



CANDIDATE BRIEF

KS5 BUSINESS COORDINATOR



LETTER FROM HEAD TEACHER



Dear Applicant

I am delighted that you are expressing an interest in working at Queensmead. I took up the position of Head Teacher in 2009 and it fills me with pride when I reflect on what we have achieved in this time and how we continue to build on our outstanding work. We are committed to ensuring that every student at Queensmead excels and has the very best start in life. Our standards are high and our expectations are clear and consistent.

During my time I have seen some exceptional teachers and also witnessed remarkable growth in teachers. I am proud that several members of my leadership team started their careers as NQTs in our school. We are committed to your development and providing you with the opportunities and support to progress in your career.

I wish you luck with the application process and invite you to visit us and see the school for yourself. Indeed, it was the students and the team that inspired me and many others to join Queensmead!

If you have any questions on the recruitment process, please email recruitment@qmschool.org.uk or visit our website:- www.queensmeadschool.org.uk

Yours sincerely

Rhona Johnston
Head Teacher

HOW TO APPLY



Applications must be received by **9am** on **Wednesday 31st January 2024**.

Please email your completed application form and covering letter for the attention of the Head Teacher to:
recruitment@qmschool.org.uk

If you have any questions, please email recruitment@qmschool.org.uk

DEPARTMENT OVERVIEW

Overview

Business Studies & Economics is a high achieving department within the school and is continually seeking to improve. The Department consists of a strong team who are committed to working together. Staff are keen to plan and prepare shared resources which allows greater time and scope to develop fun and creative lessons which meet the needs of all students.

Staffing and Resources

The Department consists of five full time members of staff, all of whom provide a network of support within the Department. Teaching rooms contain an interactive smartboard and chromebooks can be booked for students to use. We have developed the use of Google Drive as an interactive area for staff and students, allowing for greater collaboration and communication between staff and students. We have a wide range of resources available offline and online for use in teaching and learning.

Teaching Groups

Business Studies and Economics are offered as KS4 options. The classes are mixed ability therefore teachers are expected to show high levels of differentiation.

The Business and Economics classes at KS5 are mixed ability. Differentiation, support and extension work are important to meet the needs of all learners.

The Courses

KS4:

- Edexcel GCSE Business in Years 10 and 11
- OCR GCSE Economics in Years 10 and 11

In Year 11 we currently have four GCSE Business classes and two GCSE Economics classes. In Year 10, we have four GCSE Business classes and two GCSE Economics classes.

KS5:

- Edexcel A-Level Business (two classes in Year 12. Two in Year 13)
- Edexcel A-Level Economics (two classes in Year 12. One in Year 13)
- BTEC National Extended Certificate in Business (two classes in Year 12. Two classes in Year 13)

Students at Queensmead thoroughly enjoy studying Business and Economics; both subjects are popular choices at A Level with many students choosing Business or Economics related courses at Russell Group and other top Universities.

JOB DESCRIPTION

Reporting To: Head of Business and Economics

General Requirements:

- To teach Business and Economics subjects across the age and ability range required.
- To monitor and support the overall progress and development of students as a teacher.
- To show a record of excellent attendance and punctuality.
- Deliver lessons that are both planned and prepared to a high standard.
- Marking, assessing, recording and reporting on student achievement in lessons and assessments.
- Taking responsibility for a teaching area and providing up-to-date displays of students' work.
- A commitment to Continued Professional Development.
- Taking responsibility for the discipline within your classroom and the area immediately outside.
- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Key Responsibilities:

- To ensure the subject area is fully aware of changes of curriculum delivery for all relevant KS5 Business courses.
- To aid to raise standards of student attainment of all Key Stage 5 Business students.
- To aid the effective operation of monitoring systems of all Key Stage 5 Business students.
- To aid in developing schemes of work for Key Stage 5 Business topics.
- To aid designing assessments according to curriculum changes.
- To support other members of the subject area in planning and preparing units of work and resources.
- To support teachers in the department to use relevant resources, including Chromebooks and interactive resources.
- To support and promote the Business and Economics Department across Queensmead School.
- To participate in the mentoring and development of other staff within the department, where required.
- To undertake any other duties from time to time, as may reasonably be required by the Head of Department.

PERSON SPECIFICATION

Classroom Management

To maintain classroom discipline and help maintain school discipline in accordance with school policy standards and procedures; to arrive promptly at lessons and tutor sessions and dismiss students at the correct times; to keep checks on students' attendance at lessons and follow up absences as appropriate; to liaise with Heads of Department and/or pastoral staff on matters of concern relating to individual students.

Subject Responsibilities

To follow conscientiously, departmental syllabuses and schemes of work for each teaching group; to prepare properly lesson materials and to mark students' work consistent with departmental and school assessment policy; to set and mark homework in accordance with departmental and school policy; to have the highest reasonable expectation of individual student performance; to play a part in organisation and administration.

Recording Student Progress

To keep appropriate records of individual students' work and achievements, consistent with departmental and school policy; to make a proper contribution to the writing of school reports; to complete such National Curriculum assessments as are required.

Pastoral Responsibilities

To teach the pastoral curriculum and to follow conscientiously personal, social and health education syllabuses and schemes of work; to act as counsellor and guide to individual students in the tutor group, both in relation to personal development and specific phases of educational development and transition.

Administration

To carry out efficiently the various necessary administrative functions of the Form Tutor including school requirements in relation to the proper and accurate keeping of registers.

Development Aspects

To play a part in the development of departmental, curriculum development group and year team meetings as appropriate; to seek to identify personal staff development and INSET needs and ensure that these are discussed with Head of Department/senior pastoral staff.

Appraisal/Performance Management

To play a part, as required, in the school's appraisal programme, both as appraisee and, where appropriate, as appraiser of other colleagues.

Health and Safety

To ensure that practice is, in all respects consistent with the requirements of Queensmead Health and Safety at Work policy as well as with any subject specific health and safety guidelines.

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T: 020 8845 6266

E: recruitment@qmschool.org.uk

Queens Walk
South Ruislip
Middlesex
HA4 0LS

www.queensmeadschool.org.uk