

BESPOKE EDUCATION



# Appointment of Head of Business Studies

Part Time (0.6FTE) or Full Time with Maths (0.4FTE) Information for candidates

"Simply the best school everyday." (Parent)

Independent Co-Educational School of the Year 2024/25 (ISOTY)

## Introduction - "Simply the best school every day." Parent

Ballard is a thriving co-educational day school from Nursery to GCSE, set in 34 acres on the Dorset/Hampshire border. Ballard's dynamic leadership has turned 'excellent & outstanding' (ISI) into exceptional. Putting families first, Ballard has pledged to absorb the VAT charge on school fees for the Spring and Summer terms in 2025, before phasing it in gradually over the coming years. With lots of exciting plans in place, there has never been a better time to join.

Ballard has been recognised, once again, by the prestigious Independent School of the Year Awards, winning their **Co-educational School of the Year Award 2024**. This follows Ballard reaching the finals for Sport in 2023 and Performing Arts in 2022. We have also reached the finals of the Independent School Association's Award for Fine Arts and Design. So, what makes an award-winning education?

At Ballard, we believe abilities and intelligence are not fixed – all can flourish and excel when given the tools and environment to develop self-knowledge and resilience. We provide a vast array of opportunities, including over 150 co-curricular weekly activities, but it is how we empower and inspire our pupils to seize them, that we believe, sets us apart.

Co-education is at the heart of our inclusive philosophy. All pupils are equal - boys and girls learn with and from each other, through collaboration and lively competition. In an atmosphere of inclusivity and kindness, every child is stretched in their talents and encouraged to tackle what doesn't come easily. Boy, girl, expert, novice - no subject nor interest is beyond reach.

We pride ourselves on our forward-thinking curriculum, providing an aspirational, academic and holistic education. Our staff inspire and guide our young people, challenging and supporting them in equal measure. The School's drive to deliver a first-class education, with a close eye on the future, is shaping our ambitious investment and development plans.

Our pastoral care is rooted in kindness and respect and underpinned by Christian values. The Ballard family's wellbeing is central to the ethos of the School. Our inclusive approach to school life values individuality and fosters generosity of spirit; our young people look out for each other and the wider community. Ballard educates the whole child, providing a wide range of sporting, cultural, artistic and academic clubs and activities. Our aim is to ignite passions and develop skills, identifying and unlocking every child's inner genius.

It is an exciting time to be joining Ballard, with our Leadership Team moving the School forward with confidence. The School places great emphasis on supporting and developing its staff so that the best possible educational provision is provided throughout the three pillars of the School; Pastoral, Academic and Co-Curricular. We are already seeing excellent results, including another great set of record-matching GCSE grades this Summer. Furthermore, we are still gaining enquiries from prospective parents across all age groups, with waiting lists in some year groups.

"Pupils are reflective and have high levels of self-esteem and empathy. They are highly successful in displaying these characteristics through academic study as well as the wealth of sporting, performing arts and extra-curricular opportunities in which they participate." ISI

#### Mission Statement and Aims

#### Our mission:

To provide a supportive and caring environment for learning, and excellent teaching designed to ensure all pupils achieve their academic best.

#### Our aims:

- 1. To identify and build on strengths to help each individual pupil reach their potential within a secure, caring community and to equip our young people to be well-behaved, resilient, rounded and resourceful members of society and prepared for their future working lives
- To aim for academic excellence, so that each individual pupil may achieve his or her personal best.
  We believe all our pupils are entitled to an education that extends beyond the purely academic.
  Pupils are actively encouraged to take part in a wide range of artistic, creative, cultural, musical, sporting and other extra-curricular activities.
- 3. To recognise the worth, dignity and contribution of each member of the Ballard Family and to foster self-discipline, self-esteem, mutual respect and co-operation within an atmosphere of friendship and trust promoting an appreciation of the needs and gifts of others.
- 4. To offer scope for spiritual, moral and personal development within a disciplined and mutually supportive environment which affirms Christian values.
- 5. To expect high standards of achievement by developing in pupils the ability to manage change, to think and research independently and communicate confidently and effectively.
- 6. To celebrate our achievements, gifts and diversity irrespective of individual differences.
- 7. To respond to the wider needs of society through community projects, charitable fundraising and outreach and by increasing awareness of local, national and world issues.



# Department Details

Ballard's Business Studies Department currently comprises one teacher who is an experienced practitioner with a diverse range of skills and expertise. Business Studies is currently delivered to GCSE pupils in Years 10-11 only.

Business Studies remains a very popular GCSE option which has been selected by over half of all Year 9 pupils this year.

The Department has enjoyed strong pass rates for several years. The current Head of Department has made the exciting decision to move exam boards from the Cambridge iGCSE to the Edexcel GCSE syllabus in a bid to further improve pupil outcomes.

The Department seeks to encourage and enable pupils to achieve their full potential. Key to this success is the department's focus on developing pupils' confidence and fundamental understanding of all aspects of Business Studies. Lessons are a mixture of theory and practice, developing skills and understanding to support the pupils in their work across the curriculum and in life beyond School.

All pupils at Ballard are provided with a Microsoft Surface laptop and the current Head of Department makes excellent use of these to enhance teaching and learning and the pupil experience.

The Department has also used planned and delivered several trips to enhance the course. These have included a 'behind the scenes' at Chewton Glen and a visit to Harry Potter World.

#### Departmental aims:

- To develop a strong understanding of business and commerce.
- To be able to effectively apply theory into practice so that pupils can thrive in business.
- To be outward looking so that pupils are provided with business trips/opportunities.
- To develop an understanding of how business works so that pupils can work in a responsible manner, showing respect for others.
- To give pupils the confidence to make mistakes and to learn from those mistakes.

## The Role

#### General

This is a part-time (0.6 FTE) position; however, it can be combined with 0.4 FTE Maths teaching to become full-time. The Head of Business Studies is line-managed by the Director of Teaching and Learning and has responsibility for the following:

- The delivery of GCSE Business Studies
- Supporting the School's aims
- Providing co-curricular opportunities linked to Business Studies
- Promoting and supporting the School's code of ethics

#### The key responsibilities of the role include:

- Being responsible for all aspects of Business Studies provision within the School.
- Developing an appropriately ambitious, robust and innovative Business Studies curriculum, which will serve to inspire and motivate academically able, intellectually curious pupils while also ensuring that they are thoroughly prepared for public examinations.
- To ensure the highest standards of teaching and learning within the Business Studies Department by applying the Ballard Basics Teaching and Learning framework.
- Developing comprehensive associated Schemes of Work.
- Collecting and analysing assessment data to inform planning and intervention.
- To have a willingness to contribute to whole school CPD.
- Playing an active role in meetings of Heads of Department.
- Ensuring the provision of a comprehensive co-curricular offering from the Business Studies
   Department and fostering a culture in which broad and regular co-curricular engagement is a routine aspect of pupil life.
- Working closely with the SENDCo, Heads of Section and with the Admissions Department to
  ensure that appropriate provision is made both in entry assessment and in the Department's
  Schemes of Work for candidates and pupils with additional needs.
- To promote and support the delivery of Ballard's CEIAG provision as part of the Gatsby Benchmarks.
- Liaising with the Examinations Officer to ensure that all public examination entries are made correctly and in a timely manner.
- Arranging for the setting and marking of internal examinations as required.
- Taking overall responsibility for the departmental budget.
- Leading on ensuring that the Business Studies Department is routinely an organised, tidy and inspiring learning environment.
- Liaising with the Leadership Team and others as appropriate to develop and support Community Partnership opportunities.

#### Other

- Promoting high standards of work and behaviour inside and outside the classroom.
- Contributing to the pastoral and extra-curricular life of the School and carrying out the role of Form Tutor effectively.
- Carrying out the normal supervision duties as laid down in School policies.

#### Safeguarding

Ballard School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practices and pre-employment background checks will be undertaken before any appointment is confirmed.

# Person Specification - Experience required

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	PGCE, QTS or equivalent with strong academic credentials, including a minimum of a Bachelor's degree from a recognised university, and the right to work in the UK	Evidence of continued     CPD
Experience	<ul> <li>Significant experience of delivering outstanding Business Studies provision in a high-performing school environment</li> <li>Experience of teaching GCSE Business Studies</li> <li>Experience of teaching KS3 Maths</li> </ul>	<ul> <li>Ideally, current         experience as a Head of         Business Studies or         Second in Department in         a high-performing school</li> <li>Experience of teaching         A Level Business Studies         or Economics</li> <li>Experience of teaching         KS4 Maths</li> </ul>
Knowledge, skills and abilities	<ul> <li>Job Related:</li> <li>Excellent and motivational teaching skills</li> <li>Ability to teach a wide and varied ability range</li> <li>Knowledge of the requirements of GCSE specifications</li> <li>Evidence of excellent safeguarding practice</li> <li>The ability to work flexibly and collaboratively with colleagues including across subject areas</li> <li>Personal:</li> <li>The resilience, drive, strength of character and sense of both humour and perspective to thrive in a fast-paced, demanding and ambitious environment</li> <li>Excellent organisational skills</li> <li>Reliability, energy, integrity, resilience, and enthusiasm</li> <li>Ability to form good relationships with staff and pupils</li> <li>Ability to work well in a team</li> <li>Versatility and adaptability</li> <li>IT competent</li> <li>Someone who understands children and wants the very best for them academically, whilst being fully committed to their safety and wellbeing</li> <li>Willing to be fully involved in the life of a busy and purposeful independent school, which will mean taking co-curricular activities and being involved</li> </ul>	<ul> <li>A well-developed understanding of SEND and successful experience of teaching pupils with SEND</li> <li>Leadership experience and of monitoring and managing the quality of delivery across the subject area</li> <li>Experience of implementing innovative and impactful initiatives in an educational setting, monitoring their impact and making adjustments as needed</li> <li>Willingness to contribute to whole school CPD</li> </ul>

Full-time staff take on three after-School activity	
slots per week with part-time pro rata. Some staff	
are also involved in the School's PSHE programme	

# The Appointment

#### **Head of Business Studies**

The School is seeking to appoint an energetic and enthusiastic classroom practitioner with strong organisational and teaching skills. The post is for a part-time 0.6 FTE Head of Business Studies but can become a full-time position if combined with a 0.4 FTE Maths Teacher allocation.

The School operates a programme of induction for new members of staff and the successful applicant will be supported by the Director of Teaching and Learning.

Salary will be determined according to qualifications and experience.

School lunch and refreshments are available for all staff during term time.

This job description and accompanying documentation do not form part of the employment contract. Terms and Conditions of Service - the post holder will be required to comply with all policies and procedures issued by and on behalf of the School. The post holder will be required to participate in the School PDP procedure as an appraisee and, if applicable, as an appraiser. The post holder will be required to attend statutory and mandatory training.

#### **Equal Opportunities**

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

#### Information Security, Confidentiality and Data Protection

During the course of employment, the post holder may have access to, see or hear information of a confidential nature and they will be required not to disclose such information. All person identification information must be held in the strictest confidence. All employees are required to make themselves familiar with the School's Privacy Notice for Staff policy.

# **Applications**

#### How to apply:

Applicants are asked to complete and email a teaching application form to <a href="mailto:recruitment@ballardschool.co.uk">recruitment@ballardschool.co.uk</a>, along with a covering letter outlining their suitability for the role and reasons for applying. The letter should be addressed to Mr Andrew McCleave, Headmaster, and should arrive no later than 4.00pm, Friday 28th March 2025.

Working Hours: Part time 0.6 FTE, or full time with 0.4 FTE Maths, Permanent

Interviews: Tuesday 1<sup>st</sup> April 2025

Start date: September 2025

The School retains the right to interview and appoint at any time during the application process, so early applications are advisable.

Shortlisted applicants will be invited to the School for interviews and will also have the opportunity to see the department, meet the staff and demonstrate their teaching skills in the classroom.

Ballard School is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment. The successful applicant must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (Enhanced Disclosure). As part of the referencing process, the School will undertake a digital screening, including online searches of candidates and any potential matters of concern will be discussed with the candidate.

This post is exempt from the Rehabilitation of Offenders Act.

The successful candidate will be required to complete and sign a medical form.

Ballard School is committed to Equal Opportunities and welcomes applications from all sections of the community.

For further details and an application form, please visit: www.ballardschool.co.uk/vacancies

