm welcome.

I am really proud to be the Headteacher of a relatively new school for the city of Derby.

Derby Cathedral School is the first ever Church of England Secondary School in the Derbyshire Diocese. The 11-19 secondary school was established jointly by the Derby Diocesan Academy Trust (DDAT) and Derby Cathedral. The principle aim of the school was to help meet the need for additional high-quality secondary places in the Derby area. The school has had a successful start and is currently over-subscribed for every year group. We have welcomed an additional year group every year until reaching capacity in September 2024 including a sixth form provision which opened in September 2023.

Our aim is to be an outstanding school for our community with high aspirations for all of our students both academically and socially no matter what their starting point. As a school based on Christian values, we celebrate the diversity in our city and welcome students of all faiths and none. Our FAITH (fellowship, aspiration, integrity, tenacity and humility) values are a thread that runs through all aspects of school life.

Derby Diocesan Academy Trust (DDAT) are committed to Safer Recruitment practices and use a variety of methods throughout the selection process to ensure we are satisfied with candidate's suitability working with children within our schools. Upon offer of employment, we will apply to the Disclosure and Barring Service (DBS) for an enhanced disclosure which will give details of a person's criminal record.

Please also note that if you have lived anywhere outside of the UK since the age of 18, you will require a certificate of good conduct from all the countries of residence.

Please do take some time to read the key information below about our vision for the school and this post. Further, more detailed information can be found on our school website.

The next few years will be a very exciting time as we grow and develop together and we are looking for staff with a flexible approach and a desire to be part of an excellent new educational provision.

Jenny Brown
Headteacher

School Vision



Derby Cathedral School is a Christian community that welcomes students, families and visitors of all faiths and none. The diversity and richness of such a family brings depth and a vibrancy to our core.

Students of Derby Cathedral School are given every opportunity and challenged to be the best that they can be, demonstrating FAITH in all they do.

- **Fellowship** Collaborating with others, we treat everyone with respect, dignity and kindness.
- **Aspiration** We are ready to learn and grow, striving to be the best that we can be in every aspect of our lives.
- **Integrity** We demonstrate fairness, equality and honesty.
- **Tenacity** We are determined and resilient when faced with challenges.
- **Humility** We are gracious, calm and understand the importance of forgiveness.

All students will be well prepared for their next step into future education, training and employment. They will be happy, healthy, confident, life-long learners who 'experience life in all its fullness'

(John 10:10)

Job Description

Job Details

Job title: Head of Business Studies

Department: Business

Reports to: Designated member of the SLT

Hours of work: Full time

Salary: MPS/UPS plus TLR 2c £7908 pa

Job purpose:

- To drive forward the strategic direction and development of the Business department.
- Secure high-quality teaching, curriculum planning and effective use of resources to achieve the highest standards of achievement for all students.
- Contribute to the development and realisation of the whole school core values, the aims, vision and ethos of the school.
- Ensure effective quality assurance outcomes for the subject which meet the high standards expected by the school.

As per the updated guidance in Keeping Children Safe in Education 2024, online checks will be carried out on all shortlisted candidates eg Google search, Social Media platforms etc.

Job Review

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. The content is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time and the post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

Job Description

Main duties/responsibilities

Teaching	<ul style="list-style-type: none">● Teach an agreed timetable ensuring lessons are planned that engage students, provide challenge and are accessible to all.● Lead by setting an example, achieving your own high standards of classroom practice and behaviour management.● Undertake effective quality assurance in line with the school policy which leads to standards and progress which are above the national level.
Curriculum	<ul style="list-style-type: none">● Develop an ambitious curriculum vision and structure that enables students to make good progress in Social Sciences.● Develop and implement policies and practices for the department which reflect the school's aims and ethos.● Ensure that schemes of work and planning for all lessons across the department are properly prepared.● Review and refine schemes of work and all curriculum planning to ensure that they meet the needs of students of all ages and abilities.● Ensure the requirements of the national curriculum, national strategies and examination boards are met.● Set appropriate work for pupils when colleagues in the department are absent.● Provide curriculum support for any non-specialist staff.● Plan, deliver and lead curriculum enrichment activities.
Students	<ul style="list-style-type: none">● Organise the grouping of pupils in order to maximise progress across the department.● Ensure high standards of teaching and learning and assure preparation for all examinations across the department.● Manage assessment, monitoring and reporting within the department, in line with school policy and procedures.● Ensure that special educational needs are met within the subject areas through effective liaison with the SENDCO and other staff.● Maintain, develop and apply effective rewards, sanctions, policies and procedures within the department, in line with those of the school.
Parents	<ul style="list-style-type: none">● Work with parents through home/school correspondence, phone calls and meetings to ensure pupil wellbeing and academic success.

Main duties/responsibilities – continued

Leadership	<ul style="list-style-type: none">● Support the development and implementation of the department improvement plan in line with the school improvement plan.● Support teachers in the department/department in planning and teaching high quality lessons through support, leading by example or providing high quality CPD.● Plan and support appropriate, effective interventions to enable students to make progress.● Plan and manage your budget and any associated resources ensuring value for money.● If applicable, ensure appropriate risk assessments are completed and health and safety procedures are followed within the department.● Plan subject-specific CPD as per the school CPD calendar. Keep other department staff up-to-date with developments across the curriculum and teaching and learning methodologies.● Plan and undertake department QA activities and any subsequent relevant action plans. Monitor the impact of any such actions.● Provide advice and support for staff in the department in relation to classroom management and practice.
Performance management and personal development	<ul style="list-style-type: none">● Co-operate with the appropriate member of the SLT to lead and/or partake in performance management arrangements, in line with school procedures.● Create a team atmosphere and build effective working relationships with staff.● Participate fully, in the school CPD programme.
Responsibilities of a form tutor	<ul style="list-style-type: none">● Address any issues relating to the well-being, personal development and academic progress of all students in the tutor group.● Take the register and check uniform and equipment on a daily basis.● Monitor the behaviour of students in the tutor group● Contribute to and deliver the school's pastoral programme and collective worship during tutor time.● Liaise with parents of tutees about any concerns or points of praise.
Other professional requirements	<ul style="list-style-type: none">● Be a role model for the school's vision and values including our FAITH character values of fellowship, aspiration, integrity, tenacity and humility.● Operate at all times within the policies and practices of the Trust and the school.● Set a good example through personal presentation and personal and professional conduct.● Contribute to the school's extra-curricular programme.

Job Description

Person specification

	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> ● Good quality Honours degree in an appropriate discipline. ● PGCE or equivalent in secondary education with relevant subject specialism. ● Qualified Teacher Status. 	<ul style="list-style-type: none"> ● Current first aid certificate. ● Experience of pastoral/tutor role.
Experience	<ul style="list-style-type: none"> ● Successful experience teaching Business at Key Stage 4 and 5. ● Positive, sustained impact on students' achievement through your own teaching and through supporting others. ● Good behaviour management skills. ● The ability to motivate young people. 	<ul style="list-style-type: none"> ● Developing policies and practices. ● Leading or managing curriculum developments. ● Contributing significantly to improving student outcomes within the department. ● Involvement in a successful whole school initiative.
Knowledge and skills	<ul style="list-style-type: none"> ● An understanding of what constitutes outstanding teaching and learning and the ability to put this into practice. ● The ability to use data to monitor student progress and inform curriculum planning. ● An understanding of good practice when quality assuring the work of the department. ● The ability to put in place effective intervention for under achieving students. ● Good organisational skills. ● An understanding of the qualities of a successful scheme of work and the key principles of assessment. 	<ul style="list-style-type: none"> ● Understanding of particular needs of students with SEND.

Person specification – continued

	Essential	Desirable
Knowledge and skills –continued	<ul style="list-style-type: none"> ● The ability to coach and mentor other teachers. ● Understanding current developments in teaching pedagogy (general and subject specific) and wider educational issues ● Good behaviour management skills ● The ability to motivate young people ● Capacity to use ICT as an integral part of teaching 	
Personal qualities	<ul style="list-style-type: none"> ● The ability to form good working relationships with colleagues and students. ● The ability to prioritise and meet deadlines. ● Confidence in leadership roles. ● A commitment to continued professional development. ● A desire and commitment to contribute to the wider school and its community. ● A clear philosophy on teaching your subject. ● A commitment to safeguarding and protecting and promoting the welfare of young people. ● An open mind to change and the unique circumstances found in a new and expanding school. ● A willingness to support the extra-curricular activities and events of the school. 	
Other	<ul style="list-style-type: none"> ● Good attendance/punctuality record ● Enhanced DBS certificate and barred list check ● Flexibility 	