



# EWELL CASTLE SCHOOL

Where Children Thrive



Independent Co-Educational Day School  
for pupils aged 4 to 18 years

## Head of Business — Full Time or Part Time

- Job Location:** Ewell Castle Senior School
- Reporting to:** Senior School Assistant Head
- Start Date:** September 2025
- Salary:** Ewell Castle Teacher pay scale plus Pension Scheme + benefits



INSPIRE – ENGAGE - EXCEL

## Head of Business

Ewell Castle is a thriving, independent school located in leafy Ewell Village. The school is co-educational from Nursery to Sixth Form and enjoys small classes, averaging approximately fifteen pupils over the whole School. Ewell Castle has an excellent reputation for its family-friendly ethos, with a strong focus on pupil wellbeing and personalised learning. The School has a vibrant community spirit including regular events for staff, parents and friends of the School. Ewell Castle is a genuine mixed ability school with a focus on achieving each individual child's potential.

Ewell Castle is a busy and dynamic place to work with teaching and support staff working as a team to fulfill the School's mission: To inspire our children and young people to thrive, engaging them to excel in a creative and academic environment. We will instill a growth mind-set to develop: confidence, contentment and emotional intelligence.

We are seeking to appoint an enthusiastic and appropriately qualified Head of Business. The subject is incredibly popular at both GCSE and A Level, and student attainment is high, the School also runs a Level 3 BTEC where students score very highly.

The School is looking for a talented and driven department head to drive continuous improvement and maintain a high profile for the subjects within the School, driving learning and teaching and role modelling best practice.

The starting salary for this position will be in accordance with the Ewell Castle Pay Scales (M1—U3) plus a management allowance. Ewell castle salaries currently track in excess of the maintained sector's pay grades, and will reflect the experience and qualifications of the successful candidate.

Click here to watch our video and learn more about us:

['Welcome to Ewell Castle School'](#)



**Job Description:  
Head of Business**



This description is in addition to the Teacher's job description, with the expectation of meeting the Department for Education's Teaching Standards.

The Head of Business is accountable to the line manager, currently the Assistant Head.

**Aims:**

To lead, manage and develop the subject area of Business.

**Specific Responsibilities:**

- To oversee the continuing development of the Department.
- To develop essential enterprise skills and an enterprising mindset amongst pupils to support the vision and ethos of the School, through an engaging enrichment portfolio
- To continue to build an inspiring strategic development plan for the Department
- To lead, develop and enhance the practice of other teaching staff in the Department.
- To teach Business to KS4, and KS5 at both A-Level and BTEC.
- To be responsible for and directly accountable for all matters in the Subject Areas and to ensure that appropriate procedures are in place to monitor academic results and to enable all students to achieve their potential.
- To help implement and then cultivate the School's High Performance Learning philosophy to create open-minded, creative, and resilient Business students.
- To support the School's endeavours to meet the needs of its community including organising Department trips and regularly contributing to the School co-curricular programme.
- To plan and prepare for any changes to the GCSE and A Level curriculum.
- To keep abreast of academic and pedagogic developments in Economics and Business by attending courses as necessary.
- To liaise with and support other Departments through cross-curricular activities.
- To manage the internal discipline of all students within the Subject Areas and communicate with Form Tutors and Heads of Year on matters relating to behaviour, attitude, work and sanctions taken.
- To encourage the professional development of members of the Subject Areas including the induction and monitoring of ECTs and Training Teachers.
- To draw up Schemes of Work, programmes of study, assessment, monitoring and recording procedures including reporting to parents in line with current School practice, and the effective setting (where appropriate) and monitoring of homework within the Subject Area.
- To monitor the maintenance and upkeep of the fabric and the presentation of the Subject Area rooms and corridors.



- To ensure that all Subject Area administrative work is carried out accurately, punctually and efficiently including public examination entries.
- To ensure that the Subject Area is represented at all inter-disciplinary meetings.
- To represent the Subject Area at all relevant meetings including Heads of Department and impart information to colleagues as required.
- To monitor the maintenance and upkeep of the resources and consumables within the Department, while staying within budget.
- To monitor the safety procedures and policies within the Department with regard to activities both on and off site with due regard to the health, safety and welfare of students, teachers and visitors.
- To prepare and monitor the Subject Areas' capitation and accountability for all the Subject Areas' resources.
- To organise displays of students' work in the Department and around the School.
- To arrange and attend Departmental meetings, record minutes and report back to their line manager.
- To liaise with other subject areas and outside agencies, where appropriate, on matters of Health and Safety and Work Experience.
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**Other:**

- To be aware of and abide by all the School's policies, in particular safeguarding.
- To assist at School functions and with co-curricular activities.
- To carry out teaching responsibilities as assigned in the School Timetable.
- To perform such other duties as may be required by the Principal.

This job description will be reviewed as and when necessary, in accordance with the needs of the School.



*“Ewell Castle is like  
being part of a working  
family”*

*Staff member Jan 2022*

*“Ewell Castle is where  
every child becomes the  
best version of themselves,  
in a nurturing and  
supportive environment”*

*Parent, January 2022*

## Person Specification: Head of Business



<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Good relevant degree</li> <li>• Minimum 5 GCSE passes grade A-C (or equivalent) including English and Maths</li> <li>• High standard of literacy and numeracy</li> </ul>	<ul style="list-style-type: none"> <li>• Post graduate Teaching qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• KS4-KS5 Teaching Business.</li> <li>• KS4-KS5 Teaching Economics would be desirable</li> <li>• Successful teaching of the full ability range</li> <li>• Experience developing others</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching BTEC</li> <li>• Experience of working with a (school) management information system such as iSAMS</li> <li>• Experience leading a department</li> <li>• Experience managing people</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Ability to demonstrate excellent subject knowledge</li> <li>• High level of student attainment as a result of own teaching</li> <li>• Up to date knowledge of current best practice and curriculum developments</li> <li>• Able to engage, inspire and foster a love of Business</li> <li>• A proactive approach to self-evaluation and contribution to developing department best practices</li> <li>• Able to contribute to and collaborate with a forward-thinking team</li> <li>• Able to demonstrate excellent classroom management.</li> <li>• Ability to relate extremely well to students and adults and demonstrate excellent oral and written communication skills</li> <li>• Able to use ICT in teaching</li> <li>• Ability to work under pressure and meet deadlines</li> <li>• Leadership skills, ability to lead and inspire teachers.</li> </ul>	<ul style="list-style-type: none"> <li>• Understand the relative opportunities for all pupils in a mixed ability school</li> <li>• Ability to be able to translate school strategy into departmental and classroom practice</li> </ul>

<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• Ability to liaise with parents and colleagues in a professional manner.</li> <li>• Be able to lead and motivate pupils in their learning.</li> <li>• Be committed to the co-curricular life of the school.</li> <li>• A commitment to safeguarding and promoting the welfare of children.</li> <li>• To display the highest levels of integrity and complete trustworthiness and discretion.</li> <li>• Have an excellent punctuality and attendance record.</li> <li>• Be of smart professional appearance</li> <li>• Display excellent teamwork skills</li> <li>• Be flexible, versatile, and self-motivated</li> <li>• Be passionate about developing one's own practice</li> <li>• An awareness of the importance of confidentiality and data protection</li> </ul>	<ul style="list-style-type: none"> <li>• Conversant with relevant educational issues and developments within the specific field but also in more general areas</li> </ul>
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04/10/2024







**EWELL CASTLE  
SCHOOL**

Where Children Thrive

## What is it like being part of the Ewell Castle Team?

"I joined Ewell Castle in September 2015 as part time Reception Administrator in the Senior School. It was a role that enabled me to get to know many students and members of staff over the years. No two days were ever the same and there were very few dull moments! I am now working in the Principal's office, which enables me to support the school in a different way, with opportunities to develop and grow. The camaraderie among the staff at Ewell Castle is great and I love that the school is

Flexible working benefits many staff at Ewell Castle. Working three days a week has helped me balance my work life and my family commitments. I enjoy the choice offered me so that I can have control over my working patterns, which offers me peace of mind and a better mental health.

I joined Ewell Castle in December 2020 as a part-time Geography teacher and soon became Head of Department, working with a wonderful team of like-minded Geographers. I took on the additional responsibility of House Coordinator, organising House events and enjoying the competitive camaraderie of House Competitions among students and staff! I am now the Assistant Head:Teaching & Learning. The supportive coaching approach and opportunities for my own professional development have been pivotal in ensuring I am well-equipped for the role. Alongside this, I have a personal passion for sustainability and have loved working with students and staff to create a more sustainable and globally

"I joined Ewell Castle Senior School in January 2015 as Head of Art & Photography and I have enjoyed it from the start! The Art Department is a fabulous team which I really appreciate, as working together in a cohesive team is so important.

It is a pleasure to teach the students and Art & Photography allows for us to often see different, creative sides to the children - it is a happy place and there is a lot of laughter in the Department!

In September 2018 I started the brand new position of More Able Coordinator which has seen me develop the role from scratch - seeing what works successfully and what can be adapted in order to suit the students' requirements and inform my colleagues; of which couldn't be done without their support and input. I have been on CPD to further my knowledge in this area which gave me some valuable tools, and confidence to build on my ambition for the post.

I appreciate being given the opportunities to expand my position at the School and develop the roles too."