

# Huxlow Academy

## Teacher of Business Studies

### Remuneration: MPS to UPS

Huxlow Academy is a fully inclusive school, located in Irthlingborough, East Northamptonshire. Our students are a vibrant and varied mix that bring an energy that is not found in many other schools. The loyalty the students show for the staff and community, whom they recognise care so deeply about them, is what makes Huxlow a very rewarding and fun place to work. If you want to work with a team committed to making a difference to the lives of the young people in our community, we want to hear from you!

We require a talented and committed Teacher of Business Studies to join the department at this exciting stage in our improvement journey. Our Business Studies department is well resourced and the subject is a popular option at GCSE and A Level. We are looking for an inspirational practitioner to join us as we strive for excellence.

The successful candidate will:

- Be a team player, committed to departmental priorities.
- Demonstrate consistently positive progress with their teaching groups.
- Be committed to using evidence-based pedagogy in their own classroom, to drive standards in Business Studies.
- Be determined that all students should have the best opportunity for success.

Candidates must be eligible to live and work in the UK. Training and development opportunities will be offered. All staff are encouraged to study further and the trust will actively support staff to obtain relevant further qualifications where possible.

Tove Learning Trust is a fast moving and exciting place to work. The trust schools have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Academies within the trust collaborate to share expertise and maximise opportunities and experiences for our students.

**The Trustees of Tove Learning Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.**

#### How to apply

All documents including the full job description, person specification and application form are available on our website <https://www.huxlow.northants.sch.uk/> Please ensure your application form and covering letter includes examples of your experience and how you meet the criteria outlined in the job description and person specification. Further information requests or completed applications should be sent to Sonya Earby-Martin E: [hr@huxlow.northants.sch.uk](mailto:hr@huxlow.northants.sch.uk) T: 01933 650496

**Closing date: 9am on Monday 6<sup>th</sup> May 2024**

**Interview date: W/C Monday 13<sup>th</sup> May 2024**

**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.**

# Teacher of Business Studies Job Description

<b>Role:</b>	<b>Teacher of Business Studies</b>
<b>Reports to:</b>	<b>Head of Computing</b>
<b>Location:</b>	<b>Huxlow Academy</b>
<b>Contract:</b>	<b>Full-time</b>
<b>Remuneration:</b>	<b>MPS/UPS</b>

## Job Context

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.

## Specific Responsibilities

### **Teaching:**

- 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.

#### **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.

#### **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.
- To review from time-to-time methods of teaching and programmes of work.
- Understand and play a key role in the Internal Verification and Standards Verification processes outlined by the exam board.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

#### **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.

#### **Communications:**

- 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.

### **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 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 Studies

## 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>COMPETENCIES</b>		
An 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.	*	
<b>PREVIOUS EXPERIENCE</b>		
Effective organisation and communication skills	*	
The ability to use ICT to raise standards		*
Is committed to and meets all the requirements for safeguarding children	*	
<b>PERSONAL ATTRIBUTES</b>		
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	*	

# Why Join Huxlow Academy?

## Letter from the Headteacher

Dear Candidate

Thank you for your interest in the role of Teacher of Business studies at Huxlow Academy. We trust this application pack provides you with an insight into life at our school and encourages you to apply for the role.

We are incredibly proud of our school, a medium-sized Secondary Academy (11-18), located in Irthlingborough, East Northamptonshire. As a fully inclusive school our students are a vibrant and varied mix that bring an energy that is not found in many other schools. The loyalty the students show for the staff and community, whom they recognise care so deeply about them, is what makes Huxlow a very rewarding and fun place to work. If you want to work with a team committed to making a difference to the lives of the young people in our community, we want to hear from you!

I believe that every student and staff member that walks through the doors of Huxlow is a valuable member of our community, and we work hard to ensure they are welcomed, supported, and challenged to be the best version of themselves that they can be.

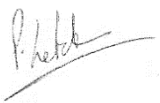
We are in an exciting new phase in the history of Huxlow and place a pursuit of excellence at the core of everything we do. This is underpinned by our core values of Respect, Ambition and Pride. I hope that you feel inspired to aim high and come and join us as we strive to make Huxlow even better.

We place an emphasis on ambition and respect for each other and working together to ensure that our community is constantly developing. Huxlow students are exceptional, staff go the extra mile, and we are dedicated to Professional Learning and Development.

At Huxlow Academy we aim to create a learning environment that supports excellence, risk taking and innovation, stretching student understanding and ensuring that lessons are interesting and inspiring. Our teachers engage in regular professional development, keeping up to date with the latest evidence-informed research to help students learn effectively. Our teaching and learning programmes enable teachers to develop their individual strengths. Staff are encouraged to plan together, developing schemes of learning that keep students engaged. We have a well-developed online learning platform using Google and Go4Schools which allows students to emerge as independent learners and parents to support their child's learning from home. Collaborating with schools across the Tove Learning Trust and beyond ensures our staff are at the forefront of educational thinking and practice.

Please explore our website, the recent Headteacher's letters section and our social media, to gain a flavour of what it means to be part of the Huxlow Academy community. We hope you are as impressed by our school as we are. I look forward to receiving your application should you decide you want to be a part of the proud Huxlow team.

Please contact the school if you have any questions or require any further information.



Paul Letch  
Headteacher

# Huxlow Academy Information

## The Curriculum

Our ambitious curriculum is designed to deliver our vision of “Thriving Through Excellence”. This means we offer a perfect balance of academic learning, personal development, and enrichment.

All teaching and learning is designed to meet our high expectations and aspirations with a clear focus on sharing knowledge and developing lifelong skills. Every child is pushed to do the very best they can do, whilst taking account of every individual’s needs.



Our Key Stage 4 programme is extended over 3 years to develop deeper understanding and mastery of subjects at GCSE, in order to achieve the highest outcomes and to aspire for every student to reach their potential.

- All students study English, Mathematics, Science, Religious Studies, Physical Education and French
- At Key Stage 3 (Years 7 & 8) students also study Art, Technology, Geography, History, Music, and Drama
- At Key Stage 4 (Years 9, 10 & 11) alongside our core subjects students make a number of option choices from the range of other subjects including Psychology, iMedia, Sociology, Photography, Dance and Business Studies.

All of this is supplemented by a rich programme of enrichment, curriculum themes and extra-curricular activities.

Our excellent Key Stage 5 provision is delivered alongside our fellow Tove Learning Trust partner, Rushden Academy, as part of The East Northamptonshire School (TENC). Our joint provision has one of the most comprehensive choice of subjects in the county, consisting of over 20 A Level courses and additional BTEC Level 3 courses. Please visit [www.tenconline.co.uk](http://www.tenconline.co.uk) for more details.



# Huxlow Academy Information

## Extra-Curricular and Enrichment

At Huxlow Academy there is a strong commitment from staff to offer our students an inclusive and enriching educational experience, both within the curriculum and through a wide range of extracurricular opportunities.

An exciting array of clubs, activities and trips provide a springboard for developing key life skills. There really is something for everyone! Inspiration is achieved through our many day and residential trips.



Throughout the academic year, all year groups are offered a range of enrichment activities which link to curriculum areas, future career opportunities and our school values and the Huxlow Way. These opportunities begin in Year 7 with a Jungle Parc personal development adventure for all students to participate on to build mutual respect, pride and ambition amongst themselves as a form and individually. There are also many other opportunities as they journey through the school through the disciplines of sport, theatre, engineering, university experiences and museums, to name a few.

Our overseas program includes the following -

Residential and overseas opportunities for Huxlow Academy students

- Year 9 Biannual trip to France. Next trip planned spring 2025
- Years 9 and 10 Biannual overseas trip to Iceland: next trip planned October 2024
- Year 10 - Biannual trip to Cornwall next trip planned October 2025
- Year 11, 12 and 13 Annual Tour of Remembrance to Krakow, Poland. December
- Year 11 Biannual overseas trip to Paris.





# Huxlow Academy Information

## Vision, Mission, and Values

### Our Vision and Mission:

At Huxlow Academy we create the opportunities to enable everyone that walks through our doors to ultimately achieve our vision of “Thriving Through Excellence”.

Our mission is to achieve this by building an exceptional learning community of aspirational and responsible citizens.



Huxlow is an inclusive school where every student matters. Students come to Huxlow Academy from a variety of backgrounds and quickly become a part of the Huxlow family. Alongside high-quality teaching, we provide a wide variety of effective support. Our success is achieved by knowing every student as an individual and caring for them personally and academically. Students are prepared to successfully navigate the many opportunities and challenges that are presented by the modern world.



To fulfil our mission we work, study, and collaborate by placing a focus on three core values.

- **AMBITION** - We strive hard to achieve the very best in all that we do, and we celebrate achievement and excellence. We enable our students to fulfil their academic and personal purpose.
- **RESPECT** - We pride ourselves on being a school that fosters relationships in an atmosphere built upon empathy, mutual respect, dignity, equity, diversity, and fairness.
- **PRIDE** - Pride in all we do, both from within school and across the wider community, is at the core of our actions. Our students go on to become successful adults and we enable our students to develop the pride and character we need them to have in the future.

