



**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 Studies**





## Welcome from Executive Headteacher Simon Murphy

Thank you for your interest in this role at Saint George's Church of England School. I hope the information within gives you an insight into our all-through school and the unique opportunity this position offers.

As a founding member of the Aletheia Academies Trust, our vision is rooted in a determination to improve the life chances of local children. The Trust provides outstanding opportunities for our primary and secondary based staff to connect with others, share good practice, improve their teaching, and develop their own career pathway.

Saint George's is thriving. All stakeholders including governors, parents, staff and pupils work exceptionally hard to create a warm, welcoming and inclusive atmosphere in a school which boasts a fantastic sense of community, continuously improves outcomes for children and families, and holds tightly to its Christian vision and values.

As an all-through school, that sense of community is all the more palpable and I feel very privileged, alongside my colleagues, to see pupils learn and develop from reception classes through to our excellent 6th Form provision.

We look forward to receiving your application and welcoming you to Saint George's.



## Welcome from Head of Secondary Phase Matt Lillie

Thank you for taking the time to consider a post at Saint George's. We are immensely proud to be a Church of England school and committed to serving the local community of Gravesham. As an all through school we have the rare privilege of seeing our pupils develop from the age of 4 right up until they reach 19. Improving life chances for local children is at the heart of what we do and something that drives us to continually improve.

Pupils at Saint George's achieve well and are supported by a deeply committed and caring staff body many of whom were once pupils at the school themselves. We pride ourselves on being a highly inclusive school and this is supported by our pastoral and SEND teams who are passionate about inclusion. We seek to encourage every child to find and develop their talents and as such our curriculum is broad, allowing pupils to find the subject that they are passionate about. This is supported by a wide extra-curricular offer including the Duke of Edinburgh Award, an extensive range of sports, creative and performing arts and much more.

If this sounds like a community that you would be excited to join, then I look forward to receiving your application.

# 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.



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



Diocese of  
**Rochester**

SIAMS INSPECTION 2019



**EXCELLENT**

**Ofsted**  
Good  
Provider

# Job Description



<b>Job Title</b>	Head of Business Studies
<b>Location</b>	Gravesend
<b>Duration</b>	Permanent
<b>Work Hours</b>	Full-time
<b>Reporting to</b>	Assistant Headteacher
<b>Salary</b>	MPS/UPS + TLR 2C £3,527 per annum
<b>Pension</b>	Teachers' Pension Scheme

## About the Role

We are delighted to offer an opportunity for an excellent Teacher to lead our team as Head of Business Studies in this over-subscribed and successful high school.

The school has an existing reputation for high quality education with a relentless focus upon high expectations and aspirations.

We are a friendly, dynamic and innovative school and pride ourselves on our commitment to ensuring student progress through high quality teaching and learning provision for all. The successful applicant will share these values and play an active part in delivering on this commitment.

We would love to hear from you if you:

- Want to work in a supportive and caring environment.
- Are committed to enabling every student to achieve the very best they can.
- Are an ambitious professional.
- Are a good/outstanding classroom practitioner.

In return, we can offer you:

- Trust-wide commitment to your ongoing Continuous Professional Development (CPD) including secondment opportunities
- Access to a wide array of discounts including Motorfinity, Kent Rewards and Blue Light Card.
- Access to mental health and wellbeing support including counselling, mindfulness and physiotherapy sessions
- Free eye test, examinations and eye care voucher
- A supporting and caring work environment

# Key Responsibilities



**Job Purpose:** 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

## 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

### **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.



E = Essential D = Desirable

## Qualifications and Experience

- |   |   |
|---|---|
| Qualified teacher status.                           | E |
| Degree Educated                                     | E |
| Proven ability as an excellent classroom teacher    | E |
| Evidence of continuous professional development     | D |
| Evidence and ability of leading and managing a team | E |

## Skills and Knowledge

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

## Personal Qualities (All Essential)

- 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.

# How to Apply



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:

**Jo Barker-Platt, Director of People and Culture**

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

**01474 533 082**

To apply for this role, please visit MyNewTerm:

**[Online Application Form](#)**



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](#).**



# Contact Us

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