



Beths Grammar School

Head of Business Education

Recruitment Pack





Dear Applicant,

Thank you for your interest in this exciting and very important post.

Beths is an academic institution that fosters an ethos in which working hard and wanting to achieve are the norm: where it's cool to be clever and successful. This is as true for the staff as for the students. We are ambitious for the young people in our care and seek to help them secure the very best outcomes of which they are capable. As a selective school, the staff have the privilege of educating intellectually able young people; and the students have the privilege of being in classes in which progress in learning can be rapid, and subjects explored in real depth.

As a school, we are committed to being a world-class learning community that enables all young people to succeed. We aim to create young adults who are forward thinking, confident, motivated, competitive and are highly successful. They understand the purpose of becoming an independent learner and strive to become self-directed and comfortable with the unknown.

Central to everything we do is the culture of high expectation and aspirations. Students are encouraged to develop a love of learning and reading, to think for themselves and to maximise their full potential.

We are looking for a teacher with real drive. Someone who is unafraid to tackle difficult issues, who knows what Outstanding looks like, and who, along with the rest of the team, is committed to working tirelessly to achieve it; someone with determination, resilience, humility and a sense of humour.

We are looking for a dynamic and innovative individual, who is committed to providing an educational opportunity for all in a world class learning culture, who will support individual endeavour through high expectations, personal growth and development, whilst ensuring that exceptional achievement and excellence are embedded in all aspects of school life, and thus play a pivotal role in shaping the future of Beths Grammar School. The successful candidate will gain a wealth of experience from working across the school receiving support and guidance from the Headteacher and a very experienced Senior Leadership Team.

If you share our passion for students succeeding and our development of the 'whole student' and believe you have the skills to lead and inspire others, we very much look forward to hearing from you. I look forward to reading your application.

With best wishes,

RJBlyghton

Mr R J Blyghton
Headteacher



BACKGROUND

Set in acres of pleasant grounds, Beths Grammar School is located within easy commuting distance of both central London and Kent, offering the advantages of a diverse and forward-thinking community within a haven of green space. The mainline railway station is less than ten minutes' walk away; while for road users, there is a junction on the A2 close by (two of the three school fields run alongside the A2). Many



staff choose to live close to the school, or in neighbouring boroughs, and the borough of Bexley has a wealth of high performing schools and good quality housing stock at competitive prices.

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While Beths is a traditional grammar school, it is geared for the twenty-first century. ICT is widely used and both students and staff are provided with their own electronic devices. We offer a broad and balanced curriculum which includes Music, Drama and Art at A Level.

As well as being a beacon of academic pursuit and excellence, Beths Grammar School is renowned for its enviable co-curricular enrichment programme that, through sport, the arts, clubs and societies, nurtures the whole child. This is why many boys – and girls in the Sixth Form – want to come here; and it is also why so many parents are pleased to send their children to Beths. Emphasis is placed on developing leadership skills, best exemplified by the work of the prefect teams, but also through opportunities lower down the school such as our thriving School Council. We believe our students are our best ambassadors. We value our students collectively and individually and acknowledge – and celebrate the fact – that they are all different.

Beths is committed to staff development. We have a strong CPD programme based on the principle of 'expertise from within'. Staff at all career stages have opportunities to lead training and we are keen to develop the leadership skills of our members of staff as we are those of our students.

Our students achieve highly in Year 11 and the Sixth Form; but we are not complacent. At Beths we are determined to deliver the very best to our students – and we seek to recruit like-minded, outstanding practitioners who also want to give the wonderful young people who study here the world-class education they deserve.



Head of Business Education

Beths Grammar School is a large multi-cultural school on the borders between London and Kent serving a wide range of vibrant and exciting communities. We specialise in boys' education in the main school and have a large, co-educational 6th form.

The Business Department is a popular option for students at both KS4 and KS5. It is a well-established and developed department which is well resourced. The course introduces students to all they need to know about working in business, providing a solid foundation for further study. There is a clear focus on helping individuals become good decision makers, alongside developing managerial skills and techniques to help students become analytical problem solvers.

The curriculum area for Business Education includes:

A Level

- Business
- Economics
- Law

GCSE

- Business
- Economics

Throughout the course students develop the skills of data interpretation and essay writing to consider issues from more than one viewpoint and reach a reasoned conclusion. Our students are encouraged to use numerical data, think clearly and understand ratios, percentages and trends in data.

We are seeking to appoint an exceptional Head of Department who is looking to join an outstanding and dedicated team for September 2025. Every year, we have a large number of students who go to study Economics and Business-related degrees at the Top Russell Group universities and Oxbridge.

We are looking for a teacher who has a passion for their subject/s, a desire to pass this on to students and an ability to combine this with excellent classroom practice. This is a very popular subject in KS4 and Post-16, so the ability to teach to A-level is essential.

The post is an exciting and challenging one, offering exceptional opportunity to work within an outstanding department where we can offer you: the opportunity to inspire highly able and well-motivated students to fulfil and exceed their potential, and a dynamic and supportive working environment.



JOB DESCRIPTION

Post Title: Head of Business Education

Department: Business Education

Grade: MPS – UPS (Outer London) plus TLR1M for HOD

Responsible to: SLT responsible for Business Education

Start date: September 2025

Key accountabilities of the role:

ACTIVITY	RESPONSIBILITY
Curriculum	<ul style="list-style-type: none">• Undertake responsibility for developing, reviewing and keeping up-to- date appropriate syllabuses and Schemes of Work for all classes and Year groups.• Ensure that the work set for students, including homework, is challenging and that it stretches them.• Devise clear policies and practices for assessing, recording and reporting on student achievement and use this information to recognise student achievement and to assist students in setting targets for further improvement.• Assess and review course provision, course content and teaching methods and modify where necessary.• Keep up to date with and respond to national developments in the subject area and teaching practice and methodology.• Produce a Department Development Plan with the involvement of relevant staff for inclusion in the School Improvement Plan.• Ensure that the entries, moderating procedures, coursework submissions, and expected grades are completed for all external examinations and statutory assessments at the correct times and maintain records of results.• Ensure that for internal examinations the papers are set, reproduced, marked and moderated correctly.• Establish links with other departments as necessary.• Promote extra-curricular activities to further the aims of the Department and the school.
Students	<ul style="list-style-type: none">• Accept responsibility for the work and behaviour of students within the Department. Operate a clearly understood system of rewards and sanctions consistent with the Schools Behaviour, Rewards and Support Policy.

	<ul style="list-style-type: none"> • To actively monitor and follow up students progress. Supervise the setting and marking of work, including Homework, reporting and the allocation of grades within the framework of whole school policies. • Inform students on subject choices and career opportunities where appropriate.
Monitoring	<ul style="list-style-type: none"> • Monitor standards of work to include: <ul style="list-style-type: none"> - Regular monitoring of the assessment of students and moderation of assessments to maintain consistency. - Monitoring achievement and progress of individual students and classes, linked to target setting. - Ensuring Coursework is of an acceptable standard and deadlines are adhered to. - Ensuring that information about student's achievements in previous classes and schools is used effectively to secure continuity and progression in the department. • Monitor the quality of teaching by using the agreed criteria (see Staffing section below). • Where appropriate monitor the duties of Head of Subject, Subject Coordinator, Key Stage Coordinator. • Monitor the progress made in achieving department plans and targets, evaluate the effects on teaching and learning and use this analysis to guide further improvement. • Use national, local and school data to inform expectations, departmental and individual student targets and teaching methods. • Evaluate the setting of expectations and targets for students relating to student achievement and the quality of teaching.
Communication	<ul style="list-style-type: none"> • Initiate and lead Departmental discussion on school subject matters, holding at least one meeting each half term and forwarding Action Points to the Headteacher. • Attend and contribute to team leader meetings. • Where appropriate meet with the Heads of Subject/Subject Coordinator/Key Stage Manager within the Department. • Share good practice within and across the Departments. • Ensure that Form Tutors, Heads of Year and Senior Staff are informed of students progress as necessary.
External Communication	<ul style="list-style-type: none"> • Provide parents with information about curriculum, attainment, progress and targets. • Provide parents with information about coursework and precise deadlines for submission. • Meet with parents as necessary to discuss issues arising from such information. • Liaise with Governors, examination boards, professional bodies and contribute to community links where appropriate.

Staffing	<ul style="list-style-type: none"> • Devise, through consultation, a suitable responsibility structure within the Department and delegate tasks accordingly. • Ensure that appropriate work is set for supervised classes when staff are absent. • Monitor teaching and staff development: <ul style="list-style-type: none"> - Guide and advise individual teachers. - Meet with teachers to discuss their personal and professional development, progress and in-service training needs. - Report on the work and progress of teachers as required by the Headteacher. Observe colleagues at work and encourage the evaluation and sharing of good practice. - Carry out the Staff Appraisal. • Ensure that trainee and Newly Qualified Teachers (NQTs) are appropriately trained, monitored, supported and assessed in relation to published standards. • Ensure that staff are familiarised with the procedures in the Department and the school. • Work with SENCO to ensure that IEPs are used to set subject specific targets and match work well to student needs.
Budgets/ Resources	<ul style="list-style-type: none"> • Manage any delegated budgets, to include: <ul style="list-style-type: none"> - Establish staff and resource needs for the subject and advise the Headteacher and senior managers of likely priorities for expenditure. - Maintain oversight of an efficient stock control system and be responsible for the security and storage of equipment. - Take responsibility for maintenance of Departmental rooms and effective use of displays. • Ensure that health and safety procedures including Risk Assessment appropriate to the Department are updated and adhered to.
Other Specified Responsibilities	<ul style="list-style-type: none"> • To undertake any duties as may reasonably be required by the Headteacher



Head of Business Education

Essential:

- a graduate with good qualifications that include a good honours degree in a relevant discipline
- an outstanding classroom practitioner/potential and drive to become outstanding
- the ability to plan and deliver lessons which fulfil appropriate learning objectives
- an understanding of the role of assessment in learning and the ability to use assessment to promote learning outcomes
- an enthusiasm for Business and Economics in general and the ability to transmit this to students
- the ability to relate appropriately to school children
- the ability to execute effective discipline in keeping with the policy of the school and department
- a good knowledge of a wide range of teaching and learning methods
- the ability to create your own resources and willingness to share good practice with other colleagues.
 - The ability to lead others and hold them to account.
- the ability to identify learning needs of individual students and ensure they secure the best possible outcomes
- a team player
- a strong commitment to the central role of the Form Tutor

Requirements of the Post:

- to contribute to the teaching of Business/Economics across the age and ability range
 - to be a Form Tutor
- to work within and contribute to established School and Department frameworks for:
- lesson planning and delivery
 - student behaviour and care
 - student assessment
 - to work within the school frameworks with regard to Health & Safety, Equal Opportunities and Safeguarding



- to provide accurate information for parents as required by the School and Department policy and attend parents evening/academic tutoring interviews and other presentation meetings as reasonably directed
- to help to further develop links with the wider community
- to promote a single School ethos
- to promote the School commitment to the Continual Professional Development of all staff
- to undertake any duties as may reasonably be required by the Headteacher.

Salary – Head of Business Education

The post is offered in the MPS / UPR (Outer London) plus a TLR1M for Head of Department responsibilities.

Why Join the Beths Community

- All staff receive their own laptop
- We have a brand new Sixth Form Centre equipped with the latest technology for Teaching and Learning.
- CPD programme for staff development
- NPQs for Middle and aspiring Senior Leaders
- 24/7 Employee Wellbeing Support Programmer (free & confidential)
- Teacher's Pension Scheme
- Cycle to work scheme
- Use of School gym
- Staff social events

Appointment Process

Applications should reach the school by **9am 14th March 2025**. We prefer electronic submissions and application forms can be found on TES or on the school website, no CVs please.

We intend to interview w/c **24th March 2025**.

Please note that we reserve the right to close any advert before the advertised closing date should a sufficient response have been received. Therefore, please ensure that you complete your application as soon as possible to avoid disappointment.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All shortlisted candidates will be asked to complete a criminal records self-disclosure form and successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks, including an online check.

