

# MILL HILL COUNTY HIGH SCHOOL

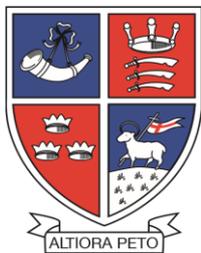
Headteacher: Andy Stainton B.Ed MBA NPQH FRSA

Worcester Crescent, Mill Hill, London NW7 4LL  
Tel: 020 8238 8180

*Aiming Higher – Promoting Harmony – Achieving Excellence*



# Head of Business and Economics MPS + TLR 2C Candidate Information Pack



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## Letter from Andy Stainton, Headteacher

Dear Colleague,

Thank you for your interest in joining our community as Head of Business and Economics

We are looking for an enthusiastic and innovative leader of Business Studies, with strong interpersonal skills and a commitment to achieving high standards within a thriving department. The successful candidate will have a strong academic background and be an excellent classroom practitioner who is capable of inspiring and motivating students, and can confidently teach Business Studies at A level, GCSE and BTEC levels. The successful applicant will have ultimate oversight of both Business and Economics, though there is also a post-holder within the department who holds responsibility for Economics.

Business and Economics are very popular subjects at A Level and at GCSE. We currently have over 130 students studying the subjects at A level and over 300 at GCSE. Business and Economics-related degrees are the most popular destinations for our students after sixth form. Staff in the two subjects work closely together, and form a team of 5. The department is housed in the centre of the school, with four well-equipped classrooms and access to an IT suite. Pre Covid, the Department has regularly arranged trips, competitions and external speakers to enhance the real-world experiences of our students and take advantage of the opportunities offered in London. We look forward to re-establishing these and would expect our new colleague to lead in all the enrichment experiences that we offer to the students.

We are committed to support staff wellbeing in a variety of ways and the good working relationships within the staff body, and between staff and students, is why many colleagues have chosen to stay with us for the long term. We are also strong in supporting staff career development and colleagues are successful in securing promotions at all levels.

Although we achieve excellent results year on year and are heavily over-subscribed, we are not complacent. We know there is always more to do, and we work together to continuously reflect upon our successes and areas for development. We are keen to hear the voices of all our stakeholders.

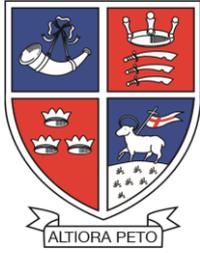
Mill Hill County is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

Admission into Year 7 is offered to children of staff with two or more years' service.

If you feel that Mill Hill County High School is the right environment for the next step of your career, we would be delighted to receive your application. If you would like to visit us before applying, we would be happy to see you. Please contact Amanda Leonard, the Head's PA, to make an appointment.

Kind regards,

Andy Stainton  
Headteacher



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**Title of Post:** HEAD OF BUSINESS AND ECONOMICS

**Salary:** Main Scale (M1-6) Outer London Allowance  
+ TLR 2C (£7, 017)

**Commencement:** January 2022 or earlier

**Contract:** Full time – Permanent

We require from January 2022 or sooner, a Teacher of Business Studies to lead the Department of Business and Economics. Both subjects are taught to GCSE, BTEC and A-Level in this successful academic school.

The successful candidate will have a proven record of outstanding teaching with the skills to lead a department of 4 other staff.

An application form and further details are also available on our web site ([www.mhchs.org.uk](http://www.mhchs.org.uk))

Please email your completed application form to [leonarda@mhchs.org.uk](mailto:leonarda@mhchs.org.uk)

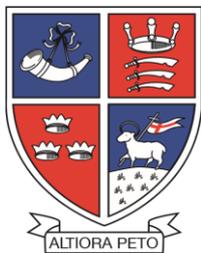
Closing Date: 3pm, Monday 18<sup>th</sup> October 2021

**Mill Hill County High School is an Equal Opportunities Employer.  
We comply fully with the ethos of safer recruitment and undertake all relevant checks,  
including enhanced DBS clearance.**

**We reserve the right to appoint a suitable candidate prior to the deadline.**

## HOW TO FIND US





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## JOB DESCRIPTION

**TITLE OF POST:** Head of Business and Economics

**RESPONSIBLE TO:** Deputy Headteacher

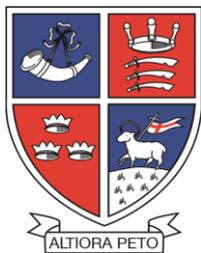
**DUTIES & RESPONSIBILITIES in addition to the Teachers' Standards:**

### TEACHING & LEARNING

- \* develop policies for the subject which reflect the School's commitment to high achievement, effective teaching and learning;
- \* establish, with the involvement of relevant staff, short, medium and long term plans for the development of the subject;
- \* monitor the progress made in achieving subject plans and targets, evaluate the effects of teaching and learning, and use this to guide further improvement;
- \* by establishing provision of structured schemes of work, ensure curriculum coverage, continuity and progression in the subject for all pupils;
- \* provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject, and of different pupils;
- \* establish, and implement, clear policies and practices for assessing, recording and reporting on pupils' achievement, and for using this information to recognise achievement and to assist pupils in setting targets for further improvement;
- \* evaluate progress and achievement in the subject by all pupils;
- \* systematically monitor the quality of teaching through observation of lessons and adherence to the School's monitoring systems, and take action to improve further the quality of teaching through professional debate based on good practice;

### MANAGEMENT OF PEOPLE

- \* establish clear expectations and constructive working relationships among staff involved with the subject through team working and mutual support; devolving responsibilities and delegating tasks, as appropriate; evaluating practice; and developing an acceptance of accountability;
- \* audit training needs of staff;



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- \* lead professional development of subject staff through example, coaching and support, and co-ordinate the provision of high quality professional development, drawing in other sources of expertise as necessary;
- \* ensure high quality training, monitoring and support is provided during the induction of new staff and for trainee teachers;
- \* assist colleagues to achieve expertise in their subject teaching and to meet targets;
- \* work with the SENCO and any other staff with special educational needs expertise to ensure that individual education plans are used to set subject-specific targets and match work to pupils' needs.
- \* ensure you operate as a role model through meeting deadlines and modelling best practice

## **MANAGEMENT OF RESOURCES**

- \* establish resource needs for the subject and advise senior management/line management of likely priorities for expenditure;
- \* manage available resources to meet the objectives of school and subject plans;
- \* provide guidance to departmental staff on implementation of whole school policies relating to the teaching environment and health and safety.
- \* Source, promote and support the delivery of enrichment opportunities for students of Business and Economics

## **COMMUNICATIONS**

- \* chair and minute departmental meetings on a regular basis;
- \* establishment and maintenance of lines of good communication within the Department and with other staff, pupils, parents, Governors and appropriate outside agencies.