



Transforming Lives
EDUCATIONAL TRUST

A large, light blue, semi-transparent version of the 'TL' logo is positioned in the background, behind the main text.

**Ashlawn School
Head of Subject
Business Studies
STEM**

Recruitment Pack: January 2024

Contents

Section	Page
About Transforming Lives Educational Trust	3
Why work for TLET?	5
About the role	6
How to visit and apply	8
Job Description	9
Person specification	12

About Transforming Lives Educational Trust

Our History

The Transforming Lives Educational Trust (TLET) was established in October 2016 and is a Charitable Trust and Company Limited by Guarantee. TLET grew out of a partnership between a high performing secondary school and primary school in Rugby, Warwickshire. The desire to work together arose from continuing population growth in the local community, our belief that we can shape and influence practice wider than our current schools, and the desire to provide the community with more high-quality school places. The Trust is set to grow over the coming years and currently comprises of two secondary-phase academies, Ashlawn School and Houlton School, and two primary-phase academies, Henry Hinde Infant School and Henry Hinde Junior School. Currently we are responsible for approximately 2400 children and young people and, along with the Trust's Central team, 350 employees and £13m of public money annually.

Our Vision

We believe in the transformative power of learning and its singular ability to broaden horizons, deepen perspectives and extend potential.

Our family of academies will be recognised as the most forward-thinking and innovative organisations within the communities they serve, providing a springboard for our children, young people and staff so that they become exemplary citizens who strive to stretch their potential and become transformers in a diverse and ever-changing world.

Our Strapline

Transforming tomorrow, today.

Our Standards

One team, one goal

- ◆ We are totally united and committed to improve life chances.

Best daily deal, everyday

- ◆ We have the highest expectations for all, in all, from all, always.

No excuses

- ◆ We see it, own it, sort it.

Community First

- ◆ If it's important to you, it's important to us – we care.

Our Values

Tend the team – *listening to, sharing with, and learning from others so that we nurture the potential of all (loyalty)*

Reach for excellence – *only comparing ourselves to the best – seeking to match and then surpass it (excellence)*

Utillise innovation – *seeking forefront thinking and creativity, and leading the change (courage)*

Seize success – *holding onto our vision and building on our achievements (tenacity)*

Thank as you go – *recognising the contribution of others to the Trust's successes (kindness)*

Our Academies



Our Team

Without exception, everyone is deeply committed to the very highest outcomes, regardless of their role, recognising the strength of collective contribution and effort.

Leaders

Academy leaders, driven by exceptional Principals, focus relentlessly on pupils and their outcomes, with everything else as peripheral. They are restless in their leadership, seeking ever better ways to improve in a culture of success. They do what it takes to make the difference.

Central team leaders, motivated by an inspiring Executive, lead high performing teams who add value to our academies by providing the environment in which others thrive. They unburden academy leaders, enabling them to keep the main thing, the main thing – pupil outcomes.

Governance, for our academies and for the Trust, is robust, rigorous and proportionate, providing professional support and challenge so that leaders strive to the limit of what is possible with a sharp focus on outcomes and excellence.

Our leaders never allow the urgent to distract them from the important, navigating a clear route to long-term success.

Teachers

Our teachers are highly effective in the classroom, both in the uncompromising quality of their teaching and in the perceptive and individualised attention they give to pupils. They are passionate about the subjects they teach and dedicated to the children in their care. Our teachers are carefully recruited and expertly supported to make sure they, like our pupils, are always at the top of their game.

Support Staff

Our support staff are the backbone of our organisation and are specialists in their areas of responsibility. Like our teachers, they are well-trained and highly effective at ensuring the smooth operation of our Trust day in, day out.

Our Aims

1. Our children achieve more, and make better progress, by attending a TLET academy than would otherwise be expected.
2. Others hold our academies, and the Trust, in the highest regard.
3. Our accommodation and premises are safe, well maintained and with facilities that are constantly improving.
4. Infrastructure and management systems are effective and cohesive, underpinned by sound financial management.
5. Our Trust operates at least seven academies, with due regard to growing responsibly, sustainably and with a mix of primary and secondary phased academies.
6. The welfare of our children and staff is promoted effectively in a safe environment where they are protected from harm.

Why Work for TLET?

At TLET, we want to be an employer of choice for our employees.

We believe that the children and young people in our care deserve the very best staff who are highly effective at what they do. We want our employees to take great pride and satisfaction in their work. This means that one of our fundamental priorities is to ensure that all of our employees feel valued, knowing that the role they fulfil is vital to transforming the life chances of others. Put simply, we are loyal to our employees and receive their loyalty in return.

Comprehensive Induction

When joining TLET, you will have access to a detailed induction programme which is designed to ensure you feel confident in your new role from your first day with us. This is led by our HR team in partnership with your line manager and focuses on our culture, safeguarding, site orientation, key people and TLET expectations, among other things. We know the importance of a great start for our children and young people when they join one of our academies, so we place just as much importance on the way new employees transition into TLET.

Tailored Training

We believe in giving our children and young people the best daily deal. To this end, all of our employees have access to individualised performance development programmes and tailored training to ensure we are all restless in our pursuit of excellence. We work with respected training providers such as ECM Consultants, Challenge Partners and our own TLET Education Improvement Service, harnessing a blended training platform of virtual and face-to-face sessions.

Tending the Team

At TLET, we recognize that working in schools is extremely rewarding, but we haven't lost sight of the fact that it is often challenging and burdensome. All our employees have access to our TLET wellbeing offer to promote your mental and emotional wellness. This centres around a suite of staff provision such as bitesize online wellbeing training to help maintain work-life balance, free access to professional counselling and even shopping vouchers! In short, we take care to care.

TLET Central Team

As an employee at TLET, you will benefit from our extensive and expert Central Team who are based in Rugby making them highly accessible and responsive. The Central Team delivers leadership, finance, estates, business operations, SEND, HR and IT expertise to our academies with the intention of making it easier for others to do their job. Our Central Team works in partnership with our academy leaders to ensure that support is tailored to the needs of each academy.

Furthermore, we follow the School Teachers' Pay and Conditions Document, the National Joint Council guidelines and recognize continuity of service for all employees joining TLET to ensure that our employees are looked after well compared with others in different settings.

About the Role

Thank you for your interest in the position of Head of Subject in Business Studies within the STEM faculty at Ashlawn School.

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all of your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident to proceed with your application as we aim to make the very best appointment possible.

So, who are we looking for?

We are delighted to offer this exciting opportunity for a Head of Subject. Experience of leading within a business studies department would be useful but not necessary. Experience of leading an initiative within a setting would be advantageous.

This is an exciting opportunity within a new faculty that will require you to lead the Business Studies subject within the STEM faculty as we develop a culture across all key stages that furthers the STEM agenda. It will require you to lead a small Business Studies team, embedding a clear vision of how business, marketing and economics can contribute to our community. To facilitate this you will have experience of creating and implementing schemes of work and will be able to show measurable impact and progress outcomes in Business Studies.

Your passion will be in helping develop a culture and ethos across the entire school that inspires students to follow a pathway that leads them to opportunities beyond their immediate education. You must be a strong practitioner in Business Studies, however, experience of delivering Marketing or Economics and or taking part in quality assurance and managing improvement in standards within a team would be advantageous.

The successful candidate will:

- A dynamic, inspirational and enthusiastic classroom practitioner with high expectations in your own classroom as well as others.
- Fully committed to learning, high quality teaching and raising standards of all students.
- Passionate about your subject; able to inspire and motivate students and staff.
- Committed to ensuring all students reach their potential.
- Able to recognise opportunities and face challenges, whilst maintaining your sense of humour and care for young people.
- Capable of promoting partnerships and collaborative working.
- Have demonstrable experience of using performance management and performance data to inform target setting, planning and policy.
- Be able to lead, coach and mentor others.

Why work for Ashlawn School?

- A large, outstanding bi-lateral school committed to supporting all members of the school community to succeed.
- You'll be working within a community of passionate, committed colleagues who genuinely support each other.
- A staff wellbeing team implements various strategies to boost staff engagement including various activities, events and many other staff benefits.
- Excellent opportunities to develop and grow in the successful and expanding Transforming Lives Educational Trust, a growing Multi-academy Trust based within the local community.
- To be part of an 11-18 provision with opportunities to teach in the sixth form.

A Welcome from The Principal of Ashlawn School

Thank you for your interest in our school.

As the recently appointed principal of Ashlawn School, I remember well the excitement of considering a new challenge and opportunity. I also know that recruitment is a two-way process. We are looking for the right person for the position; someone who really buys into our vision of ensuring that all staff and students have the right opportunities to maximise their potential in all areas. You are looking for the right school in which to develop and progress, to contribute to the success of others and to get the support that you need to feel happy in your role. We hope that you agree that Ashlawn is exactly that kind of school.

We have a lot to do to move Ashlawn forwards, to regain our position of trust within our community and to become the outstanding school that we know that we can be. We are looking for someone who has the commitment and resilience to being a leader that supports this goal.

We welcome visits to Ashlawn prior to application because we are proud that:

- Our students are motivated and want to succeed
- Behaviour is excellent
- The variety of opportunities both within and out of the classroom provides all students with the opportunity to develop their interests and skills in a wide range of areas

At Ashlawn School, everybody counts. Staff and students will talk about the support they get from each other – we truly are a community. Our key aim is to give every child the opportunity to flourish and develop into life-long learners, engaged in the world around them and ready to take their place in the world as resilient, caring, disciplined, well-educated and employable adults.

If you want to lead a highly effective team, contribute to our excellent standards and have high aspirations for young people then Ashlawn School is the right school for you!

We look forward to meeting with you, so you too can appreciate our wonderful school and its community.
With best wishes

Paul Brockwell
Principal

What next?

We want to hear from you if you are as excited as we are about this fresh opportunity within our successful and growing Trust. In return, we can offer the right candidate the chance to work within our innovative and forward-thinking Trust as well as offering excellent professional development and progression.

We encourage you to consider the information in this pack carefully and use it to picture yourself within the role at Ashlawn School. Should you wish to discuss any element of the pack in more detail, please don't hesitate to contact us. We look forward to receiving your application.

How to Visit & Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our website (www.tlet.org.uk). Completed application forms should be emailed to careers@tlet.org.uk or posted to:

HR Department (Careers)
c/o Houlton School
Signal Drive
Houlton
Rugby
Warwickshire
CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our Academies, please don't hesitate to contact us by emailing careers@tlet.org.uk or selecting option 1 on our telephone menu – 01788 593900.

If you decide to apply you should include a supporting statement with your application form (either in the application or as a covering letter) on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust.

Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.

Recruitment Timeline*	
Position advertised:	04/01/2024
Closing date for applications (9am):	19/01/2024
Final Shortlisting and contact with candidates: (References will be requested at this stage)	22/01/2024
Interviews:	26/01/2024

**Timeline may be subject to change*

Job Description

Location:	Ashlawn School
Job Title:	Head of Business Studies, STEM
Salary:	Main pay scale/Upper pay scale with TLR 2b
Contract:	Permanent
Start date:	8th April 2024
Responsible to:	Head of Faculty
Key relationships:	All students and staff at Ashlawn School All staff at Ashlawn School represent the values, ethos and practice of the school to all of its stakeholders and wider community.
Job purpose:	To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate. To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. To contribute to raising standards of student attainment. To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth. To act as a member of the Faculty Leadership Team in supporting the Head of Faculty to develop the faculty.

MAIN ROLE AND RESPONSIBILITIES:

Vision and Purpose

- To play an active role in the development of the emerging competency-based curriculum providing specific curriculum expertise and guidance and leading on delivery of key aspects as they relate to Business Studies.
- Be accountable for the learning and achievement of all students following programmes within Business Studies, whether these are within the context of the competency-based curriculum or within the more general curriculum framework.
- To support the Head of Faculty in working with curriculum and Senior Leader colleagues at Ashlawn School to support strategic development, share good practice and plan collaborative activities.

Strategic Direction and Development of the Subject

- Develop and implement policies and practices, which reflect the school's commitment to high achievement through effective teaching and learning.
- Have an enthusiasm for the subject, which motivates and supports other staff and encourages a shared understanding of the contribution the subject can make to all aspects of pupils' lives.
- Use relevant school, local and national data to inform targets for development and further improvement for individuals and groups of pupils.
- Develop plans for the subject, which identify clear targets, time-scales and success criteria for its development and/or maintenance in line with the school development/improvement plan.
- Monitor progress and evaluate the effects on teaching and learning by working alongside colleagues, analysing work and outcomes.

Leadership and Management – Lead the Department by:

- Developing and implementing policies and practices, which reflect the school's commitment to high achievement through effective teaching and learning.
- Working closely with the Head of STEM and the Senior Leadership Team link to monitor, evaluate and develop the work of the team.
- Completing the Annual Team Evaluation and Improvement Plan.
- Ensuring the effective day-to-day running of Business Studies.
- Monitor, evaluate and develop the work of the team.
- Enable all teachers to achieve expertise in planning for and teaching the subject through example, support and by leading or providing high quality professional development opportunities.
- Ensure that the Principal, other leaders and governors are well informed about policies, plans, priorities and targets for the subject and that these are properly incorporated into the school development/improvement plan.
- Promote a creative and collaborative working environment.
- Create, maintain and enhance effective relationships.

Teaching and Learning – Lead the Department by:

- Monitoring, evaluating and developing the curriculum to meet statutory requirements and the needs of all students including those who are high ability, and those who need additional support.
- Keeping schemes of work under review to ensure that they contribute to the effectiveness of lesson planning, and specifically ensuring that they reflect the cultural diversity of British society.
- Monitoring the quality of feedback in order to support student progress.
- Encouraging the exchange of good classroom practice.
- Working with the SEND & Inclusion Faculty to maximise achievement for students with special needs in keeping with the SEN Code of Practice, and to implement school strategies for Numeracy, Literacy and vocabulary.
- Promoting safeguarding, Fundamental British Values and new technologies in the subject area and to ensure that the statutory requirements are met.
- Implementing the school Homework policy and monitor its effectiveness within the team.
- Taking responsibility for the day-to-day teaching of the subjects within the team, to monitor the quality of teaching, to seek to improve the quality of teaching and to seek advice and take action where standards of teaching are unsatisfactory.

Curriculum – Lead the Department by:

- Developing curriculum content within Business Studies. Supporting the coordination and oversight of the following:
 - Planning and preparation of syllabuses, National Curriculum programmes of study, styles of teaching, learning and assessment.
 - The preparation, provision, maintenance and storage of resources.
 - Expenditure of team capitation allocation - including book purchase and reprographics.
 - Development and management of KS4 and KS5 academic courses - including entries and administration, attendance at appropriate panel meetings and keeping abreast of national and local developments.
 - The provision of cover work for absent colleagues.
 - The upkeep of a Departmental Handbook and the appropriate sections of the Faculty Handbook containing details of syllabuses, assessments, KS4 and KS5 examination information, policies, procedures, expenditure and INSET provision.

- Organisation and supervision of ITT Student Teaching Practice (in negotiation with Professional Tutor).
- Encouragement and support of subject staff, including non-specialist staff, both informally and through CPD provision.
- Monitoring the quality of teaching and learning within Business Studies.
- Monitoring the quality of feedback in Business Studies and as part of Faculty reviews.
- Being responsible for the review, development, preparation and provision of resources within Business Studies.
- Encouraging the take up of provision in both KS4 and KS5 courses through Prospective Parent Evenings and student taster sessions.
- Working with teachers and support staff to develop resources and strategies to maximise learning and achievement for students within the subject including the development of differentiated resources.
- Monitoring the progress of students within the subjects, within the Ashlawn School target setting process.
- Planning, presenting and recording relevant departmental CPD and support for non-specialists through regular team meetings.
- Having specific regard for the cross-curricular dimension of equal opportunities and multicultural education in Business Studies as part of the STEM Faculty.
- Being responsible for the development and oversight of contact with external agencies, including visits, in Years 10 - 13 within Business Studies.

Student Achievement – Lead the Department by:

- Making use of assessment data at team level to set appropriate subject targets and to track and monitor the progress of students within Business Studies.
- Implementing the School Awards, Feedback and Reporting and homework policies, to monitor their implementation and to give feedback to students.
- Taking responsibility for the behaviour of students within Business Studies and to deal with any problems in keeping with the School Positive Behaviour for Learning policy.
- Meeting statutory requirements for assessment.
- Preparing students for national assessment at the end of Key Stage 4 and 5.
- Promoting activities beyond the taught day which give students the opportunity to take responsibility and to extend their learning.

Staff, Performance Management and Professional Development – Lead the Department by:

- Encouraging and promoting the interests of the department staff. Including giving professional help, advice and support to colleagues and negotiated delegation of responsibilities.
- Leading team training and development activities and contributing to whole school initiatives.
- Taking responsibility for induction of staff including ECT staff in keeping with school policies and statutory requirements when necessary.
- Being responsible for an annual appraisal review of teaching and support staff in relation to the STEM Faculty Improvement Plan, an update of their current job description, and a discussion of their training and development needs, in keeping with the school Staff Development policy.

Premises and Administration – to support the Head of Faculty in:

- Ensuring that the team's learning environment is safe, well maintained and attractive and in keeping with the School Health and Safety policy, reporting any concerns directly to the Site Manager.
- Liaising with the administration support regarding the maintenance of the team's inventory.
- Reviewing the Departmental and Faculty Handbook on an annual basis.
- Coordinating the effective provision and deployment of all teaching resources and equipment.

Safeguarding

- To be aware that all staff are responsible for the safeguarding and promotion of the welfare of children.

This job description sets out the duties and responsibilities of the post at the time it was drawn up.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

Person Specification

Job Title	Head of Business Studies
Reports to	Head of Faculty

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications/ Training	Qualified teacher status. Evidence of ongoing CPD.	Degree in Business Studies/Marketing or Economics.
Experience	Willingness to contribute to the wider school life. Teaching of Business Studies up and including KS5.	Working with children with English as an Additional Language and SEND. Demonstrable experience of leadership and/or line management of others Demonstrable experience of using performance management and performance data to inform target setting, planning and policy.
Knowledge/Skills (Ability to)	Able to teach GCSE, BTEC and A Level Business Studies courses. Able to communicate with a variety of stakeholders (e.g. colleagues, parents, the community, external agencies). Able to use IT to support both the curriculum and work organisation. Able to work as part of, and contribute to, a whole school, multi-disciplinary team. Able to plan consistently, creatively and effectively to support excellent progress in line with the Ashlawn Teaching and Learning policy. Able to identify the necessary resources which ensure high quality teaching and learning.	An understanding of the different courses within GCSE, BTEC and A Level Business Studies and Marketing. Able to lead, coach and mentor others, persuading and influencing those resistant to the management of change.

	<p>Able to reflect upon own practice and respect the contribution of others.</p> <p>Able to deliver consistently high-quality lessons, evaluate the impact of these and develop future planning accordingly using a range of teaching methods.</p> <p>Able to demonstrate the appropriate motivation to work with and form appropriate relationships with young people.</p> <p>Emotional resilience in working with challenging behaviours.</p> <p>Appropriate attitudes to the use of authority and maintaining discipline.</p> <p>Ability to develop knowledge and understanding of the key knowledge and concepts of STEM within Business Studies.</p>	
Personal Qualities	<p>Passionate about Business Studies and a willingness to impart that knowledge in an enthusiastic way.</p> <p>Enthusiastic about students of all abilities and ages</p> <p>Enthusiastic about STEM with a strong desire to pass that passion on to students</p> <p>Keenness to improve teaching and learning</p> <p>Desire to thrive for constant improvement</p>	<p>Willingness to be part of the various working parties of the school</p> <p>Ability to contribute to the extra-curricular activities of the school</p>

All posts within TLET are subject to pre-employment and vetting checks, including reference checking and enhanced disclosures checks with the Disclosure and Barring Service (DBS).