

Secondary Head of Business Studies



# About Ark

Ark is an education charity set up in 2004 to create a network of high achieving, non-selec- tive, inner-city schools where all pupils, regardless of their background or prior attainment, achieve highly enough by age 18 to have real choices: to go on to university or the career of their choice. Ark has no faith affiliations.

All ARK schools are situated in areas of high deprivation or educational need and our pupil profile reflects this: over half of our pupils are eligible for free school meals compared to 18% nationally.

The ARK network operates 39 schools in the UK across London, Portsmouth, Birmingham,   
 and Hastings. Each of our schools has its own distinctive character, reflecting its local community.

#### A Commitment to Encourage Diversity

Ark is committed to eliminating discrimination and encouraging diversity amongst our employees. Our aim is that our workforce will be truly representative of all sections of society and that each employee feels respected and able to give their best.

To that end we are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on grounds of age, disability, gender reassignment, marriage/civil partnership status, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

We oppose all forms of unlawful and unfair discrimination.



# About Ark John Keats Academy

Ark John Keats was founded in 2013 with one class of reception children. We are now a fully-fledged all-through school, running from nursery to year 13, with over 1800 children. Our school is oversubscribed, with a waiting list for every year group. Our community is composed of supportive and committed families who buy into our vision and work with us to ensure their children achieve all they are capable of in the future.

We aspire for all our children to have the academic knowledge necessary to enable them to progress to university, for pupils to have a love of learning and curiosity about the world, and for them to be polite, well-mannered young people who take responsibility for their choices and drive their own destinies. Our core values underpin everything we do:

#### Kindness, Effort, Aspiration, Tenacity, and Success

At Ark John Keats, we aspire for all our children to gain the academic knowledge necessary to progress to university, to develop a love of learning and curiosity about the world, and to become polite, well-mannered young people who take responsibility for their choices and drive their own destinies**.** The academy`s approach to achieving this is based on our six pillars:

#### High Expectations

Every adult who works at AJK believes in the limitless potential of all children.

#### Excellent Teaching

Subject specialists rigorously plan lessons which make pupils work hard and think deeply about the subject, fostering their curiosity and love of learning.

#### Exemplary Behaviour

Pupils are unfailingly polite and well-mannered individuals who take responsibility for their own actions and seek to help others whenever they can.

#### Depth for Breadth

Our rich, challenging curriculum builds pupils cultural capital to ensure they can all

knowledgeable, articulate and university ready.

#### Knowing Every Child

Our teachers know and care about every child they interact with, proactively building strong and positive relationships between school and home.

#### Always Learning

Our continuous professional development, co-planning meetings and coaching ensure teachers feel both stretched and supported, able to develop as teachers and leaders in a

**Ark John Keats Academy**

**Secondary Head of Business Studies**

**Location:** Enfield – easily accessible from central, north, and east London, as well as surrounding areas.

**Salary:** Ark MPS or UPS (Outer London) £35,368- £47,152 or £49,498- £53,230, with TLR2B £5350 depending on experience.

**Working pattern:** Full-time (Flexible/Part-time working will be considered)

**Contract:** Permanent

**Start date:** October 2024 / January 2025

**Closing date:** 11th July 2024

*We will be reviewing applications on an on-going basis and this advert may close earlier than advertised depending on the level of response.*

**Interviews**: Interviews will be held on a rolling basis.

**Ark John Keats is an exceptional school looking to hire exceptional people.**

**About the role:**

To lead, develop and manage the effective delivery of an outstanding Business Studies curriculum, enabling the highest level of student progress and attainment.

The Head of Department will promote outstanding teaching and learning and a strong school culture within a nurturing and rigorous environment. They will have experience in and a good understanding of both GCSE and BTECs, particularly the KS5 Pearson Extended Diploma in Business courses.

We are looking for someone who aligns with our approach to curriculum and teaching. The successful candidate will work closely with other teachers and leaders in the AJK business team, as well as across the Ark network to secure excellent outcomes for our children.

**You will:**

* Be vision aligned with our approach to curriculum and teaching.
* Have genuine passion and a belief in the potential of every student.
* Have up-to-date knowledge in the curriculum area.
* Be motivated to continually improve standards and achieve excellence.

**About our school:**

Ark John Keats was founded in 2013 with one class of reception children. We are now a fully-fledged all-through school, running from nursery to year 13, with over 1700 children. Our secondary school is oversubscribed, with a waiting list for every year group. Our community is composed of supportive and committed families who buy into our vision and work with us to ensure their children achieve all they are capable of in the future.

We aspire for all our children to have the academic knowledge necessary to enable them to progress to university, for pupils to have a love of learning and curiosity about the world, and for them to be polite, well-mannered young people who take responsibility for their choices and drive their own destinies.

Ark John Keats is part of Ark Schools, a hugely successful network serving pupils from deprived communities. Our network shares a belief in our six pillars, find out about them [here](https://arkjohnkeats.org/vision-and-values).

If you would like to find out more about us, please visit [www.arkjohnkeatsorg](http://www.arkjohnkeatsorg).

**We offer:**

* Twice the number of training days as standard.
* Access to Ark Rewards scheme offering up to £1,000 a year in savings from over 3,000 major retailers.
* Interest-free loans of up to £5,000 available for season tickets or a bicycles.
* Gym discounts offering up to 40% off your local gym.

**How to get to us?**

**Travelling by rail from central London**: Our nearest overground station, Turkey Street, is a 10-minute walk from the school and stops at Seven Sisters, Stoke Newington, and Hackney Downs on the way to Liverpool Street. National Rail services are also a 10-minute walk and stop at Tottenham Hale and Hackney Downs before finishing at Liverpool Street.

**Travelling by car**: We are easily reached by car, with most of Northeast London accessible within 30 minutes. There is free on-site parking for staff.

**How to apply:**

Please find the role on [www.arkjohnkeats.org/vacancies](http://www.arkjohnkeats.org/vacancies) and submit an application. We will be reviewing applications on an on-going basis and this advert may close earlier than advertised depending on the level of response.

For further information or to arrange a discussion, contact us at [recruitment@arkjohnkeatsacademy.org](mailto:recruitment@arkjohnkeatsacademy.org).

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark’s safer recruitment process, please click this* [*link*](https://arkschools.sharepoint.com/:b:/g/ArkNetCentral/hr/EcXQDSjo9UpCpgk8lDWMN0sBVG6GBUTVWVXp9c5KkW-tog?e=bfdlES)*.*

**Job Description: Head of Business Studies**

**Reports to:** Business Studies Lead

**Start date:** October 2024/ January 2025   
**Salary:** Ark MPS or UPS (Outer London) £35,368- £47,152 or £49,498- £53,230, with TLR2B £5350 depending on experience.

**The Role**

As a skilled classroom practitioner and subject expert, you will deliver high-quality, rigorous lessons that drive achievement and inspire a love of learning that extends beyond the classroom.

**Key responsibilities**

**Leadership and Management**

* Lead, develop and line manage the Business Studies Department’s staff through the provision of CPD, inset training days, supervising NQTs, ITT students and support staff, etc.
* Monitor, evaluate and continually improve the quality of planning, teaching, and assessment of all members of the Business Studies team.
* Manage departmental budget and resources effectively and efficiently
* Lead behaviour management in the department under the humanities faculty, securing strong routines for learning, consistent with the academy’s policy, and liaising with tutors and parents when necessary
* Develop strong partnerships and ensure regular communication with parents and carers

**Outcomes and Activities**

**Teaching and Learning**

* Model outstanding teaching and lead collaborative planning and development, including the sharing of resources and best practice within the department
* Be responsible for tracking student progress across the department, analysing all relevant data to make data-driven changes to the curriculum design and intervention strategies and using the data to monitor the performance of subject staff
* Be accountable for student progress in Business Studies across the school at all key stages, ensuring that all students achieve results in line with, or better than, value-added predictions
* Monitor the work of the department through rigorous and regular lesson observations, work scrutinise and provide detailed, constructive feedback
* Lead joint practice development across the faculty subject teams, ensuring that outstanding practice is shared with all staff in the faculty and the wider school, and work with other department heads to exploit cross-year and cross-curricular links

* Plan, deliver, monitor and evaluate the curriculum provision and enrichment for all year groups within the department, consulting with the relevant subject leaders
* Monitor the identification of and provision for students with individual needs, and develop differentiated learning and teaching methods and schemes of learning
* Participate actively throughout the network, by attending relevant meetings, and, as appropriate, delivering network-wide training and initiatives
* Work with colleagues, students and families to develop a strong school community

**Academy Culture**

* To support the academy’s values and ethos by contributing to the development and implementation of policies, practices, and procedures
* To help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships.
* To help develop a school/department culture and ethos that is utterly committed to achievement and good discipline.
* To be alert and active on issues relating to pupil welfare and child protection.
* To support the enrichment programme
* To support and work in collaboration with colleagues and other professionals in and beyond the school, covering lessons and providing other support as required.

**Other**

* To undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development
* To undertake, within reason, other various responsibilities as directed by the Headteacher or Principal.

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**Person Specification: Head of Business Studies**

**Qualification Criteria**

* Qualified to at least degree level in a related subject.
* At least B grade in Business Studies A Level or equivalent
* Qualified to teach and work in the UK.

**Experience**

* Experience in and a good understanding of BTECs, particularly KS4 CNAT Enterprise and KS5 Pearson Extended Diploma in Business courses
* Demonstrable commitment to raising attainment of all pupils in a challenging classroom environment
* Experience of having designed, implemented and evaluated effective, imaginative and stimulating schemes of work and of leading successful enrichment programmes including establishing a high achieving department within a large school
* Experience of improving the quality of teaching and learning
* Experience leading a team and/or working to support the significant success of others, including professional development and effective management of underperformance
* Experience of interpreting complex student data to drive lesson planning and student progress
* Mastery of and enthusiasm for Business Studies
* Effective and systematic behaviour management
* Knowledge of the national secondary education system, examinations and curriculum

**Knowledge**

* Up to date knowledge in the curriculum area
* An understanding of what an outstanding education looks like in the classroom.
* An understanding of the strategies needed to establish consistently high expectations.

**Behaviours**

**Leadership**

* Effective team worker
* High expectations for accountability and consistency
* Vision aligned with Ark’s high aspirations, high expectations of self and others.
* Genuine passion and a belief in the potential of every pupil
* Motivation to continually improve standards and achieve excellence.
* Effective listening skills that lead to a strong understanding of others
* Commitment to the safeguarding and welfare of all pupils.

**Other**

* Commitment to equality of opportunity and the safeguarding and welfare of all pupils
* Right to work in the UK
* Willingness to undertake training.
* This post is subject to an enhanced Disclosure & Barring Service check.

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**For further information or to arrange a discussion, contact us at**

## [recruitment@arkjohnkeatsacademy.org.](mailto:recruitment@arkjohnkeatsacademy.org)

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