



# THE URSULINE ACADEMY ILFORD

*A Catholic Secondary School for Girls Aged 11-19 in the Diocese of Brentwood*



## MISSION STATEMENT:

*We are a Catholic community of faith, love and service  
rooted in the spirit of St Angela.*

*Through Christ and the Gospel and in our diverse community  
we strive to provide an environment for young women  
to flourish spiritually, academically and socially.*

*Together we are the Ursuline Academy Ilford.*

## ***Subject Leader: Economics & Business Studies***

**September 2024**

## **WELCOME FROM THE HEADTEACHER**



## The Ursuline Academy Ilford

The Ursuline Academy Ilford is a four-form entry Catholic comprehensive school for girls aged 11-19, serving students who are supportive of and fully committed to the Catholic ethos of the school. Students who come here, join a community that is committed to success.



The school was founded by the Ursuline Order in 1903 and has been providing high quality education and pastoral care ever since. The school has a strong sense of community underpinned by Gospel values. Visitors regularly remark on the purposeful working atmosphere in which all are expected to do their best. We have an inclusive and community-focused ethos of which we are very proud. Our pupils are welcoming, engaging and articulate. They are ambitious for the school and for their own life beyond it. Consequently, students' behaviour for learning is exemplary.

Governors and staff at the school commit themselves to:

- Recognising the value and uniqueness of every student we teach
- Ensuring that the school is a safe place to be and one where the interests of justice are served
- Creating a community which is inclusive, one whose basis is mutual respect and equality
- Maintaining the long tradition of trust, cooperation and courtesy
- Generating good order and discipline based on sound relationships between staff, students, parents and carers
- Nurturing the religious and intellectual lives of our students through curricular and extra-curricular activities
- Inviting parents and carers to play an active role in their daughter's development, academically, spiritually and morally.

I am delighted you are interested in our school and hope this gives you some insight into who we are and what we stand for.

Fiona A Stone  
Headteacher



# THE URSULINE ACADEMY ILFORD

**Subject Leader: Economics & Business Studies**

**(Ability to teach IT to KS4 desirable but not essential)**

**From: 1<sup>st</sup> September 2024**

**Salary Range: MPS (Outer London)**

**UPS (Outer London) available to the right candidate *plus*,**

**TLR 2B £5408**

We are looking to recruit a creative, enthusiastic, inspiring individual. They will be a key contributor to this hugely successful, popular and oversubscribed Academy whose ethos is underpinned by Gospel values and the Ursuline motto of 'Serviam'.

*Applications are welcome from established teachers who have a proven track record of academic success and who are committed to comprehensive education. The person appointed will be expected to make a significant contribution to the academic, spiritual, moral and cultural well-being of young people and will lead an already successful department along the next stage of its development. In addition, the post will provide an excellent opportunity for professional development.*

## HOW TO APPLY

Application Form is available to download from [www.uai.org.uk/vacancies](http://www.uai.org.uk/vacancies). Please submit a letter of application together with your application form, your letter should address the selection criteria and include your thoughts on what makes a good Lead Practitioner.

Please return your completed application form via email to: [applications@uai.org.uk](mailto:applications@uai.org.uk)

Visits can be arranged by appointment please contact our HR Officer for details.

**Applications will be assessed upon receipt and we reserve the right to interview and appoint prior to the closing date. Early applications are therefore strongly advised. References will be taken up prior to interview.**

The Academy is committed to safeguarding and promoting the welfare of children. To ensure that this is achieved we expect all employees to share this commitment and staff will be recruited and selected in line with Safer Recruitment Policy and practice. The successful applicant will undertake an enhanced DBS check.

***Please note we are unable to accept CVs.***

**Closing Date:** Wednesday 1<sup>st</sup> May 2024

**Interview Date:** Friday 3<sup>rd</sup> May 2024

**Please note, we reserve the right to make an appointment before the closing date.**



## JOB DESCRIPTION

### Subject Leader: Economics & Business Studies

**REPORTING TO:** Senior Leadership Team  
**LIAISING WITH:** Department, Teaching and Support Staff and others as required

#### School Culture

- Contribute to an ambitious vision for the department aligned with the School's Mission, Ethos and Development Plan with the Head of Department.
- Create and sustain a culture of high expectations, aspirations and innovation in the subject area.
- Focus consistently on improving provision and outcomes to rapidly reduce the achievement gap for all groups, especially disadvantaged pupils.
- Model high expectations for the conduct of colleagues and pupils.
- Contribute to the School Newsletter and Staff Bulletins to communicate successes from the subject/curriculum area within the department.

#### Curriculum Leadership

- To ensure that every child receives excellent curriculum provision in the subject/curriculum area.
- To design a long-term plan for the subject/curriculum area which ensure that there is pace and challenge, breadth of curriculum coverage and regular opportunities for assessment.
- To coordinate the writing and updating of medium-term plans and schemes of work.
- To ensure that curriculum plans are differentiated to meet the needs of all students, including those with EHCPs.
- To provide multiple opportunities in the subject curriculum to develop students' literacy including extended writing, challenging and varied reading, and opportunities for speaking and listening.
- To develop a Catholic curriculum which celebrates: diversity, equality, equity and inclusion.
- To provide opportunities for students to develop their skills in Numeracy and ICT.
- To have regard for students' social, moral, spiritual and cultural development, including teaching about core British values, and to provide for this in curriculum plans.
- To develop a rich and varied extended curriculum offer within the subject area, including enrichment clubs and activities, and trips and visits.
- To integrate the Social and Emotional Aspects of Learning into curriculum planning.

#### Learning, Teaching and Assessment Strategy -

##### Under the supervision of the Head of Department

- To develop an ethos within the subject area that every lesson counts.
- To model good practice in lesson planning and preparation.
- To lead on marking and assessment within the subject area.
- To be responsible for the pace and level of challenge in lessons in the subject area, and that students make good progress.
- To take a lead in subject specific pedagogy including questioning, oracy, including embedding opportunities within schemes of learning / curriculum plans to develop scientific enquiry and practical skills.
- To devise and manage formative and summative assessment in the subject/curriculum area, and to collate results for analysis.
- To lead on Assessment for Learning in the subject/curriculum area, focusing on student understanding of the assessment system, and on next steps for progress.
- To manage the resources of the subject area efficiently to maximise the potential for making lessons stimulating and varied.

#### Leadership

- Keep abreast of recent educational developments in the subject/curriculum area and role-model best classroom practice.
- To line manage and appraise subject teachers within the department
- To lead self-evaluation within the department.
- To support trainees in the subject/curriculum area as agreed or requested.
- To take responsibility for security of student work in the subject area.
- To oversee examination entries.
- To ensure the timetables of those teaching within the subject/curriculum area show efficiency and equity.



### Outcomes

- To have overall responsibility for achievement and standards in subject/curriculum area.
- To work with the department to ensure that outcomes for students with additional needs, those eligible for the pupil premium, and other disadvantaged groups, make excellent progress.
- To lead departmental self-evaluation, including exam results analysis
- To lead department improvement planning.

### Quality Assurance and Administration

- Compile the annual Department Evaluation Report for the Headteacher.
- Lead on the Department Development Plan for all relevant key stages.
- Maintain up-to-date knowledge and understanding of pedagogy and practice.
- To lead on the review of and update assessment and feedback policies and curriculum guides annually with the Head of Department.
- Undertake risk assessments for trips or extra-curricular provision.
- Contribute to the School website, Staff Bulletin and School Newsletter to raise the profile of the subject/curriculum area and keep parents and staff informed.

### The Internal Organisation, Management and Control of The School

- Support and develop the ethos, values and overall purpose of the School.
- Promote the Catholic life of the school.
- Implement the Governing Body's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability, special needs and other protected characteristics.
- Treat all information acquired through employment, both formally and informally, in strict confidence.
- Be aware of responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data on such systems and ensure that all processes are complied with.
- Show awareness of and compliance with policies and procedures relating to child protection, reporting all concerns to an appropriate person.

**In addition to the duties covered by the School Teacher's Pay and Conditions Document. Subject Leads will have a central role in leading the development of Teaching and Learning, Curriculum (including the Catholic Curriculum) and Assessments for pupils in their subject or Curriculum Area.**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a Senior Manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.

#### DECLARATION

I have read the job description and agree to all the terms and conditions set out. I also agree to comply with all Academy Policies, Child Protection /Safeguarding and Health & Safety regulations. I further understand that the above does not constitute an exhaustive list and I agree to undertake any reasonable request made of me by the Headteacher or Deputy Headteacher acting on his/her behalf.

Name:

Signature:

Date:





# PERSON SPECIFICATION

## Subject Leader: Economics & Business Studies

The person specification shows the abilities and skills necessary to carry out the duties in the job description. You should indicate clearly how you meet these requirements with examples of impact when completing the application form and supporting statement.

<b>L = Assessed by Application</b>	<b>I = Assessed at Interview</b>	<b>R = Assessed by Reference</b>	<b>E = Essential</b> <b>D = Desirable</b>
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### QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

Qualified Teacher Status or Qualified Teacher Learning and Skills Status (QTS or QTLS).				<b>E</b>
Experience of a substantive middle leadership role with evidence of leading on raising attainment and progress.				<b>E</b>
Experience of successfully teaching pupils with a wide range of learning difficulties in both mainstream and special settings.				<b>E</b>
Evidence of a completed significant further relevant study in an aspect of education or special educational needs.				<b>D</b>

### STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL

The ability to work constructively in partnership with all stakeholders, establishing positive and effective collaborations with parents, governors, other schools, external agencies and the local community.				<b>E</b>
The commitment to develop a positive, diverse and inclusive school ethos which values all individuals and challenges any form of discrimination.				<b>E</b>
Experience of school self-assessment and school improvement planning to secure effective learning, teaching and assessment and raise standards.				<b>E</b>
Knowledge of recent educational developments, evidence-based research, initiatives and legislation, and how they may impact on the school.				<b>E</b>
Experience of working with Local Authority staff.				<b>D</b>

### LEADERSHIP AND MANAGEMENT

The ability to create and sustain a high performing team in line with the school's ethos.				<b>E</b>
The ability to develop others through mentoring, coaching and networking to ensure high standards and consistent high-quality teaching, learning and assessment.				<b>E</b>
To possess excellent listening, written and oral communication skills, the ability to chair meetings, make presentations and to communicate effectively with pupils, parents, governors and staff.				<b>E</b>