



Lingfield
COLLEGE

Nursery | Prep | Senior | Sixth Form

Lingfield College Recruitment Pack

Deputy Head of Business & Economics - April or September 2025

www.lingfieldcollege.co.uk

Welcome

Welcome to Lingfield College, I am delighted that you have taken an interest in joining the team. It is a vibrant and stimulating place to work, where every individual has a vital and valued role to play in the School's ongoing success and future development.

Ours is an environment of respect and collaboration; staff and students work together with energy and commitment to achieve an enjoyable and diverse education as well as outstanding results.

Our colleagues are equipped with the tools, support and continual professional training needed to succeed and flourish in their post. We invest heavily in the latest technology and we are continually improving and developing our facilities.

Working at Lingfield College is rewarding, and you will be joining a community of like-minded people where your colleagues become your friends.

Our campus of 40 acres is nestled in the Surrey countryside, surrounded by green fields and beautiful views; yet we are accessible, with the mainline Lingfield train station servicing the London Victoria/East Grinstead line only a ten-minute walk away.

We look forward to welcoming you.

Richard Bool, Headmaster



Our School

Lingfield College is a vibrant and successful all-through independent co-educational school for over 940 pupils aged 0–18 years. The school has a strong academic ethos. Results in recent years have been outstanding, and the curriculum is broad, relevant and innovative. There is a wealth of extra-curricular activities available, and the students are encouraged to make full use of them to develop their own individual strengths and personalities. We work alongside the pupils and their families as a connected and diverse community dedicated to a mutual goal of creating a happy learning environment for our pupils.

Our Aims

- To be a safe and trusted foundation for our pupils to achieve their individual academic, social and creative potential.
- To cultivate the skills, knowledge, self-awareness and academic credentials our pupils will need to confidently meet the challenges of our rapidly changing world.
- To instil and nurture a strong sense of social responsibility, moral justice and environmental awareness so our pupils can positively contribute to a sustainable and just society.
- To guide each child in the discovery, delight and development of their unique gifts, talents and character.
- To create and sustain an inclusive and contemporary school culture, where diversity, difference and individuality are recognised and celebrated.
- To prioritise physical and emotional wellbeing across every facet of our school community.

Lingfield, Surrey

Lingfield College is set within a beautiful 40-acre campus located on the outskirts of Lingfield Village in Surrey and close to the borders of Sussex and Kent. It is a delightful place to live in, with the countryside on your doorstep but with vibrant towns and the coast all within reach.

It is also a convenient distance from both London and Brighton with easy transport links.

The standard of living in the area is deemed attractive and sought after. Students and staff travel to the school from a wide area, from both rural and urban settings.



Our Educational Vision

A Lingfield education goes beyond the academic and that is something we pride ourselves on. Our innovative academic curriculum is underpinned by the development of skills, attributes and mind-sets that will help students find success in an increasingly unpredictable future, and support them in becoming effective learners. This approach is complemented and reinforced by our wide-ranging co-curricular and pastoral programmes, and aims to prepare students to flourish in a rapidly changing world. The skills, attributes and mind-sets have been carefully chosen and given formal Lingfield College definitions so that all staff, students and parents can share in the collective vision.



Job Description

The Role :	Deputy Head of Business and Economics - full time
Reporting to :	Head of Business and Economics
Salary :	Based on the Lingfield Teacher's Main Pay Scale
Start date :	April or September 2025

The Job Role

At Lingfield College we have an exciting teaching opportunity for a talented, experienced and highly qualified teacher to join an expanding Business and Economics Department for the next step in their career. From September 2025, we are introducing new courses to include Business GCSE and a Cambridge National in Enterprise and Marketing.

Working alongside of the Head of Department, you will play a key role to develop teaching and learning strategies, monitor interventions, assess the effectiveness of the Business courses, and ensure quality course delivery.

The successful candidate will show the potential to be an outstanding classroom practitioner, have the ability to instil a passion for their subject and play a full and active role in all aspects of school life at Lingfield. You will be able to teach Business across GCSE, A Level, BTEC and ideally CNAT Enterprise and Marketing, as well as be a motivated and self-reflective professional who is capable of working independently and as part of a team.

There is the possibility to take on the additional responsibility role of Vocational Lead in Business for the right candidate.



Key Responsibilities

The Deputy Head of Business and Economics will report to the Head of Business and Economics and the duties for this position include (but not limited to):

Supporting the Head of Department in:

- Monitoring the quality of course delivery and working with staff to develop teaching and learning strategies.
- Monitoring interventions to assess their effectiveness across Business & BTEC Business courses.
- Assessing the suitability of new and existing courses in the department.

Specific responsibilities:

- Prepare and update schemes of work for Business and BTEC Business courses before the start of each academic year.
- Facilitate the development, management and sharing of resources for the Business and BTEC Business courses.
- Undertake learning walks to help monitor the quality of teaching and learning within the department.
- Carry out marking checks for Business and BTEC Business courses.
- Identify and share best practice related to teaching and learning, including reading and disseminating information from Examiner's Reports for the Business and BTEC Business external exams.
- Prepare tests and mark schemes for Business and BTEC Business courses and distribute these to teachers.
- Lead the moderation process for Business and BTEC Business assessments and NEA.
- Assist with trips and events for Business and BTEC Business courses.
- Deputise for the Head of Business & Economics when required.

Teaching Responsibilities:

- Plan, prepare and deliver lessons in accordance with department schemes of work in both practical and academic contexts.
- Assess, record and report student progress in line with school policy and procedures.
- Attend Parents' Evenings and Open Days and other school events.
- Communicate with parents as necessary.
- Prepare students for Public Examinations.
- Contribute to the work of the Department including maintaining displays, developing resources and other duties as required.
- Act as a Form Tutor.
- Attend staff briefing, department meetings and assemblies.
- Perform supervision duties.
- Implement the School's policies on sanctions and rewards.
- Establish and maintain effective working relationships with parents and colleagues.
- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.
- Plan and deliver subject related trips to enhance academic studies.
- Take responsibility for personal professional development.

The job description sets out the duties of the post at the time it was drawn up. The post holder may be required to undertake other duties within the School as may be reasonably expected, without changing the general character of the duties or the level or responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Person Specification

Skills and Qualifications

- Graduate and/or qualified teacher.
- The ability to teach Economics is beneficial.
- Excellent teaching skills.
- An outstanding classroom practitioner.
- Commitment to the highest standard of achievement for all students.
- Good interpersonal skills, ability to communicate effectively with a variety of people.
- Strong organisational skills.
- Good time management and ability to meet deadlines.
- Awareness of current educational research and developments.
- Commitment to become involved in the extracurricular activities of the School.

Personal Qualities

- Ability to be discreet and maintain confidentiality at all times.
- Ability to remain calm and work under pressure.
- Commitment, loyalty and enthusiasm for the role.
- Confident, positive and flexible attitude.
- Commitment to undertake the professional duties of a teacher as laid out in the School Teachers' Pay and Conditions document (STPCD).
- Ability to create a positive and productive learning environment.
- Ability to work well in times of change within the team.
- Ability to work flexibly and cooperatively and to encourage others.
- Supportive of other teachers within the Department.
- Uphold School aims.

The Process

Please complete an application form to and return it to the HR Manager, Lingfield College, St Piers Lane, Lingfield, Surrey, RH7 6PN or email hr@lingfieldcollege.co.uk



hr@lingfieldcollege.co.uk

By email



HR Manager,
Lingfield College, St Piers Lane,
Lingfield, Surrey. RH7 6PN

By post

Closing date:

Applications should arrive no later than 9.00 am on Monday 13th January 2025.
Interviews are planned for week commencing 20th January 2025.

We will consider applications as they are received and therefore reserve the right to close the vacancy earlier than the date stated should we successfully appoint to this role.