



THOMAS ALLEYNE'S
HIGH SCHOOL



"Progress Opportunity Individuality"



**Head of Business Studies application
Pack**

"Inspiring Teachers, Inspired Children and Young People"

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Introduction

An opportunity has arisen for an enthusiastic, outstanding Teacher of Business Studies to lead our Business team. The successful candidate will have a firm commitment to raising whole-school achievement; have a professional approach to staff development; high expectations; and a determination to succeed.

Thomas Alleyne's High School is a 13 – 18 school at the heart of its community, committed to excellence and to providing a broad and balanced curriculum for students.

We are committed to ensuring that every child has access to an outstanding education. Our successful track record of ensuring students make excellent progress has ensured improved outcomes for young people.

We are passionate about staff development and are looking to develop future leaders, and have a proven track record of appointments to leadership positions. We offer a comprehensive CPD programme to develop teaching practice as well as supporting emerging leaders, both through internal development and the NPQ programmes.

For an informal, confidential discussion regarding any queries, please contact: Carole Dodd on dodd@tahs.org.uk Site visits can be arranged following Covid-19 risk assessments and guidelines.

We look forward to hearing from you.

"Inspiring Teachers,
Inspired Children and Young
People"

Thomas Alleyne's High School – Mission, Vision and Values – September 2021

'Progress Opportunity Individuality'

Our Mission

. "All students experience excellence in every aspect of their development"

Our Vision

We are committed to serving our community. Making a difference by embracing excellence and transforming lives.

This responsibility lies at the heart of our school vision which is captured in the words, 'Opportunity, Progress, and Individuality.' It is our mission that every child will have a wide range of opportunities at Thomas Alleyne's which will enable them to progress to achieve their goals; fulfilling their potential in education, life and employment.

The learning environment at Thomas Alleyne's is one of

- Respect
- Keeping safe
- Being ready to learn

The focus for students and staff is one of

- Making Progress
- Developing Opportunity
- Creating Individuality.

We will achieve this by:

Challenging, supporting and guiding students of all abilities to achieve their full potential.

Maintaining a disciplined and caring school to ensure our students are safe, happy and enthused about their learning.

Delivering excellent results across a broad, innovative and exciting curriculum of academic, vocational, cultural and sporting activities to equip students for the demands and opportunities of the 21st century. Creating leaders who are socially and environmentally responsible who will lead the way to create a better society for all with respect and tolerance for all at the heart of their education in the local area and the wider world.

Providing strong leadership and highly motivated, professional staff to meet the academic and pastoral needs of every student.

Ensuring mutual respect and partnership between students, staff, parents, the school and the wider Community - making them proud to be associated with Thomas Alleyne's .

Advert

About the role:

**Head of Business Studies
with responsibility for Line Management of Careers**

Permanent, Full-time

Required from Easter 2022

The post is offered TLR 2.5 - £4,784 per annum

If you would like to discuss the role please contact Carole Dodd at dodd@tahs.org.uk or for more information and an application pack:

Visit our website: <http://www.thomasalleynes.uk/page/?title=Vacancies&pid=134>

e-mail: personnel@tahs.org.uk

Telephone: 01889 561820

Closing Date: 9.00am on Monday 7th February 2022

Interviews will be held: Friday 11th February 2022

Please email applications to: personnel@tahs.org.uk

Uttoxeter Learning Trust is committed to safeguarding and promoting the welfare of young people and expect all staff and volunteers to share this commitment. This position is subject to a criminal record check from the Disclosure and Barring Service (DBS, formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form. All staff are also required to complete safeguarding training.

Thomas Alleyne's High School September 2021

'Progress Opportunity Individuality'

Thomas Alleyne's High School is a successful and popular 13 – 18 school serving children from a broad geographical area. Our school is genuinely comprehensive in its social academic mix and has an established reputation for the quality of teaching and learning it provides and the strong pastoral system that supports students during their academic journey.

In 2019, Thomas Alleyne's High School's commitment to excellence, and track record of strong academic progress, led to us being selected to become a national teaching school, taking a leading role in recruiting and training new entrants to the profession and in training experienced teachers. Whilst the teaching school model changed in 2021, we continue to be committed to ensuring effective professional development for all our staff.

We are also a member of Uttoxeter Learning Trust working with Oldfields Hall Middle School, Ryecroft Middle School, Windsor Park Middle School, Picknall First School, Hutchinson Memorial First School, Richard Clarke First School and All Saints Church Leigh. The aim of our multi-academy trust is to provide the most effective quality of education and transition for students from the age of 3 to 18.

A school at the Heart of its community

Thomas Alleyne's High School is a successful and popular 13-18 school serving the local community. This school is genuinely comprehensive in its social academic mix and has an established reputation for allowing individual talent to flourish and for ensuring the highest pastoral care for students.

In 2019, on average students made more progress at Thomas Alleyne's High School than at 90% of schools in Staffordshire. A unique feature of our school is our House system which underpins our strong academic performance and enables all students to feel part of a thriving, busy community from their first day.

We pride ourselves in offering a broad curriculum which meets the needs of all our learners and ensures students have the qualifications and skills for the next stage of their lives - whether it is post -16 study in 6th form, college or an apprenticeship.

A hallmark of Thomas Alleyne's High School is the quality and dedication of the whole school staff. Both are important in ensuring the high standard of service we offer and we are proud of the strong reputation that we have within the local community. The school occupies a site between the centre of the market town of Uttoxeter and the open fields of the Dove Valley. The school buildings are in a rich variety of styles and periods and include two Georgian listed buildings, grassy areas and courtyards. They provide excellent facilities for our young people.

Head of Business Studies: Job Description

To secure continuous improvement in the teaching of Business Studies in the school, producing the highest standards of pupils' achievement and ensuring that all pupils develop their knowledge, understanding, skills, and abilities within an orderly, challenging and motivating educational environment.

Teaching, Learning and the Curriculum

The Head of Department will:

- Establish a well-informed vision for Business Studies and its contribution to pupils' overall education including their academic, social, moral, cultural and spiritual development
- Establish short medium and long term plans for the development and resourcing of Business Studies which ensures coverage, continuity and progression for all pupils
- Establish and implement clear policies for Business Studies including schemes of work.
- Ensure that lessons well differentiated to all levels; especially when groups are of wide mixed abilities.
- Ensure that attendance, classwork and homework are checked and marked with appropriate feedback; and accurate records are maintained.

Monitoring, Evaluating and Improving

The Head of Business Studies will:

- Monitor and evaluate the teaching of Business Studies in the school, taking action as necessary to improve the quality of teaching and learning; including validating professional estimates.
- Monitor and evaluate progress and achievement in Business Studies by all pupils, taking action as necessary to raise achievement and setting clear targets for improvement, taking account of relevant local and national information.

Head of Business Studies: Job Description

Relationships within the Department

The Head of Business Studies will:

- Set expectations for staff teaching within the context of school policies in relation to:
- working practices and relationships to be fostered with pupils, including those relating to behaviour, discipline and attitudes;
- working practices between staff including those relating to team working and mutual support.
- Deploy staff teaching Business Studies to make the best use of their abilities.
- Lead professional development in Business Studies for example, coaching, peer support, target setting and the identification of development and training needs and provision.

Relationships External to Department.

The Head of Business Studies will:

- Manage and develop effective working relationships with the Headteacher, Senior Leadership Team and other subject leaders and staff at the school.
- Report, as required to the Headteacher, SLT, governing body and parents on pupils' progress and achievement and the department improvement plan.
- Develop effective working relationships with parents, other professionals and relevant agencies including the local community, to ensure that they play a key role in improving and sustaining pupils' achievement.
- Line manage the Careers Co-ordinator ensuring that Year 10 work experience, careers interviews and Careers Fairs are effective.

Managing Resources

The Head of Business Studies will:

- Establish resource needs for Business Studies, setting priorities for expenditure and allocating those resources to meet the objectives of the whole school and the department.
- Investigate measures to create an effective and safe working and learning environment.
- Maintain existing resources and explore opportunities to develop new resources from a wide range of sources inside and outside the school.

Person Specification

Description	Essential	Desirable	Assessed through application	Assessed through interview and/or task
Qualifications and Training:				
A relevant good honours degree or equivalent qualification and Qualified Teacher Status	ü		ü	
An outstanding practitioner with substantial successful teaching experience across the 11-16 age and an ability to teach up to A level in specialism	ü		ü	
Recent and relevant personal professional development	ü		ü	
Leadership & Management Experience:				
Experience of recent relevant leadership in a school setting	ü			
A recent and relevant leadership qualification or eagerness to undertake such qualifications		ü	ü	
Successful experience of leading an 'initiative'	ü		ü	ü
High profile in the school community	ü		ü	
Proven ability to raise standards	ü		ü	ü
Proven ability to set and achieve targets by being consistently focused on achieving high educational standards	ü			ü
Successful experience of strategic development planning, implementation, monitoring and evaluation with clear, successful outcomes at a team level	ü			ü
Experience of developing individualised learning that has impacted on students' learning and teaching approaches adopted by staff	ü		ü	ü
Leadership & Management Skills:				
A commitment to manage and develop further high-performance teams	ü		ü	ü
Consistent approach to the promotion of high standards of behaviour, supporting the values of respectful, safe and ready to learn	ü			ü
Good understanding of key national educational priorities, policies and programmes of study in relation to English	ü			ü
Consistent approach to high teaching standards	ü			ü
Commitment to team and whole school professional development	ü		ü	ü
Able to articulate the approach to maintaining and developing the school's existing reputation	ü		ü	
A track record of organising curricular and extra-curricular events		ü	ü	

Person Specification Continued

A track record of organising curricular and extra-curricular events		ü	ü	
Ability to articulate a vision underpinned by targets and goals aligned with an ability to empower others	ü			ü
Resilience to manage one's own work pressures and the capacity to manage effectively the work of others	ü			ü
Be high profile and accessible around the department and school	ü			ü
Personal Qualities and Skills:				
High personal and professional standards	ü		ü	ü
Highly developed interpersonal and communication skills	ü		ü	ü
Ability to establish a positive ethos and sense of achievement for all	ü		ü	ü
Strong negotiating and influencing skills	ü		ü	ü
Sensitivity and humour	ü		ü	ü
Enthusiasm, flexibility and maturity of approach	ü		ü	ü
Good team player at all levels	ü		ü	
Ability to prioritise and use time effectively	ü		ü	ü
Generosity of spirit	ü		ü	
Integrity and loyalty	ü		ü	

The Business Studies department

As with all departments at Thomas Alleyne's High School, Business Studies the department is committed to achieving and maintaining the highest standards in both teaching and learning. At present, teaching is delivered by the Head of Business Studies and a second part time teacher of Business. The main department accommodation consists of two well-equipped rooms, both of which have computer facilities and interactive whiteboards.

Students can select to study GCSE Business as part of the option process at the end of year 9. In Sixth Form, the department offers A level Business. Both courses are well subscribed with four groups running at GCSE, and two in year 12 and 13.

The department achieves good results, largely due to enthusiastic teaching and the students' high expectations both of themselves and the staff. The successful candidate will be expected to teach across all courses in the department.

For the careers aspect of the role we are looking for the successful candidate to line manage the Careers Coordinator and provide strategic leadership for careers.

We are looking for an enthusiastic teacher who is looking to show initiative to take the department forward and build on the success of students and the department will find a great deal of satisfaction at Thomas Alleyne's.

How to apply

Salary package - TLR 2.5 £4,784 per annum

Contract type - Permanent Full Time

Closing date - 7th February 2022 at 9.00am

Our ambition is to appoint a candidate starting the summer term or as soon as practicable.

How to apply

Please register your interest in applying for the post no later than 9.00am on 7 February 2022. Your registered interest should be accompanied by the completion of an application form. Your application form should be supported by a separate personal statement saying in no more than two sides of A4 why you think you are the person we need to ensure that all pupils at Thomas Alleyne's High excel, relating this to your current experience, skills, and knowledge. Your registered interest and accompanying application form and statement should be e-mailed to Julie Titterton at personnel@tahs.org.uk

The School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.



Registered address:

Thomas Alleyne's High School

Dove Bank

Uttoxeter

Staffordshire

ST14 8DU

Company number: 10547353