



**Saint George's**  
Church of England School

**WORKING AT SAINT GEORGE'S C OF E SCHOOL**

# Join our Team



**For Appointment of:  
Head of Business and Finance**



Diocese of  
**Rochester**



PROUD TO BE  
**Aletheia**  
Academies Trust





# Saint George's Church of England All Through School



We consider our school to be highly inclusive, welcoming students of all backgrounds and beliefs, unified by our commitment to their well-being and sense of achievement.

Saint George's has developed a reputation as a high achieving school providing excellent outcomes for all students academically and in terms of their personal growth. We have exceptionally high expectations of how our students behave, speak, and present themselves. This is underpinned by our Christian values, our worship and school ethos. Everyone who wishes to learn is welcome.

Our motto '**All Different, All Equal, All Flourishing**' emphasises our Christian belief that the God-given talents of all students should be encouraged and developed, recognising, and valuing their unique worth.

We have had a long-held belief in the potential of an all-through school to further enhance the educational provision on our site. We are delighted that this vision has now become a reality for Saint George's. A shared philosophy ensures that there is greater consistency around expectations, ethos and pedagogy which eliminates any unsettling transition between the primary and secondary phases. We facilitate teachers working together in the primary and secondary phases which raises aspirations still further and ensures that children are not able to fall through the gaps. Our primary pupils benefit from having specialist subject staff available and economies of scale allow greater spending on teaching and learning and the sharing of specialist and enhanced facilities for all pupils.

At Saint George's, we strive for all students to have learnt new skills, to have developed their talents and with this, a love of learning; making them confident, articulate, sensitive and caring citizens for the future.



## CEO's Welcome Stephen Carey

**Thank you for your interest in the role at Saint George's C of E All Through School.** I hope that the information within gives you an insight into our school, Aletheia Academies Trust and the unique opportunity this position offers.

Aletheia Academies Trust's vision is rooted in a determination to **improve the life chances of local children**. Aletheia has grown with devotion to a principle of geographical proximity; knowing, caring for, and understanding the areas we operate in are important to us. Since our inception, the Trust has adopted an operational model based upon the notion of a family of schools; understanding that like any family member, each school, and each community that it serves, is unique. Schools are encouraged to celebrate and explore this dimension. The role of the Trust is to act in a parental capacity; to ensure that each school is well-supported and individual strengths are shared to improve the outcomes of all; to provide wider experiences to Trust pupils beyond the capabilities of any individual school; to develop and share staff expertise; to provide expert leadership and governance.

Saint George's was one of the founding schools within Aletheia Academies Trust and continues to play a significant part in the development of the organisation. As the only current open provision with a secondary phase, the school has a pivotal role in the co-construction of an all-age learning journey for pupils. The school has excellent staff retention rates and is deservedly proud of the palpable sense of community that stakeholders and visitors encounter and regularly comment upon. The school provides an exemplary model of the highly ethical and inclusive Trust vision and values.

It is these values and principles that make me feel so proud and privileged to serve as the CEO of the Aletheia Academies Trust.

**I look forward to receiving your application.**



**All Different • All Equal • All Flourishing**

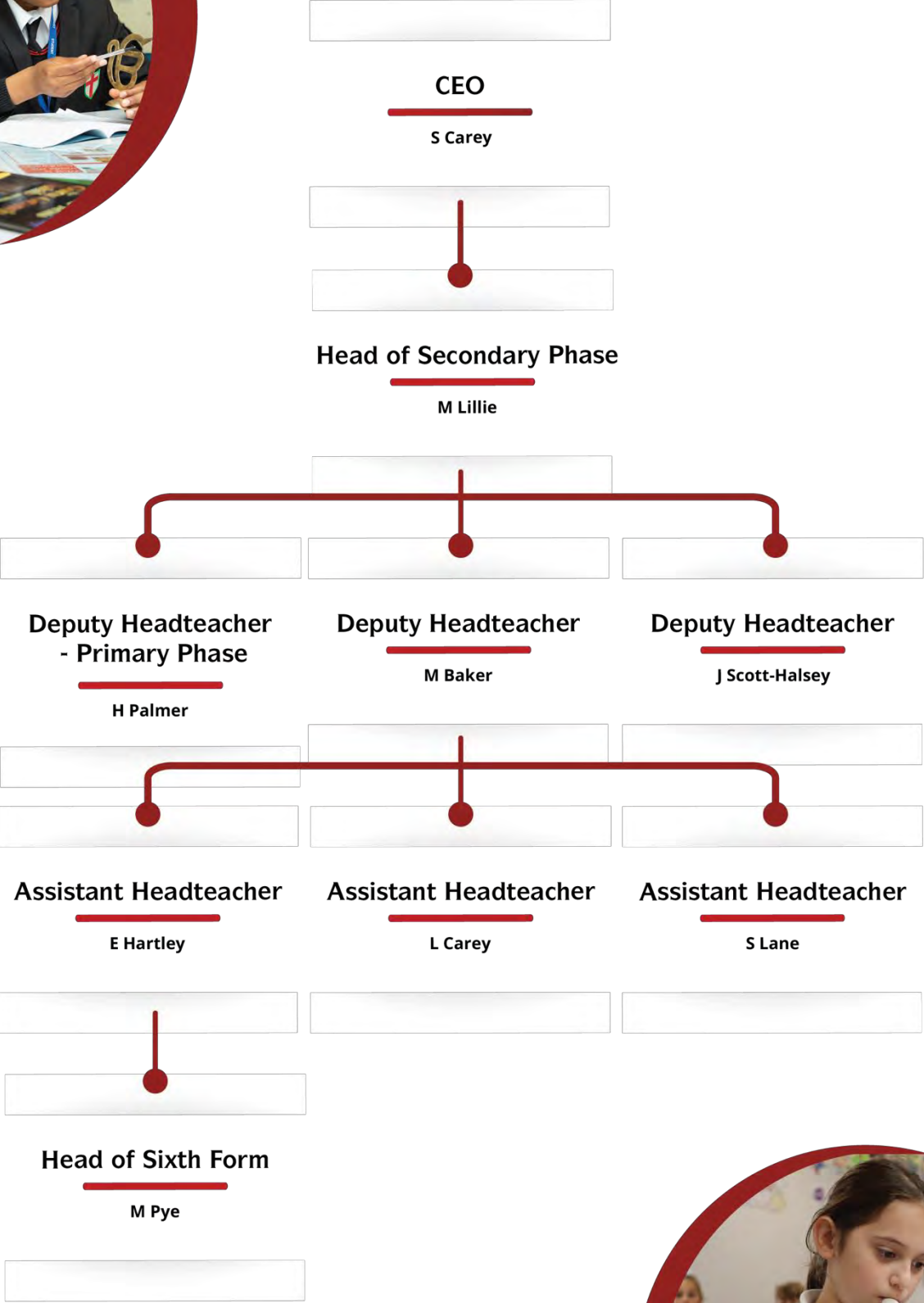


**Visitors most often comment upon the profound sense of community within the school.**





# School Structure



"Achievement in the Sixth Form is good. Progress is good in a range of courses, and, in some cases, students make outstanding progress."  
- **Ofsted**





# Job Description

|              |                              |
|--------------|------------------------------|
| Job Title    | Head of Business and Finance |
| Location     | Gravesend, Kent              |
| Duration     | Permanent                    |
| Work Hours   | Full-time                    |
| Reporting to | Assistant Headteacher        |
| Salary       | MPS/UPS + TLR                |
| Pension      | Teachers' Pension Scheme     |



# Key Responsibilities



## Management and Administration

- Line management, monitoring and support of staff within the department, in order to ensure the implementation of the school's Mission Statement, departmental and whole school policies and quality curriculum delivery
- Responsibility for drawing up and monitoring the departmental improvement plan in the context of the school improvement plan and identified departmental needs
- Participating in management initiatives and policy discussion at Middle Leaders management and other meetings
- Preparation and update of the Departmental Handbook
- Contributing to UCAS references and supporting and advising A level Business and Financial Studies students through the UCAS process
- Contributing to the Sixth Form Handbook, Sixth Form Courses Information Booklet and any other relevant literature
- Ensuring the effective promotion of A level Business and Financial Studies and GCSE Business and Finance at Open Days/Evenings and other events
- Management of departmental budget and maintaining systems for ensuring that resources are used effectively and efficiently
- Ensuring that departmental classrooms are used, maintained and developed appropriately
- Organising and chairing departmental meetings, ensuring that such meetings have clear agenda and minutes
- Ensuring that there is effective and efficient departmental administration in relation to Class analysis examination entries, analysis of results, groupings, options and deadlines
- Ensuring that absent colleagues provide cover work; setting cover work where necessary
- Liaison with Senior Leadership Team on staffing and timetabling issues
- Organising and chairing departmental meetings, ensuring that such meetings have clear agenda and minutes

## About the role

### Required to start January 2024

Overview: To be accountable for achievement, effectiveness and efficiency of the department.

- To assist in the interviewing process for staff new to the department
- To be responsible of the welfare of staff and pupils in their curriculum area
- To attend management meetings and to meet regularly with Line Manager
- To liaise with parents and other agencies as appropriate on matters relevant to curriculum area
- To contribute to reports and Governors' meetings as necessary.

### Curriculum

- Responsibility for departmental curriculum policies, planning, analysis and development, in the light of the School Vision and Values and National Curriculum requirements
- Leading and planning developments within the subject area and more broadly in collaboration with other departments for the development of the Sixth Form with a broad, relevant and high quality curriculum offer
- Ensuring that there are high quality schemes of work and broader curriculum provision and enrichment to ensure excellent take up and outcomes at A level Business and Financial Studies
- Developing effective subject links with Universities, subject networks and other Sixth form providers or partner schools to support high levels of achievement and access to University and Degree Apprenticeships
- Ensuring the spiritual, moral, social and cultural development of pupils through curriculum planning and delivery
- Supporting and monitoring the development and implementation of good quality schemes of work as well as appropriate and effective short term planning within the department







## Staff Development and Training

- ✦ Planning, leading, monitoring and reviewing staff professional development within the department and at whole school level, where appropriate
- ✦ Monitoring training and development needs of department
- ✦ Assisting in induction and development of NQTs, new teachers, beginning teachers (including entrants on the Schools Direct scheme) and other teachers both within the department and as part of whole school induction courses where appropriate
- ✦ Meeting regularly with Department to monitor work and to develop staff
- ✦ Involvement in the school's Professional Development and Performance review of staff, including target setting
- ✦ Involvement in Teaching School activities
- ✦ Involvement in outreach work and the development of collaborative links with other Business and Finance departments as part of Good Practice Networks and the disseminating of best practice at school level and beyond
- ✦ Be proactive in seeking opportunities for own professional growth and development

## Responsibility of Tutor role for pupil support and progress

- ✦ To be a Tutor to an assigned group of pupils as required
- ✦ To promote the general progress and well-being of individual pupils and the Tutor Group as a whole
- ✦ To register pupils, accompany them to year group assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
- ✦ To evaluate and monitor the progress of pupils and keep up-to-date pupil records as may be required
- ✦ To alert the appropriate staff to problems experienced by pupils
- ✦ To communicate as appropriate, with the parents of pupils and with persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff
- ✦ To meet with pupils over whom there are concerns and contact parents/guardians where necessary, in conjunction with Head of Department



## Safeguarding

- ✦ To be keenly aware of the responsibility for safe-guarding children and to help in the promotion and application of the Safeguarding and Safe Practices policy within the school
- ✦ To comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons

## Communications, Marketing and Liaison

- ✦ To communicate effectively with the parents/guardians of pupils as appropriate
- ✦ Where appropriate, to communicate and cooperate with persons or bodies outside the school
- ✦ To follow agreed policies for communications in the school
- ✦ To take part in marketing and liaison activities such as Open Mornings, Parents' Evenings, events with feed-er primary schools, etc.



"Saint George's provides me opportunities to collaborate with others and provide the best education to my students." - **Teacher**





## Qualifications and Experience

Qualified teacher status. Degree.  
Evidence of continuous professional development  
Proven ability as an excellent classroom Teacher  
Evidence and ability of leading and managing a team

| E | D |
|---|---|
| X |   |
|   | X |
| X |   |
| X |   |

## Skills and Knowledge

Principles and practices of effective teaching and learning  
Preparation of schemes of work and lessons  
Knowledge and understanding of subject area(s)  
Principles and practices of monitoring/assessment/evaluation  
The application of information and communications technology (ICT) to learning and teaching in subject area(s)

## Personal Qualities

The ability to command respect from others  
Ability to initiate and manage change  
Ability to build and sustain effective working relationships with a range of stakeholders and external partners  
Ability to demonstrate enthusiasm and sensitivity while working with others  
Ability to make considered decisions  
Be creative, flexible and innovative  
Promote a well reasoned educational philosophy in relation to the school ethos  
Be encouraging and supportive in the development of others  
Be emotionally self-aware  
Have high personal aspirations and inspire the same in all members of the school community  
Demonstrate a high level of integrity, honesty and fairness  
Readiness to reflect on, evaluate and improve practice and to hold self and others to account  
Humour, warmth and energy

All Essential Criteria

E = Essential

D = Desirable



If you are interested in this position and would like to have a more detailed conversation or arrange a visit to the school before making the decision to apply for the post, please contact:

[HR@aletheiastrust.org.uk](mailto:HR@aletheiastrust.org.uk)

01474 533 082.

To apply for this role, please complete our [Online Application.](#)



Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy.](#)





PROUD TO BE  
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Academies Trust

# Contact Us

## **Saint George's C of E School**

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