



COMMIT BELIEVE
ACHIEVE

Corby Business Academy

Head of Business

Applicant Information Pack



Brooke Weston Trust 

A valued member of the





Contents

Academy Information

Welcome from the Principal
Academy Values

The Brooke Weston Trust

Our Trust

Applicant Information

Job Description
Person Specification
How to Apply





Welcome from the Principal

Dear Applicant,

Firstly, thank you for your interest in our Academy and the exciting opportunity that this role presents. Our journey so far has been full of high ambition, aspiration of success, and a collaborative team ethic.

As part of your own research, you will hopefully have observed significant improvements in both academic outcomes and Ofsted judgements over time. We are of course proud of those achievements, and we will continue to drive further progress; however, the relationship with our community and developing well rounded students are also important facets for us.

We see this appointment as an important phase towards our next milestone, which is to be an outstanding educational provider in all areas.



Please feel free to contact me directly if you have any questions:

kerry.prior@corbybusinessacademy.org

Please take the time to consider the specification and requirements to the role of Head of Business. If you believe you can thrive in this role and you want to play a significant role in our journey, I look forward to receiving your application.

Kerry Prior

Principal



Our Values

Commit

Believe

Achieve

Our values at Corby Business Academy have been chosen by our students and are based on a vision of what they wish the Academy to represent.

This resulted in the new academy values being able to express a basic model of success, as well as a mantra that can be related to in all situations or challenges.

The new values also coincide with the Academy abbreviation of 'CBA', they are as follows:

Commit

Commitment is a human trait that drives success and enables progress. This value represents the importance to commit towards education and make positive contributions towards the Academy each day. It embodies the significance of a positive approach towards life and establishing a foundation to accomplish anything.

Believe

Belief enables the confidence to approach any situation with determination. It promotes a 'can do' attitude and encourages resilience. This value epitomises character, which empowers students to approach learning without a fear of failure. It is important that young people believe they will accomplish both short term tasks and long-term ambitions.

Achieve

Achievement is motivational and a recognition that progress has been made. To achieve a positive outcome displays an ability to develop and show personal, or collective, growth. Whether it is academic, creative, or emotional development, achievement allows an acknowledgement of progress and excellence.



The Brooke Weston Trust





Our Trust

“Our mission is to transform educational performance in communities where we work through our long-term commitment to improve student achievement and remove barriers to learning while providing opportunities for personal development.”



OUR APPROACH - ‘THE BWT WAY’

We are passionate and unrelenting in our desire to give all our students the best start in life academically and as citizens. Above all, we want them to be highly literate, able to access all the learning necessary to prepare them for a complex, changing, technological and competitive world. We want all our students to be ambitious for themselves and about their futures, whatever their starting point. We will provide the quality of opportunity and support for them to realise their ambitions.


To achieve this, all schools commit to the ‘BWT Way’ – a set of shared expectations of how our schools should be and how they should ‘feel’, defined by two questions we all ask ourselves frequently each day:

- 1. IS THIS GOOD ENOUGH FOR MY OWN CHILD?**
- 2. AM I CARING ENOUGH TO CHALLENGE ENOUGH?**

Through a strong culture of positive relationships built on core principles of ‘the BWT Way’, we will know all our students well and care about them enough to challenge them enough in the right way. We want our students to be healthy and happy. We want them to be confident and skilled communicators with the personal values to make good choices and build successful relationships with others from similar and different backgrounds. To do this we must provide them with the cultural capital to be responsible and tolerant individuals able to make a positive contribution to society.



Applicant Information



This section contains all relevant information for required to make an application.

Job Description

JD no:

Job Details

Post Title	Head of Department
Responsible to	SLT Lead

Purpose of job

High quality teaching and high expectations are at the heart of Corby Business Academy and all teachers will be expected to develop exemplary practice which supports the ethos, values and vision and contributes to the overall life and work of the Academy. This includes providing strategic and operational leadership of the department, ensuring high standards of teaching, learning, and student achievement. The Head of Department will lead curriculum development, manage departmental staff, and contribute to whole-school improvement.

Responsibilities

In addition to the general duties of a teacher, as outlined in the job description for teachers at Corby Business Academy, the role will undertake and be responsible for the following activities:

Teaching and Learning Role

- Model outstanding teaching and support the development of high-quality teaching across the department.
- Promote innovative and inclusive teaching strategies that engage all learners.
- Ensure effective use of resources, including digital technologies, to enhance learning.
- Plan and prepare schemes of work and develop supporting resources.
- Provide relevant and purposeful learning opportunities which are adapted for students of all abilities.
- Arrange and promote relevant subject activities which will enhance the learning and motivation of students.
- Support the aims of the subject and understand how they relate to the Academy's aims.
- Design, implement, and review a broad, balanced, and ambitious curriculum in line with national requirements and Academy priorities.
- Ensure effective assessment practices are in place to monitor student progress and inform teaching.
- Analyse data to identify trends, set targets, and implement interventions to raise achievement

Monitoring and Review

- Responsibility for the quality of examination outcomes in their subject area
- Regularly monitor the quality of teaching and learning across the department through lesson observations, learning walks, work scrutiny, and student voice.
- Analyse student performance data to evaluate the effectiveness of teaching strategies and interventions.
- Conduct regular reviews of departmental progress against school improvement priorities and departmental development plans.
- Ensure that departmental policies and practices are consistent with Academy-wide policies and are reviewed and updated as necessary.
- Provide timely and accurate reports to SLT on departmental performance, including strengths, areas for development, and planned actions.
- Lead departmental self-evaluation and contribute to whole-school self-evaluation processes and external inspections (e.g. Ofsted).
- Contribute to the review and development of the curriculum including the development of programmes of study, teaching materials and the refinement of teaching methods.
- Participate in the review, development and management of activities relating to the curriculum, organisation and student care arrangements in the Academy.
- Preparing, administering and monitoring the annual subject budget in collaboration with the Principal

Training and Development

- Identify and address training needs within the department.
- Support the induction and mentoring of Early Career Teachers (ECTs) and new staff.
- Encourage reflective practice and professional learning.

Teachers will be supported in their individual professional development through the performance management process and by attendance at whole Academy training days.

Other duties

Any other duties as deemed appropriate by the Principal or the Chief Education Officer (Secondary) of the Brooke Weston Trust.

Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the **head of department** will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

Student Care Role

- The **head of department** will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

Training and Development

- Training and development will be given to ensure that the **head of department** is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

Communication

The **head of department** will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy
- ✓ Working to maintain the Academy at the forefront of educational practice.
- ✓ Fostering and sustaining a culture of independence and creativity in all aspects of the Academy's operation.

Performance Management

The **head of department** will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

The **head of department** will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

Care and respect for others are the values that lie at the heart of our Trust. The Trust is an Equal Opportunities employer and is committed to safeguarding and promoting the welfare of young people. It expects all staff to share this commitment. All posts working with children and young people will be subject to an enhanced disclosures barring service check.

Head of Business

Education and Qualifications	Criteria	Assessment
Qualified teacher status	E	A
Graduate in subject area or linked subject area	E	A
Commitment to personal/professional development	E	I
Professional Experience	Criteria	Assessment
Experience of effectively managing and leading people	D	A/I
Experience of leading successful workshops and / or training events at Academy level and at department level	D	A/I
Experience of monitoring, tracking, assessing and measuring student progress and attainment at department level	E	A/I
Confident to deliver KS4 and KS5 Curriculum	D	A/I
Can support and contribute to a wider enrichment curriculum	E	A/I
Secure knowledge and understanding of the concepts and skills in specialist subject	E	A/I
Clear understanding of the secondary curriculum and its assessment	E	A/I
Ability to employ a range of effective teaching, learning styles and assessment methods	E	I
Ability to use assessment data to inform planning and set targets	E	I
Strong command of subject area	E	A/I
Ability to access and use classroom relevant research and inspection evidence to improve teaching and learning in subject area	E	I
Knowledge and Understanding	Criteria	Assessment
Understanding of what constitutes excellent teaching and learning	E	I
Knowledge and understanding of planning a curriculum which produces maximum achievement for all students	E	A/I
Understanding of how to evaluate and analyse a range of different data	E	I

Skills and Attributes	Criteria	Assessment
Skilled at establishing good working relationships with colleagues	E	A/I
Skilled at delegating effectively and holding others to account	E	A/I
Good communication skills	E	I
Skilled at generating ideas and driving initiatives which significantly improve student progress, achievement and attainment	E	I
Skilled at utilising Quality Assurance data to improve the quality of teaching and learning across the Academy	E	A/I
Skilled at delivering support and coaching programmes to teachers in order to improve the quality of teaching, learning within the Department	E	A/I
Skilled at presenting a coherent, understandable and accurate account of the Department's performance to a range of audiences which may include governors, parents, students and Ofsted	E	A/I
Personal Qualities	Criteria	Assessment
High expectations of students and colleagues	E	A/I
Highly motivated and able to motivate and inspire students	E	I
Enthusiastic and committed	E	I
A passion for teaching	E	I
Open-mindedness	E	I
A forward-thinking approach and initiative	E	I
Excellent interpersonal skills	E	I
Ability to be reflective and self-critical	E	I
Display calmness under pressure	E	I
Willingness to take on other roles and responsibilities within the department	D	A/I

Key: E – Essential, D – Desirable
A – Application, I - Interview

The application process

Visits:

We are very proud of our Academy and welcome visits prior to application. If you wish to request a visit or telephone conversation please contact our HR Administrator by emailing HR@corbybusinessacademy.org and this can be arranged at a mutually convenient time prior to the closing date.

Application:

To apply you will need to complete an application form together with a covering letter on My New Term.

Shortlisting:

Shortlisting for interview will take place and those candidates selected for interview will be informed as soon after the closing date as possible.

Interviews:

Interviews will be held shortly after applications close. Shortlisted candidates will be invited to interview via email







Corby Business Academy
Academy Way, Gretton Road
Corby, Northamptonshire NN17 5EB



T: 01536 303120
E: principalsupport@corbybusinessacademy.org
E: enquiries@corbybusinessacademy.org