



**Huxlow  
Academy**

Ambition • Respect • Pride

INFORMATION FOR CANDIDATES

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# Huxlow Academy

# Teacher of Business

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Remuneration: MPS to UPS (potential TLR 2b for Head of Year)

**TOVE**  
LEARNING TRUST

*"Tove Learning Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work."*

[www.tovelearning.org.uk](http://www.tovelearning.org.uk)

# WELCOME FROM KIM ISAKSEN

Headteacher, Huxlow Academy



Huxlow Academy, located in Irthlingborough, East Northamptonshire, is a medium-sized 11-18 Secondary Academy known for its inclusive ethos and commitment to providing the very best opportunities for our diverse student body. The strong bonds between students, staff, and the wider community make Huxlow Academy a truly rewarding and fulfilling workplace. If you are passionate about making a positive impact on young lives and thrive in a supportive team environment, I encourage you to apply.

We are currently embarking on an exciting phase of rapid improvement, driven by our unwavering commitment to excellence. Our core values of Respect, Ambition, and Pride guide us in our pursuit of continuous improvement and inspire us to set high standards.

We are committed to creating a learning environment that promotes excellence, encourages innovation, and supports risk-taking. Our teaching staff engage in ongoing professional development to ensure they are equipped with the latest research and teaching methodologies to enhance student learning experiences. Professional Learning and Development are integral to our ethos, with opportunities for growth and innovation available for all. We are striving to provide lessons that are engaging and tailored to meet the needs of our students through collaborative working. Through partnerships with schools within the Tove Learning Trust and beyond, our staff have access to the very best educational practices.

Despite being an incredibly rewarding place to work, Huxlow is an academy on an improvement journey, and this role would be crucial for accelerating the pace of change.

I invite you to explore our website, engage with our social media channels, and, most importantly, visit us to gain a deeper insight into life at Huxlow Academy. We are confident that you will be impressed by our school improvement journey, and we eagerly await your application to join our team.

Please do not hesitate to contact me if you have any questions or require further information about the role or our school.

*Kim Isaksen*

Headteacher - Huxlow Academy

# An Introduction - Tove Learning Trust

Tove Learning Trust (TLT) is a highly successful multi-academy Trust with primary, secondary and alternative provision schools across the West Midlands, Northamptonshire and Milton Keynes. We are a cross phase trust providing a high-quality education for over 11,000 children between the ages of 4 and 18. Within our family of schools we have three primaries, nine secondaries and two alternative provision schools.

As an employer of choice, we recognise every colleague is an individual, we value diversity, and work as a team to remove barriers to equity. We know that when you are 'the best you', whatever your role is with the Trust, you will transform students' lives.

The Trust is committed to ensuring that all children achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes.

We aim to have academies that are excellent communities of learning where children thrive on success. You will have access to a team of school improvement directors specialising in Maths, English, Science, Humanities, EYFS and SEND & Inclusion.

We have a central team of professionals in Finance, HR, Estates, IT, Marketing, project management and governance to offer specialist support and guidance.

Our outcomes in the vast majority of our schools exceed national expectations and many of our schools are rated Good or better by OFSTED.

## ✓ Support and well-being

You will become part of a family who really look out for one another. Free access to an Employee Assistance Programme providing counselling and advice for you and your close family and access to lots of well-being support.

## ✓ Professional development

Your performance review is truly targeted around you and your development. We want you to be the best you can be which in turn will enhance your performance and lead to outstanding outcomes for all.

## ✓ Excellent pension schemes

Both pension schemes are defined benefit schemes where you build up your pension based on a fixed formula to provide a guaranteed income at retirement. You have the opportunity to see what your actual pension will be.

## ✓ Training School

We are a strategic partner in a teaching school hub and can offer high quality professional development to support all stages of your career.

## TOVE LEARNING TRUST SCHOOLS

### 📍 Northamptonshire and Milton Keynes

- The CE Academy
- Elizabeth Woodville School (North Campus)
- Huxlow Academy
- New Horizons Academy
- Rushden Academy
- Sponne School
- Wootton Primary School
- Elizabeth Woodville School (South Campus)
- Knowles Primary School
- Lord Grey Academy
- Stantonbury School
- Water Hall Primary School

### 📍 West Midlands

- Grace Academy Coventry
- Grace Academy Darlaston
- Grace Academy Solihull

# Teacher of Business Job Advert



We are seeking a dedicated and talented Teacher of Business Studies to join our department during this exciting phase of our improvement journey. Our Business Studies department is well-equipped and the subject enjoys high popularity at both GCSE and A Level. We are in search of an inspirational educator to help us achieve excellence.

The ideal candidate will:

- Be a collaborative team member, committed to departmental goals.
- Consistently demonstrate positive progress with their teaching groups.
- Utilise evidence-based teaching methods to enhance standards in Business Studies.
- Be devoted to ensuring all students have the best opportunities for success.

Furthermore, we are committed to fostering the growth and development of our staff. Training and development opportunities will be readily available, and we actively encourage further study.

The Trust is dedicated to supporting staff in obtaining relevant qualifications to enhance their professional journey.



If you're ready to be part of a team that is committed to shaping brighter futures for our young people, we invite you to join us at Huxlow Academy.

**Responsible to:** Head of Computing

**Working hours:** Full time

**Salary:** MPS - UPS

**Closing date:** 9am - Friday 4th October

**Interview dates:** Week commencing Monday 7th October

*Applications will be reviewed and shortlisted on an ongoing basis. As a result, the vacancy may be closed early if a suitable candidate is found. We encourage you to submit your application promptly to ensure consideration.*

Tove Learning Trust is an equal opportunities employer. The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post requires an enhanced DBS check.

# Teacher of Business Job Description

## CORE PURPOSE OF THE ROLE

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The Business Studies department at Huxlow comes under the Design and Technology Department who are a committed and supportive team, comprising of experience teachers, ECTs and non-specialists. The Department believe that all students are entitled to a challenging, academic, and enjoyable experience of Business Studies. Our aim is to enthuse students to become confident in their understanding of the business world. Teaching Business Studies, enhances their key skills, and allows them opportunities to work on projects from industry and the world around them. There are also opportunities for collaboration with schools within TOVE Trust to share expertise and support the development of Business Studies teaching at Huxlow.

## KEY RESPONSIBILITIES

- To develop a curiosity, excitement, and passion for Business Studies within students at Huxlow.
- To contribute to raising standards of student attainment and build a culture of excellence in all classes.
- To monitor and support the overall progress and development of students as a Teacher/Form Tutor
- To provide a learning experience which gives the students the opportunity to achieve their individual potential.
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support the Business Studies curriculum area as appropriate.
- The ability to teach computing at key stage three would be an advantage but not essential quality.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
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## SPECIFIC RESPONSIBILITIES

### TEACHING, LEARNING AND ASSESSMENT

- To teach students according to their educational needs, including the setting and marking of work.
- To assess, record and report on the attendance, progress, development, and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy, and school subject specialism(s) are reflected in the teaching/learning experience of students.
- To undertake a designated programme of teaching.
- To ensure a high-quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and the demands of the syllabus.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice regarding punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

# Teacher of Business Job Description

## STRATEGIC PLANNING

- To have a strong understanding of how to assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area.
- To contribute to the Curriculum Area Development Plan and its implementation.
- To contribute to the whole School's Development Plan and its implementation.
- To plan and prepare courses and lessons. Curriculum Provision:
- To ensure that the curriculum and assessment is well planned within your subject area.
- Provide a range of teaching and learning opportunities which complements the school's strategic objectives.

## STAFFING

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- Staff Development – to continue personal development in the relevant areas including subject knowledge and teaching methods.
- To aim to be the best you can be.
- To engage actively in the Performance Management Review process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.
- To help manage and co-ordinate the work of other staff where appropriate. Ensure G4S is kept up to date

## QUALITY ASSURANCE

- To help to implement school quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the curriculum area in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/ implement modification and improvement where required.

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## MANAGEMENT INFORMATION

- To maintain appropriate records and to provide relevant accurate and up-to-date information for registers, information management systems, etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

## COMMUNICATION

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.

## MARKETING AND LIAISON

- To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

# Teacher of Business Job Description

## PASTORAL SYSTEM

- To be a Form Tutor to an assigned group of students.
- To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
- To liaise with the Head of Year to ensure the implementation of the School's Pastoral system.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside of the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- To contribute to PSHE and Citizenship and Enterprise according to school policy.
- To apply the behaviour management systems so that effective learning can take place.

## OTHER SPECIFIC DUTIES

- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.

- To take an equitable part in the cover system of the school according to policy and regulations.
- To undertake any other duty as specified by the line manager not mentioned in the above.

*Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties, and responsibilities.*

*Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.*

*It is the post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact with and adhering to and ensuring compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the s/he must record the details and take appropriate action, according to the nature of the concern, to safeguard the young person and inform the relevant staff within school, including the Designated Safeguarding Lead.*

*Identity, Prohibition, Qualification, Barred List, Enhanced DBS, Section 128, Overseas, Right to work, Reference, Criminal Record and Medical Checks are essential for all applicable posts at the School.*

*KCSiE 2022 Online Searches - In accordance with paragraph 221 of Keeping Children Safe in Education 2022 schools are now required, to carry out an online search for shortlisted candidates. If shortlisted for the role an appropriate online search will be undertaken on your name(s). Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.*

# Teacher of Business Person Specification

	ESSENTIAL	DESIRABLE
<b>PRE-EMPLOYMENT CHECKS</b>		
Criminal Records	*	
Enhanced Disclosure and Barring	*	
Proof of identity	*	
Medical Questionnaire	*	
Satisfactory References	*	
<b>QUALIFICATIONS/TRAINING</b>		
Candidate must hold QTS	*	
<b>EXPERIENCE</b>		
Effective organisation, communication and administration skills	*	
The ability to use ICT to raise standards and manage the department		*
Is committed to and meets all the requirements for safeguarding children	*	
<b>COMPETENCIES AND PERSONAL ATTRIBUTES</b>		
A highly effective classroom practitioner with experience of teaching Business Studies at KS4 and KS5	*	
Experience of teaching Computing to KS3		*
A clear understanding of what constitutes effective Business Studies learning	*	
A commitment to work with other teachers in the curriculum area.	*	
Excellent subject knowledge and a clear understanding of recent subject developments.	*	
High standards of classroom management and a willingness to share practice and ideas.	*	
The ability to be a good Form Tutor	*	
A commitment to Inclusion	*	
An enthusiastic practitioner able to inspire learning through excellent teaching	*	
The capacity to interpret data in order to monitor progress and identify intervention strategies.	*	
A commitment to developing their own pedagogy and that of others.	*	
Work in accordance with the Trust's values and behaviours	*	
Eligible to live and work in the UK	*	
Willing to work flexibly in accordance with policies and procedure to meet the operational needs of the Trust	*	
A commitment to continuing personal development and training	*	
A commitment to safeguarding and promoting welfare of children and young people	*	



# How To Apply/ Recruitment Process

## TO APPLY

To apply, please forward a completed application form to [s.earby-martin@huxlow.northants.sch.uk](mailto:s.earby-martin@huxlow.northants.sch.uk)

For candidates invited to interview, these responses will be explored further, together with the other elements of the Person Specification.

All applications will be acknowledged.

## THE RECRUITMENT PROCESS

We will treat all enquiries, formal and informal, in confidence.

If candidates wish to visit Huxlow Academy arrangements can be made by contacting the Huxlow Academy HR Manager - Sonya Earby-Martin.

Please contact Sonya by email at [s.earby-martin@huxlow.northants.sch.uk](mailto:s.earby-martin@huxlow.northants.sch.uk) who will make the necessary arrangements.

## THE CLOSING DATE FOR APPLICATIONS

Friday 4th October

## INTERVIEWS

Week commencing  
Monday 7th October

## FURTHER INFORMATION

Should you have any queries or issues with the dates outlined above or would like a confidential conversation, then please contact Sonya Earby-Martin, HR Manager on [01933 650496](tel:01933650496) ([s.earby-martin@huxlow.northants.sch.uk](mailto:s.earby-martin@huxlow.northants.sch.uk)).

*Tove Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure and Barring Service (DBS) clearance check.*

*References will be taken up for all shortlisted candidates prior to interview. The trust reserves the right to research shortlisted candidates on social media platforms and the internet, and the recruitment panel may take this information into consideration during the recruitment process.*