



INFORMATION FOR APPLICANTS

HEAD OF BUSINESS STUDIES & ECONOMICS

MPS/UPS + TLR2a
(Equivalent to £3,526 per annum)



Dear Candidate



Welcome to All Saints Academy Dunstable.

As I enter into my tenth year as Principal I feel extremely proud to have worked with the local community in transforming this Academy. When I joined in 2015 the Academy was in a category of Serious Weaknesses, and although the improvement journey has not always been smooth, our most recent Ofsted in November 2024 has judged that Personal Development is **Outstanding**, and Behaviour, Sixth Form and Leadership are all **Good**. Historically exam results have been below national average however the recent upward trajectory fills us with confidence that the Quality of Education will soon also reach a good standard.

The following extract from our recent Ofsted report demonstrates how the Academy's strong Christian ethos is driving improvements:

"Pupils enjoy attending All Saints Academy Dunstable. It provides an exceptional range of opportunities that raise pupils' aspirations, develop their character, and broaden their interests.

The school's ethos is at the heart of its exemplary approach to developing pupils' personal qualities and their sense of right and wrong. Pupils fully understand the importance of diversity and respect for all. They embody this in how they treat each other around school. Pupils look out for and help one another. This is because the school is exceptionally inclusive in its culture and approach to teaching difference. It ensures, for instance, that all pupils, including those who are disadvantaged, participate in the rich 'electives' offer, trips and visits."

In December 2024 we had a SIAMS inspection which was again very positive about the work of the Academy and the following strengths were noted:

"The school community greatly value the school's vision, with its focus on dignity and aspiration. It is an appropriate Christian response to the complex context of the school.

Leaders work tirelessly to ensure that the school vision is made real through their strategic and day-to-day decisions. As a result, both adults and students flourish. The meticulous mapping of collective worship alongside the curriculum ensures that students' spiritual and character development are given priority. This enables them to develop as reflective and well-considered young people.

All Saints Academy is a community where adults and students treat each other with dignity and kindness. This means that students, particularly those who are vulnerable, have a fulfilling time at the school.

Students know that their voices are heard by adults at the school. As a result, they grow into a quiet assurance, which enables them to discuss issues with dignity and good humour.”

We now need to ensure that all areas of Academy life become Outstanding. We are highly ambitious for everyone and fundamentally believe students should not have ceilings placed on their ability. We welcome teachers and associate staff who believe in having the highest academic expectations for all our students.

If you feel you want to be part of our journey to be an outstanding academy and have a genuine desire to make a difference to children’s outcomes, then please apply for this post. We firmly believe that visiting a school is key to deciding whether you should apply for the role, so please wherever possible contact the school to make an appointment to look around.

I look forward to meeting you.

Yours sincerely

Liz Furber
Executive Principal

INFORMATION ABOUT THIS VACANCY

At All Saints Academy our vision is “Living Well Together with **Dignity, Faith and Hope**”. We strive for excellence in all that we do, enabling our students to transform their lives and to hope for happy and successful futures. Our vision translates into our everyday practice and our values are particularly relevant in ensuring all in our community are encouraged to strive for excellence.

We are seeking to appoint an outstanding Head of Business Studies and Economics who is enthusiastic, conscientious and self-motivated to support our Deputy Principal. The successful candidate will have a strong track record in supporting and challenging colleagues through line management, performance management, mentoring and coaching, along with the ability to build effective working relationships with colleagues and staff. They will have extensive proven teaching experience and a track record of leading pupils to achieve exceptional results.

All Saints Academy is a fantastic school in which to work, with exemplary relationships at all levels. All staff and students are valued highly. We have a first class commitment to developing individuals and working with others to reach their full potential.

ACADEMY FACILITIES

We are proud of our building and facilities. Our classrooms are bright, our corridors wide and spacious, and our learning environment is calm. You will see an abundance of colour, high ceilings and lots of natural light. All classrooms are equipped with an Interactive Whiteboard.

Across the Academy as a whole, the accommodation includes:

- Five Science labs
- Six Maths classrooms
- Five English classrooms and a Lecture Theatre
- Four Humanities classrooms
- Further rooms for the teaching of Business Studies and ICT
- A Modern Library with 30 computers
- A Modern Hall with tiered seating
- Specialist rooms for each of Art, Dance, Drama, Food, Media and Music and a Recording Studio
- An amazing Sports Hall and a Sports Exercise Room
- 3G All Weather Pitch and Multi Use Games Area
- The Inclusion Bungalow
- Management Suite
- Spacious staff room
- Separate Departmental staff workrooms

BENEFITS

Benefits of working at the academy include:

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|  Training & support |  Generous pension schemes (TPS & LGPS) |
|  Free Car Parking |  Access to Occupational Health Services (where required) |
|  Free access to the gym |  Staff social committee |
|  Employee Assistance Programme |  Regular staff well-being initiatives |

JOB DESCRIPTION



Head of Business Studies & Economics

Responsible to:

Director of Humanities

Core purpose:

Responsible for the teaching, leadership and development of Business Studies and Economics throughout the school, ensuring that each pupil is encouraged to develop his or her potential to the full.

Job description:

The duties outlined in this job description are in addition to those covered by the latest 'School Teachers' Pay and Conditions' document. It will be regularly reviewed with you to reflect or anticipate changes in the job, commensurate with salary and area of responsibility.

Specific responsibilities include:

- Planning, implementing and reviewing the curriculum.
- Supporting and promoting outstanding teaching and learning in Business and Economics
- Inspiring and enabling all colleagues in the team to deliver high quality teaching on a daily basis
- Identifying and adopting the most effective teaching approaches for students at all key stages, specifically including disadvantaged students and students with SEND
- Timely and effective interventions to support students at risk of under achievement across all group and key stages
- Ensuring that assessment is both regular and thorough and that full records of pupils are kept
- Using data to inform teaching, identifying pupils needing support or challenge
- Management of departmental staff and overseeing their development, training and support
- Supporting teachers in addressing any gaps in their subject knowledge to ensure excellent teaching and learning across the department
- Holding regular subject meetings, minuted to SLT Link.
- Representing the department within the school in matters relating to the curriculum and management

- Strategic direction and development, ensuring that the team culture, policies and practices follow and contribute to those of the school enabling staff to develop and maintain positive attitudes towards the subject
- Keeping abreast of major subject changes and informing senior leadership appropriately.
- Promoting and supporting extra-curricular activities, which enrich and support the learning and experience of all students, and increases their participation in school life
- Organising trips and activities to enhance teaching and learning within the school.
- Set high expectations and goals for staff and students in relation to standards of achievement and behaviour. To lead and organise assemblies to promote these aspirations.
- Managing the subject budget.
- Managing the provision of textbooks and resources, including electronic resources
- Ensuring that subject teaching rooms present a stimulating environment.
- Providing information on Public Examination entries to the Examinations Officer.
- Being available to provide advice and guidance on Examination Results Days.
- Developing links with representatives of a range of faith communities and representing the school at meetings
- Supporting colleagues in the department with any behaviour issues.

I confirm that I have read and I understand my new job description.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.

The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.

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Post holder

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Date

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Line Manager

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Date

Position

Safeguarding

Because of the nature of this job, it will be necessary for an enhanced criminal record disclosure and prohibition order check to be undertaken. Therefore, it is essential that any pending charges, convictions, bind-overs or cautions are disclosed. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (exemptions) (amendments) order 1986. Therefore, applicants are not allowed to withhold information about convictions which for other purposes are 'spent' under the provision of the Act. And in the event of employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the school. The fact that a pending charge, conviction, bind-overs or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Teachers and Associate Staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young

people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

PERSON SPECIFICATION Head of Business & Economics

| | Essential | Desirable |
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| Qualifications | <ul style="list-style-type: none"> • Degree or equivalent level in relevant subject • Recognised teaching qualification & QTS – where overseas trained appropriate NARIC certificates equivalent to UK qualifications | <ul style="list-style-type: none"> • Evidence of continuing professional development • Willingness & desire to undertake further professional development & training • The ability to teach a second subject |
| Teaching Experience | <ul style="list-style-type: none"> • Evidence of successful teaching experience across the whole age & ability range in the secondary sector • Teaching Experience in key stages 3 & 4 (or equivalent) • Established as an effective teacher across the age and ability range • Evidence of consistently good teaching and learning • The ability to use ICT effectively to engage students • Good understanding of curriculum issues, policies & practice • Involvement in leading curriculum development, planning & evaluation • Able to engage with and command respect in working with colleagues at all levels • Clear understanding of the 14-19 agenda • An understanding of how to use assessment to inform planning for good teaching & learning • The ability to differentiate materials to meet the needs of learners • Evidence of pastoral experience • An interest in the wider curriculum | <ul style="list-style-type: none"> • Successful teaching experience in an urban school • Teaching experience in Key Stage 5 (or equivalent) • Evidence of outstanding teaching & learning • Successful experience of role in wider school community (eg assemblies, presenting to parents) • Experience of being a form tutor • The ability to offer an extra-curricular activity • Willingness to work with parents & the wider community |
| Personal and Classroom Management | <ul style="list-style-type: none"> • Ability to communicate effectively with a range of stakeholders • Ability to work to agreed deadlines • Ability to prioritise • Ability to demonstrate a range of teaching styles and to plan for individual needs | <ul style="list-style-type: none"> • Ability to work with less experienced colleagues |

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| | <ul style="list-style-type: none"> • Ability to use ICT to promote learning and administration | |
| Knowledge, Skills and Aptitudes | <ul style="list-style-type: none"> • Have a working knowledge of models & theories of learning & how these can be applied in the Academy's learning areas • An understanding of how student performance data can be managed to bring about improvement in standards • The ability to monitor & evaluate performance with a view to identifying the need for change & the ability to plan strategically & analytically to bring it about • The ability to work closely with fellow professionals in bringing about improvement • Up-to-date knowledge of relevant legislation & guidance in relation to working with, and the protection of, children & young people | <ul style="list-style-type: none"> • Knowledge & understanding of recent government initiatives in relation to education and potential impact on schools |
| Personal Qualities | <ul style="list-style-type: none"> • A strong commitment to comprehensive education • Excellent communication skills • The proven ability to work in teams & partnerships with staff & students alike • The ability to operate effectively both as a team leader & team member • Have high expectations of themselves & others within the Academy Community • The ability to inspire the trust & confidence of staff, students & parents • Be pro-active to innovate • A willingness to learn & develop new skills • A desire to make a difference to young people • A proven commitment to develop own professional learning • Displays commitment to the protection & safeguarding of children & young people • An excellent attendance record • Vision, energy & resilience, & a sense of humour • The ability to remain calm under pressure • The ability to prioritise • The ambition to continue to progress your career | |
| Leadership Qualities | <ul style="list-style-type: none"> • Evidence of good classroom management skills • Experience of working with middle management & senior leadership | <ul style="list-style-type: none"> • Experience of middle management • Successful & significant experience of leading a team of teachers and/or other staff |
| Other | <ul style="list-style-type: none"> • Understanding of appropriate and inappropriate physical intervention with students • Commitment to the Academy's values and ethos | |

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| | <ul style="list-style-type: none">• DBS check and if required a Certificate of Good Conduct | |
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TIMELINE FOR RECRUITMENT PROCESS

Closing date for applications **Monday 13th April 2026 at 9.00am**

Interviews **As soon as possible**

Start Date **September 2026**

HOW TO APPLY

Please apply by completing the online application form via MyNewTerm. Please note we do not accept CVs or applications submitted through email. Applications will be shortlisted throughout the process and we may interview and close the advert early if we are in a position to recruit a suitable candidate. We therefore encourage interested candidates to apply early.

REFERENCES & PRE-EMPLOYMENT CHECKS

We will seek references for candidates after the shortlisting process which may include approaching previous employers for information to verify particular experience or qualifications.

The first referee should normally be your present or most recent employer. If you are currently working in education this should be your Headteacher or equivalent person. Please ensure your referees are aware of your application as references will be obtained prior to interview where applicable.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

In accordance with our statutory obligations under Keeping Children Safe in Education, we are required to conduct an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which we may want to explore further with you. Further information on online searches can be found in paragraph 225 of Keeping Children Safe in Education.

CONDITIONAL OFFER – PRE-EMPLOYMENT CHECKS

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least 2 satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory Enhanced DBS with Children's Barred List Disclosure
- Section 128 check (where required)
- Prohibition Check (where required)
- Verification of professional status such as QTS Status, NPQH (where required)
- Completion of Employee Health Declaration
- Satisfactory completion of the 6-month probationary period
- Where the successful candidate has worked or been resident overseas in the previous 10 years, such checks and confirmations as may be required in accordance with statutory guidance