



Sydenham High School

GDST
GIRLS' DAY SCHOOL TRUST

Brief for the position of
Head of Business & Economics Teacher
(Part-time or full-time with Maths)

Sydenham High School GDST





Dear Candidate,

Thank you for your interest in the position of Head of Business & Economics Teacher at Sydenham High School. This is a really exciting opportunity for the right candidate to play a key role in the development of our Sixth Form provision. In response to a surge in interest in this subject at A Level, we are searching for a dynamic and experienced candidate who will take the lead in delivering Business A Level, whilst also contributing to the teaching of Economics A Level.

The successful candidate will be joining us at a very significant point in the life of the school as we embark on an ambitious development plan to build a brand new building, which will include dedicated space for both the Sixth Form, and for Careers and Futures.

Sydenham High is a selective school with a mission to ensure that every girl reaches her full academic potential. We offer a rich and diverse curriculum, alongside outstanding enrichment opportunities outside of lessons, enabling our pupils to develop the skills and personal attributes to prepare them for the challenges and opportunities of an ever-changing society.

We are forward thinking and innovative, looking to provide an outstanding education to our young people as well as the very best in pastoral care. Our purpose is to empower every girl to forge her own path with courage and without limits. This is evidenced in our Careers & Futures Programme and the broad range of careers-focussed events on offer, as well as in our leavers' wide-ranging higher education and future pathways.

Successful applicants will have a good honours degree, and ideally experience in teaching the subject at A Level. Above all, they will be a passionate individual, strongly motivated to make themselves an active part of our thriving community.

I very much look forward to meeting you,

Ms Antonia Geldeard, Head



Our school

Sydenham High School, was founded in 1887 by four pioneering women, becoming one of the last schools to be opened by the Girls' Public Day School Trust. In 1934, the school transferred to its current site in the leafy suburbs of South East London. Sydenham High prides itself on enriching young minds in a way that will endure a lifetime. The School's original Anglo Saxon motto, 'Nyle ye drede', means 'fear nothing' and our girls are continually encouraged to have a 'can do' approach to all they do. Sydenham High is selective but diverse, welcoming girls with wide-ranging abilities, talents and backgrounds into a close community that is large enough to offer choice and flexibility, but compact enough to ensure that no girl is overlooked.

The Girls' Day School Trust

The Girls' Day School Trust (GDST) is a leading family of independent girls' schools in the UK, with 23 fee-paying schools and two academies. A registered charity, it has 19,000 students, 4,000 staff and a network of 70,000 alumnae.

GDST schools share an ethos and heritage of girls-only education and are members of a unique network which adds value to each school, student and member of staff. Networking opportunities across the Trust enable staff to share best practice and develop initiatives that benefit all our schools and students. In addition to supporting the work of individual schools in supplying excellent induction and development opportunities for staff, the GDST network provides access to an extensive training programme. This includes development opportunities (including a Middle Leaders' Development Programme and Aspiring Leaders Programme) and grants for individual courses of study.



Site and facilities

Ongoing investment by the GDST has seen the school's facilities continue to expand. A new Design Technology and Innovation Building alongside a new Sixth Form Centre is planned to open in Summer 2025. A Performing Arts Centre was opened in 2006, comprising a 90-seat Recital Hall and the 152-seat Westwood Theatre, and the assembly hall was renamed Longton Hall and refitted to provide concert and performance facilities. There are specialist features for the teaching of Science, IT, Music, Art and Design and Technology. Sports facilities include an indoor sports centre, large all-weather pitch and a 7.5 acre sports ground in Lower Sydenham. The current Sixth Form centre has been refurbished to include a generous common room, study rooms and classrooms. In 2014, the historic dining hall was refurbished and extended to include a glass orangery, new serving area and new state-of-the-art kitchens.

The Prep School is home to 240 pupils from the age of 4 to 11. It is based in an attractive large Edwardian family house with light and spacious purpose-built modern additions. The school is set within its own attractive grounds, five minutes' walk from the Senior School and takes full advantage of the Senior School facilities. The personalised approach allows each girl to develop at her own pace. Most girls in the Prep School move into the Senior School.

The Senior School has over 515 pupils and our aim is to develop girls as independent learners, who take responsibility for their own learning. The curriculum offered at each stage allows the exploration of personal learning and thinking skills that underpin not just academic but lifelong success.

For more information about Sydenham High School please visit:
www.sydenhamhighschool.gdst.net.



Our purpose

We aim to inspire the future generations of creators, independent thinkers and trailblazers. We open eyes and hearts by educating the whole person: to balance mind, body and soul. Our diversity of academic and enrichment opportunities enables every girl to forge her own path, strive to be her best and excel. We seek to empower every girl to discover and nurture her unique talents whether in the classroom, the laboratory, the library, the studio, the field, the water, the community or beyond.

We believe that educating the whole person leads to happy, confident and courageous children who flourish and make a positive difference to their community.

Our values

Courage and character: With our school motto at the fore, ('Nyle ye drede', 'Fear nothing'), we aim to foster in every girl the strength of character and courage to discover and pursue her own path.

Curiosity for learning: We seek to empower every girl to learn without limits, cultivating an intellectual and creative mindset through an inspiring and joyful approach to education.

Culture of kindness: We focus on developing a happy and respectful community with strong relationships, prioritising every child's wellbeing and celebrating diversity.

Generosity of spirit: We aspire to be outward looking, giving back, taking on leadership and having a positive impact.

"Pupils develop high levels of self-confidence and the inner strength needed to succeed, as a result of an understanding not to fear failure" - ISI, 2020

The Role **Head of Business & Economics Teacher** (Part-time or Full-time with Maths)

We have recently offered Business A Level to our Year 11 pupils as there has been subject interest and a demand for this A Level in our Sixth Form admissions process. We are searching for a dynamic and experienced candidate who will take the lead in delivering Business A Level and managing the department. There is already an established and successful Economics department here and we will require the Head of Business to also contribute to the teaching of Economics A Level. We currently have one A level set of Business planned for Year 12 in September 2024 alongside our Economics provision in Year 12 and 13 where we are expecting two sets of Economics in Year 12 and one set in Year 13.

This is an exciting opportunity for the right candidate to lead and design a successful Business course whilst also liaising with other GDST schools who teach Business, drawing on these partnership opportunities. Our A Level departments strive to deliver a dynamic and enriching education, including trips and visits, making good use of the opportunities in London, the UK and abroad. At present, A Level Business students focus on learning the theory of business, including management, leadership and decision-making, using real-life case studies. They also take part in visits to a variety of local and global businesses, and attend conferences such as Lloyds TSB "Women of the Future". Our Economics students currently run a successful Economics conference within the GDST, and all students are able to apply to take part in the GDST leadership programme called "GDST Lead". It is expected that the Head of Business and Economics teacher will participate in running societies and clubs to build the reputation of Business across the school whilst also offering a clinic for support, or for university preparation when required.

Almost all of our students undertake an EPQ in Year 12 and our A Level teachers frequently act as supervisors for our EPQ students. Our teachers are expected to be highly digitally literate: Laptops are provided and ideally the candidate will show considerable initiative and be prepared to innovate both in the classroom and in the field.

This is a part-time role, with the exact allocation to be discussed at interview. However, we could consider candidates with experience of teaching Maths for a full-time role. Please clarify your interests in part time or full time and your subject areas in your application cover letter also stating clearly if your notice period is approaching soon.



The Role **Head of Business & Economics Teacher** (Part-time or Full-time with Maths)

Accountable to: Deputy Head Academic via the Assistant Head: Head of Sixth Form

Responsible for: The Business Department

Job purpose: To teach Business & Economics to motivated and enthusiastic students in Years 12 and 13, and be a dynamic and inspirational leader for Business

Accountabilities:

Policy/Strategic direction and development

- Contribute to strategic planning and policy making, as required by the Head.
- Prepare, monitor and update annual departmental plans in consultation with colleagues.
- Ensure that all whole school strategies are embedded in schemes of work and departmental plans.
- Develop strategies and an action plan to grow further interest in Business across the GCSE years (looking to attract A level students).

Leadership and management of others

- Lead and manage the department, recruiting, inducting, developing, motivating and appraising any members of the department to ensure that they have clear expectations and that high performance standards are achieved and maintained.
- Manage day to day requirements such as examination entry and departmental timetables.
- Attend school on Examination Results Days, as required by the Head.
- Effectively review performance and record actions and decisions implemented.

Teaching and learning

- Promote excellence in teaching and learning to ensure all pupils develop their potential and are fully equipped for life beyond school.
- Exemplify in own practice high teaching standards, planning and preparing excellent courses and lessons.
- Ensure that schemes of work are used, reviewed and modified to enable the maintenance and development of high standards.

- Keep up to date with developments in the subject area and education in general to ensure that best practice is adopted in the department.
- Ensure the department's delivery and development of the curriculum is effective in meeting the needs of all pupils and that teaching is effective, adapted to their educational needs.
- Monitor pupils' work to ensure high standards are maintained and assess, record and report on the development, progress and attainment of pupils.
- Explore further opportunities for developing a rich and challenging MAT programme, where relevant.
- Communicating and consulting with the parents of pupils as directed by the Head in relation to A Level choices or academic matters.
- Contribute to the broader life of the school by supporting and learning curricular and co-curricular events including societies, clinics and activities days.

Other activities

- Provide guidance and advice to pupils on educational matters and on their further education and future careers; making relevant records and reports.
- Promote the general progress and well-being of individual pupils.
- Attend assemblies, take part in the tutoring of pupils and supervise pupils, during or after school sessions.
- Participate in meetings arranged for academic or pastoral matters as befits the role and the requirements of the Head.

The Role **Head of Business & Economics Teacher** (Part-time or Full-time with Maths)

Monitoring, Evaluation and Assessment

- Ensure that within the department individual pupil progress is regularly assessed, recorded and reported and used to inform future teaching.
- Monitor pupil progress through the use of performance and benchmarked data to ensure that high standards of learning are achieved and maintained.
- Contribute to written assessments, reports and references relating to individual pupils and groups of pupils.

Training and development of self and others

- As a lead professional, set personal targets and take responsibility for one's own continuous professional development.
- Be proactive in identifying training needs within the department.
- Participate in arrangements made by the GDST for the appraisal of performance and that of any other teachers within the department.

Educational methods

- Advising and co-operating with the Head and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment, and pastoral arrangements.

Admissions, marketing & external links

- Actively promote the department within the school community to encourage pupils' interest in the subject area and attend all A Level choices events or other Open Days, as required.
- Contribute to the positive promotion and marketing of the school and the GDST in the local and wider community.
- Lead the department's contribution to external partnership links, including attendance at certain key out of hours events.
- Continue to build on the strong relationships within the GDST.

Management of resources

- Monitor and control the department's allocated budget and purchasing arrangements, to ensure the efficient and effective use of all resources.
- Identify future resourcing needs and aspirations for the department for consideration in the school budget planning process.
- Ensure that all resources are fit for purpose and used in accordance with health and safety guidelines.

General Requirements

All staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Contribute to the school's programme of extra-curricular activities.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to policies as set out in the GDST Council Regulations, notes of guidance and GDST circulars.
- Undertake other reasonable duties related to the job purpose required from time to time.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Person Specification **Head of Business & Economics Teacher (Part-time or Full-time with Maths)**

Educational Attainment & Training

- A good honours degree in the subject
- Qualified teacher status/PGCE
- Post graduate qualifications - Masters degree/ post graduate diplomas desirable

Knowledge Base

- Excellent professional knowledge and understanding
- Excellent subject knowledge
- Understanding of national and examination curricular requirements of the subject
- A sound awareness of the impact of ICT in education
- Up to date with professional developments in the subject and other aspects of education

Experience

- Experience as a subject teacher
- Teaching experience in a selective Senior School
- Experience of organising or participating in co-curricular activities

Skills Required

- Excellent written and oral communication skills: the ability to make points clearly and understand the views of others
- Teamwork: the ability to work collaboratively with others
- The ability to solve problems and make decisions
- Self-management skills: the ability to plan time effectively and organise oneself well

Attitude/ Approach

- Ability to enthuse children and adults - Passion for the subject
- Possess a positive attitude and approach to change and development
- Flexible and firm with the ability to know when to be either
- Enjoy rising to the challenges inherent in a school environment
- Lifelong learner

Personal Qualities

- Good interpersonal skills
- Suitability to work with children in accordance with the GDST's Safeguarding Policy
- Willingness to make a contribution to extra curricular activities

How to Apply **Head of Business & Economics Teacher** **Teacher (Part-time or Full-time with Maths)**

To apply, please go to

https://my.corehr.com/pls/gdstrecruit/erq_jobspec_version_4.jobspec?p_id=034608

Please submit your application form and cover letter by **6pm on Sunday 24 March 2024.**

Starting salary will depend on the experience and qualifications of the successful candidate. We offer a competitive salary and benefits package and a strong professional development programme.

These benefits include:

- Competitive salaries and pay progression
- Access to extensive professional development opportunities
- Training grants for qualifications
- Generous pension schemes
- Free school lunches
- Financial guidance and support
- Retail and lifestyle discounts
- A discount of up to 50% on fees for children at GDST schools

We reserve the right to interview at any point during the recruitment process, so early applications are encouraged. References for candidates invited to interview will be taken before the interview. Interviews will likely be held on 26 or 27 March 2024.

Sydenham High School and the GDST (Charity Registration No. 1026057) are committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including online searches, checks with past employers and the Disclosure and Barring Service.

