



# Birchwood High School

*your dreams, your future, our challenge*

## Head of Business

Recruitment Pack





*At Birchwood, we are part of something special, welcoming all,  
supporting all, and encouraging all.*

*Together, we enjoy the exploration of ideas, the excitement of  
learning, and the celebration of our achievements in a school  
where we feel safe.*

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## WELCOME FROM OUR PRINCIPAL, SAM GRIFFIN



Dear Applicant,

Thank you for your interest in joining the team at Birchwood High School. We are a school that is proud to be more than just a place of learning — we are a thriving, inclusive community where every member is valued, supported, and empowered to succeed.

At Birchwood, we believe in unlocking personal potential: nurturing ambition, fostering growth, and ensuring that every student thrives in an environment where they feel safe, inspired, and encouraged. Our commitment to this ethos was reflected in our most recent Ofsted inspection (January 2025), where we were judged to be 'Good' in all areas.

We are incredibly fortunate to have a dedicated and talented team of staff who share our vision. Teaching at Birchwood means working alongside passionate professionals who go above and beyond to create enriching experiences for our students. Whether through academic progress, pastoral support, or curriculum enrichment, we strive to strike the right balance—offering challenge, support, and opportunity in equal measure.

If you share our commitment to inclusive education and want to be part of a school where your contribution is valued and where you can truly make a difference, we would love to hear from you.

We look forward to welcoming you to Birchwood.

**your dreams, your future, our challenge.**

Sam Griffin,  
*Principal*

## ABOUT BIRCHWOOD HIGH SCHOOL & THE LOCAL AREA

Birchwood High School is a thriving, inclusive secondary school that welcomes students of all abilities. With a student body of over 1,450, including a vibrant Sixth Form, we offer a diverse and ambitious curriculum that supports academic success, personal growth, and future aspirations.

Our ethos—**Welcome all, Support all, Encourage all**—is at the heart of everything we do. We are proud of our strong links with the local community and our reputation for exceptional pastoral care, SEND provision, and enrichment opportunities. Students benefit from modern facilities, including specialist teaching spaces, a dedicated Sixth Form centre, a well-equipped library, and extensive sports amenities, ensuring a dynamic and engaging learning environment.

At Birchwood, we believe in preparing our students not only for academic success but also for life beyond school—empowering them to become confident, capable, and happy young adults ready to take on the world.

Nestled in the heart of the Hertfordshire countryside, Bishop's Stortford is a thriving and historic market town that offers the perfect balance of connectivity, charm, and community. Bordering Essex and with direct train links to London Liverpool Street, Cambridge, and Stansted Airport, the town is ideally positioned for commuters and families alike. The M11, M25, A120, A10, and A414 provide excellent road access to key destinations across the South East.

Beyond its exceptional transport links, Bishop's Stortford boasts a rich heritage, vibrant town centre, and a strong sense of community. The area offers a mix of independent shops, cafes, and restaurants alongside well-known high-street brands. Residents enjoy a variety of leisure facilities, green spaces, and cultural attractions, as well as easy access to beautiful countryside and picturesque villages.

Birchwood High School is located in the north-east of Bishop's Stortford, within a welcoming residential area and surrounded by open green spaces, including mature woodland.

## KEY FACTS AND STATISTICS



RATED 'GOOD' IN ALL AREAS  
JANUARY 2025



BISHOP'S STORTFORD



SINGLE ACADEMY TRUST  
(Est. 2011)



YEAR 7-13



1179 - STUDENTS YR 7-11  
227 - SIXTH FORM STUDENTS

21%

SEND

11%

FSM

13.6%

EAL

12.4%

PUPIL PREMIUM

“

The supportive community of teachers and fellow students has empowered me to reach my full potential academically and personally.

*BIRCHWOOD ALUMNI*

”



## JOB DESCRIPTION

<b>JOB TITLE</b>	Head of Business
<b>SALARY / GRADE RANGE</b>	MPR/UPR + TLR 2B
<b>RESPONSIBLE TO</b>	Head of Humanities and Social Science

Business is one of the departments that forms our Humanities Faculty. The Head of Business is responsible for the leadership, development and organisation of the subject.

In addition to core teaching responsibilities the main roles and responsibilities of the Head of Business will include:

### **Teaching, Learning and Assessment:**

- Contribute towards the overall aims and objectives of the Faculty
- Lead, develop and monitor the production of schemes of work within Business Studies
- Promote personalisation and differentiation within the subject of Business at Key Stage 4 and 5
- Support the Head of Faculty in setting and allocating students to groups
- Keep up with developments in Business teaching, disseminating training and information where appropriate
- In conjunction with the Head of Faculty, develop accurate assessment processes for Business in Key Stages 4 and 5
- In conjunction with the Head of Faculty and other Heads of Department monitor teaching, learning and assessment within Business, contributing to programmes of lesson observations and learning walk observations
- In conjunction with the Head of Faculty contribute to the intervention planning for key students
- In conjunction with the rest of the leadership team within the Faculty, be responsible for health and safety within the faculty

### **Leadership and Management:**

- Mentor, guide and support staff within the department ensuring their wellbeing is reviewed regularly
- Establish high levels of expectations of all pupils within Business
- In conjunction with the Head of Faculty,
  - make detailed arrangements for the induction of newly appointed teachers
  - encourage and support staff training and development through the application of ALCAME, regular departmental discussion and the introduction of new ideas and techniques, arrange departmental INSET where appropriate

- In the event of an unforeseen absence by a colleague, ensure that appropriate cover work is set and, if the absence is prolonged, that work is marked
  - monitor teaching and learning and pupil progress within Business
  - contribute towards the appointment of new staff, as appropriate
  - ensure teachers within the department contribute to Faculty procedures for the monitoring and recording of pupil progress
  - arrange internal examinations and assessment where necessary
- Arrange extra-curricular events and opportunities to extend and enrich classroom teaching and learning

**Whole School:**

- Undertake any other duties as may be required from time to time as negotiated with the Principal



## PERSON SPECIFICATION

<b>Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status (with DFE Number), including Numeracy/Literacy/ICT tests for NQTs after 2002.</li> <li>• First/Second Class Degree, preferably in the subject of responsibility.</li> <li>• Willingness to continue to develop own expertise (evidenced through taking responsibility for own continuing professional development)</li> </ul>
<b>Teaching Ability/ Experience</b>	<ul style="list-style-type: none"> <li>• Evidence of good teaching skills, leading to consistently high standards of achievement.</li> <li>• Experience of managing staff</li> <li>• Teaching experience at KS4 &amp; KS5</li> <li>• Knowledge of current generic developments in teaching and learning.</li> <li>• Evidence of working with other professionals as part of a team.</li> <li>• An ability to use ICT and new technologies effectively to support learning and engage students</li> <li>• The ability to create effective lesson plans.</li> <li>• An understanding of how to use assessment to inform planning for good teaching and learning.</li> <li>• Successful experience in raising student achievement and adding value.</li> <li>• Experience of personal involvement in the wider curriculum.</li> </ul>
<b>Skills, Knowledge &amp; Aptitudes</b>	<ul style="list-style-type: none"> <li>• Excellent subject knowledge.</li> <li>• Ability to develop a broad and imaginative range of teaching skills.</li> <li>• Ability to lead and manage an effective team</li> <li>• High level communication (both orally and in writing) and presentation skills applicable to a range of audiences.</li> <li>• Ability to think creatively and imaginatively to solve challenges.</li> <li>• Ability to make informed use of assessment.</li> <li>• Ability to build good relationships with students and colleagues.</li> <li>• Ability to work with initiative, as an individual and as a team member.</li> <li>• Capacity and willingness to evaluate own and others performance</li> <li>• Well organised with the ability to maintain accurate records.</li> <li>• Able to reflect on practice.</li> <li>• Ability to anticipate problems and identify opportunities.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Hardworking and committed to inclusive education.</li> <li>• A belief in valuing each individual student and responding to their needs.</li> <li>• A commitment to the highest standards of child protection.</li> <li>• Enthusiasm for the subject and a desire to communicate this to others.</li> <li>• A willingness to learn and develop new skills.</li> <li>• To work proactively within the ethos of the school.</li> <li>• Capacity for working under pressure and meeting deadlines</li> <li>• Self-motivated and self-confident.</li> <li>• The ability to build on the experience, advice and contribution of others.</li> <li>• Humility and self-reflection</li> </ul>



## IMPORTANT INFORMATION

<b>JOB TITLE</b>	Head of Business
<b>SALARY</b>	MPS/UPS + TLR 2B
<b>TERM</b>	Permanent, Full Time
<b>START DATE</b>	September 2026 or January 2027
<b>CLOSING DATE</b>	June 30th, 9am
<b>INTERVIEWS DATES</b>	W/c 6 <sup>th</sup> July

If you would like to find out more about the role and/or arrange an informal visit to the school, please contact our HR Manager via [admin@birchwoodhigh.org.uk](mailto:admin@birchwoodhigh.org.uk), or phone 01279 655936.

Birchwood High School is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check (DBS) as well as other pre-appointment checks, including an online check, outlined in Keeping Children Safe in Education (September 2025).

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.

### HOW TO APPLY

#### Application Form

Applicants must use the staff application form provided on MyNewTerm (CVs are not accepted). Please complete all aspects of the form fully. Include your full work history with no unexplained gaps since leaving school education

#### Person Specification and Personal Statement

Please refer to the Person Specification to help guide you in terms of your personal statement. Be sure to evidence additional aspects such as training and qualifications together with your background and experience.

#### References


Please make sure your referees are aware of your application and that they are able to provide a swift turnaround. Referees should be your last two employers, and you should provide their official organisation email address for us to contact.

**Please contact our HR Manager via [admin@birchwoodhigh.org.uk](mailto:admin@birchwoodhigh.org.uk) if you have any questions.**



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