



CANDIDATE BRIEF

Head of Business Studies and Economics





WELCOME TO SIBFORD

Sibford School is a co-educational, independent day and boarding school for children aged 3-18.

Sibford is a place where we aim to nurture ambitious learners who shape their worlds with their creative, compassionate and questioning minds, where your teaching journey can flourish alongside the growth of our exceptional students.

In our commitment to individuality, we recognise that educators, much like our students, are diverse in their approaches and strengths. At Sibford, you're encouraged to be adventurous, curious, creative, confident, and above all—be yourself.

Rooted in Quaker values, our approach to teaching is grounded in truth, integrity, equality, community, peace, simplicity, and sustainability. These values are not just words on paper but living principles that underpin the distinctive characteristics of Sibfordians.

In the nurturing, safe, and supportive environment we cultivate, you'll find a space where your teaching potential has no limits. Here, there's no ceiling on your ability to inspire and shape young minds, both academically and personally. Tolerance and consideration towards each other are not just encouraged; they are integral to our community ethos.

Our curriculum is as diverse as the talents it aims to nurture. Whether you are joining us to teach

traditional academics, creative arts, technology, or horticulture, you'll have the opportunity to guide students on their unique journeys. In small, dedicated classes, you'll be the mentor, inspiring and stretching each individual, guiding them to discover their own talents and embrace their authenticity.

Beyond the classroom, we invite you to contribute to a myriad of co-curricular activities. These experiences not only foster skill development in the students but also create strong connections based on shared interests, forming a deep sense of belonging within our community.

Sibford is more than just a school; it's a place where educators are partners in the growth and development of future leaders and citizens. If you're seeking a teaching environment that values creativity, agility, resilience, positivity and empathy, we warmly invite you to consider joining us at Sibford.

A candidate pack can only convey so much. Come and meet us in person—experience the genuine warmth and vibrancy that defines our educational community.

Looking forward to the prospect of welcoming you to the Sibford family.

Rebecca Evans, Head





EMPLOYEE BENEFITS FOR TEACHERS

Salary	Sibford Teaching Scale Aims to mirror national teaching pay scales
Pension Employer's contribution	18%
Pension Employee's contribution	5% minimum
Group Life Assurance	4 x annual salary
Group Income Protection	50% of basic salary Payable for up to 3 years
Staff Fee Remission Discount on school fees	66.6% pro-rata'd for part time
Paid Holidays	18 weeks - Including bank holidays
Academic term	34 weeks term time
Sick Pay entitlement	1 month full & 1 month half pay per year of service – up to maximum of 6 months
Free School lunch	Provided on working days
Free car parking	Parking is on the school site
Free use of School Swimming pool for staff	Allocated times



THE ROLE - Head of Business Studies and Economics

- **Full Time**
- **Competitive Employment Package (depending on experience)**
- **Affordable accommodation may be available on site, if required.**

We are seeking to appoint an inspiring and passionate Head of Business and Economics to lead our successful and popular department. The ideal candidate will bring effective leadership, exceptional subject knowledge, a passion for motivating and inspiring pupils across all age ranges and a keen desire to be part of the whole school community.

You should have proven experience teaching Business and Economics at Key Stage 4 and 5 and have the ability to manage a complex caseload, have strong literacy and ICT skills, including the use of school databases, good organisational skills and interpersonal skills.

Closing date for applications: Friday 10th May.

Interview date: Week of 20th May 2024.

We reserve the right to close prior to this date should sufficient applications be received.

Sibford School is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure.



THE ROLE - Head of Business Studies and Economics

Overall Purpose: To lead a department that nurtures ambitious learners of Business and Economics, who shape their worlds with their compassionate, creative and questioning minds.

Reports to: Deputy Head

Key contacts: Director of Studies, Heads of Key Stage, teachers within the department/ key stage, other teaching and administrative colleagues, pupils and parents.

Key Responsibilities:

- The Head of Department is responsible for the overall delivery of the curriculum at all levels. They will organise systems of appraisal and monitoring according to the school model, and also the administration of assessments and mock exams, with cross-marking where appropriate.
- Heads of department are responsible for providing professional leadership and management, generating enthusiasm and demonstrating and encouraging excellent practice within their subject area.
- They have a responsibility to monitor standards, to ensure high-quality teaching from Key Stages 4 to 5, high standards of learning and achievement for all pupils and the effective and safe use of resources.
- The Head of Business and Economics is responsible for the promotion of the subject, be that during open days, school competitions or by sharing subject-specific successes and events with the wider school community.
- Heads of Department are responsible for enacting the strategic vision for the school and ensuring the realisation of the school's school improvement plan within the department.

Other Responsibilities:

- To provide pupils within their tutor group with a rich tutorial and PSHE programme, following the schemes of work and guidance from the pastoral team.
- To participate in all mandatory/regulatory training as required, completing it within an appropriate timescale and the deadlines specified, and to participate in the school's programme of continuing professional
- To contribute to the wider life of the school, including but not limited to running a lunchtime club and after school club.
- Participate fully and actively in the boarding life of the school with associated duties and responsibilities. Part-time staff are expected to take a proportion of these responsibilities.



PERSON SPECIFICATION

Requirements	Essential	Desirable
Educational attainment	<p>Qualified Teacher Status.</p> <p>Business Studies and/or Economics degree or degree in a related subject.</p>	MA in Education.
Knowledge required	Expert subject knowledge of Business Studies GCSE and BTec Level 3, and Economics A Level.	Expert knowledge in Business A Level and Economics GCSE.
Experience required	Leadership experience within a school setting.	Experience in GCSE, A Level and BTEC qualifications.
	Proven experience in planning and delivering an engaging curriculum to pupils.	
	Proven experience in teaching Business and Economics from Key Stages 4 to 5, across the attainment range including supporting those with SEND and More Able pupils.	
	Ability to motivate and enthuse pupils as confirmed by strong pupil numbers within the subject area at GCSE and A Level.	
	Proven experience in ensuring pupils achieve their full potential against predicted grades, using tracking and monitoring data, confirmed by positive examination results.	
Interests	Commitment to continuing professional development.	



PERSON SPECIFICATION

Requirements	Essential	Desirable
Skills and aptitudes required	Ability to manage a complex workload.	
	The ability to create a purposeful and effective atmosphere within lessons that will encourage and promote learning.	
	Excellent interpersonal skills	
	Strong literacy and ICT skills including use of school databases.	
	Ability to inspire, motivate and engage pupils. Valuing and respecting the needs of all pupils.	
Personal qualities required	Enthusiastic, creative and passionate about Business Studies and Economics.	Enthusiasm and passion for other academic subjects and the school as a whole.
	Confidentiality, sense of humour, organisation, creativity, reliability.	
	A strong interest in personal development and a willingness to engage with internal and external CPD.	
Circumstances	Participate fully and actively in the boarding life of the school with associated duties and responsibilities.	
	To attend and actively contribute to meetings in line with the role.	



THE APPLICATION PROCESS

Thank you for showing an interest in our school and the vacancy which we are currently advertising.

You can complete the application online via the school website here: [Work With Us | Sibford School](#).

If you have any questions or queries, please contact the HR department: hr@sibfordschool.co.uk or call 01295 781291.

Applications will be reviewed as they are received. The School reserves the right to appoint at any stage of the recruitment process; early applications are therefore encouraged.

Sibford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All offers of employment are subject to an enhanced DBS check.

We are unable to accept CVs due to Safer Recruitment Practices.

If you are successfully shortlisted, you will be invited for interview at the school.

Closing date for applications:
Friday 10th May.

Interview date:
Week of 20th May 2024.

