THORNTON

Job Description



Head of Business Studies and Economics (With Form Tutor Responsibilities)

Thornton College, Thornton, Milton Keynes, MK17 0HJ
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Charity No. 247358

THORNTON COLLEGE

Thornton College is a leading independent Catholic day and boarding school for girls, offering a warm and nurturing environment alongside a rigorous and exciting curriculum.

The School is part of a wider Jesus and Mary Trust that educates young people in 31 countries across the world. It is set within 27 acres of beautiful parkland just outside Buckingham and within easy reach of Milton Keynes and conveniently located between Oxford & Cambridge. Children of all Christian denominations, of other faiths and of no faith are welcome in our school. All are equally valued and all are equally important.

Thornton is a school that parents and girls can trust to deliver the highest standards of education coupled with outstanding pastoral care. We are dedicated to blending academic excellence with a richness of opportunity beyond the classroom. We believe that teaching and learning should be both challenging and enjoyable for students of all abilities and we aim for the highest possible standards. Our academic results are testament to the way the girls are challenged and motivated to give their best in all they do.

There is an exciting School Development Plan, which has the continued strengthening of the school's academic standing as the priority. Following the successful opening of our award-winning Science and Prep Classroom building and our Expressive Arts Studio, we opened a Sixth Form in September 2016. Our 2024 CSE Inspection judged the school to be 'Outstanding' in all areas and our most recent (2025) ISI Inspection commented positively on the 'rapid' academic progress made by students across the school and the high levels of self-esteem and self-confidence evident in the student body. We are accredited by both NACE and the British Council (International Schools Award) and in 2025 was shortlisted as Independent Girls School of the Year.

Job Description:

The Head of Business Studies and Economics is expected to support and nurture the Catholic ethos of the school, as outlined in the Mission Statement and Aims of the School. They will contribute to the spiritual, academic, social, and personal development of each student and seek to ensure that each student achieves their potential. They will have a key management role in raising academic standards and contributing to the life of the school.

The Head of Department should inspire all students who study in their curriculum area with a love for their subject, leading them to explore it and value it for their whole life.

The Head of Business Studies and Economics will be expected to be able to teach the full complement of modules associated with GCSE and A Level Business Studies and Economics. They will also take responsibility for the Enterprise Elective.

All teachers at Thornton College are expected to contribute outside the classroom, within the co-curricular and school trips provision. The Head of Business Studies and Economics is expected to organise, lead and attend a range of interesting and relevant trips across all years, including those required as part of the GCSE and A Level curriculum.

Key Responsibilities:

Spiritual

- To lead and facilitate opportunities for spiritual growth and development: prayer, reflection, collective worship, and assemblies.
- To promote trust and respect in your relationships with colleagues and pupils based upon the Gospel Values of Peace, Justice, Truth, and Love, in accordance with the Mission Statement of the College.

Organisation and Management

- Review and update the Department Self Evaluation documentation throughout the academic year, and in line with the School Development Plan.
- Review and update the department handbook on an annual basis.
- Review and update the schemes of work and associated resources, including the Department's Teams page, as appropriate.
- To work alongside other Department leads to share best practice. To maintain records of and ensure the department is fully resourced.
- To manage the departmental budget
- To manage and review the progress of all students, including planning and monitoring the success of interventions.
- To be involved in the Appraisal programme.
- To promote the welfare of all students served by the department, passing on relevant information to other staff, including the Head as appropriate.
- To contribute effectively to Heads of Department meetings, as appropriate.
- To lead by example, demonstrating management and leadership skills and effective judgement in support of the school's aims.
- To oversee all aspects of subject examinations
- To ensure adequate testing throughout the year, the standardisation of internal examinations, their moderation, setting, marking and necessary follow-up
- To ensure that external examination specification requirements are adequately covered, and examiners' reports are read and acted upon
- To ensure that information given to the Examinations Officer is full and accurate; in case of dispute, decisions about the levels of examination entry should be supported by evidence
- To be clear about the format of question papers, the stationery used by the relevant examination board and that candidates are familiar with the formats

- To ensure that examination candidates are provided with a copy of the relevant Specification
- To ensure that report writing is according to school policy
- To co-operate with those responsible for timetabling in whatever way is appropriate, e.g. staff allocation, etc.

Academic

- To keep abreast of developments in Business Studies and Economics and use these to inform curriculum planning. To uphold excellent standards of teaching and learning in the Business Studies/Economics Department.
- To plan, prepare and deliver the curriculum as relevant to the age and ability of the students being taught and to take account of other relevant initiatives and the school's policies.
- To plan for progression across the age and ability range of classes being taught, designing effective lessons/programmes of work in accordance with the needs of individual learners e.g., SEND or Most Able and Talented.
- To teach using a wide variety of strategies to maximise achievement for all students including those with special educational needs and high achievers and to meet differing learning styles.
- To lead the department in setting targets for each student based upon a range of data as set out in the school's policies.
- To assess and record the progress of students' learning to inform next steps in planning, teaching, and monitoring of progress.
- To set homework and mark written work regularly according to the Marking Policy and ensure that the correct procedures are followed if work is missing, incomplete or late.
- To set, supervise and mark school examinations and coursework for public examinations.
- To assess, record and report on the development, progress, and attainment of students and to communicate this information to parents via written reports and Subject Consultation evenings. To provide written information for UCAS and other similar forms when required.
- To lead an Elective relevant to subject specialism – in this case, Entrepreneurship.
- To teach a second subject where required.
- To create a stimulating and safe learning environment.
- To be a positive role model in terms of behaviour, work, and attitudes.
- To set high standards of work and behaviour in the class and all other areas of the school.
- To encourage students in developing self-esteem and respect for others.
- To demonstrate a commitment to equal opportunities and use a variety of strategies and practices to promote acceptance of a diverse range of cultures, religious practices, and ethical approaches.
- To make a valuable contribution to the Catholic life of the school and the co-curricular provision of the department by planning, leading and staffing trips and clubs.
- To support and promote the Catholic ethos of the school.

Form Tutor Responsibilities

- To lead in the pastoral responsibility for tutees (or to share this responsibility if part time)
- To be responsible for maintaining accurate registration of tutees and to communicate with parents / guardians regarding any absences
- To manage the administration of the form class, including ensuring timely collection and distribution of letters and responses.
- To contribute to the Assembly rota by leading and/or overseeing assemblies as scheduled
- To write Form Tutor reports as required by the reporting schedule.

Safeguarding

- To promote and safeguard the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact.

- To adhere to and always ensure compliance with the relevant Safeguarding and Child Protection Policy and Procedures.
- To log all concerns, as appropriate, on CPOMS.
- To report any concerns to the School's Designated Safeguarding Lead.

Wider Responsibilities

- To contribute to the Appraisal process.
- To complete appropriate training courses as requested.
- To carry out reasonable staff duties as required.
- To attend all full school assemblies and meetings and contribute towards them either as an individual or as a member of a particular group (e.g. department, year group or house).
- To attend school functions as arranged across the staff as a whole or within departments.
- To participate in the wider life of the School, supporting and assisting at events; including but not limited to performances, Christmas, Easter and Summer events such as the School Fete.
- To attend and participate in all INSET and staff meetings
- To provide cover for absent staff when necessary.
- To assist where possible, in promoting the School.
- To represent the department at Open Days.
- To attend, where relevant, Subject Consultation Evenings. Part Time staff are expected to attend all relevant Subject Consultation Evenings, including those held on days when they are not scheduled to teach during the day. Where this is not possible, reports or recorded telephone meetings will be required for all students expected to attend the evening.
- To be available in school from 8.00am-6.00pm in term time, making good use of the time before and after school lessons to support students, and to liaise with parents and colleagues.

Health & Safety

- To pay due regard to the School's Health & Safety Policy, including one's own H&S needs and those of others; particularly those for whom you have a duty of care.

Person Specification

Attributes	Requirements	Essential / Desirable
Education / Qualifications and Training	Relevant Degree	Essential
	Qualified Teacher Status	Essential
	Continued and recent completion of professional development in the fields of teaching and learning and/or subject specific knowledge /skills.	Desirable
Skills and Experience	Experience of teaching KS4 and 5	Essential
	Understanding of assessment to aid learning and ensure excellent progress for each student	Essential
	Competent use / understanding of IT and software packages appropriate to the courses and to education more widely.	Essential
	Ability to plan for a range of abilities within one class.	Essential
	Experience of departmental management	Desirable

All staff are responsible for promoting and safeguarding the welfare of students at Thornton College by always ensuring compliance with the school's Safeguarding and Child Protection Policy. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead.

All staff are required to undertake whatever else may be reasonably required by the Headteacher in support of the Aims of the School. Job Descriptions are subject to annual review.

Thornton College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo an Enhanced DBS and barred list check by the Disclosures and Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Please do not hesitate to contact Miss Taryn Robinson, PA to the Head, should you have any queries.

Email: trobinson@thorntoncollege.com