Information for Candidates

ELTHAM COLLEGE

Head of Business



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A reputation to rival any of its competitors

Good Schools Guide



Introduction

Eltham College

The Eltham College family of Schools comprises Eltham College Senior School, Eltham College Junior School and, since September 2023, Blackheath Prep School.

Founded in 1842, Eltham College is a thriving, co-educational day school located in south-east London. Originally a boys' school that first accepted girls into its Sixth Form in the late 1970s, Eltham College is now fully co-educational and has nearly 1,100 students in total, including 240 pupils in the on-site Junior School. Eltham College occupies a green 70-acre site in the London Borough of Bromley and was named London Independent School of the Year 2024 by The Sunday Times.

Whilst holding strongly to its ethos of providing a balanced education for its students, the School places a deliberate emphasis on academic success and the School is now regularly found amongst the leading academic schools in the country in terms of results and value added, matching the performance of its main competitors such as Dulwich College, Alleyn's, Trinity School and Sevenoaks School. It also boasts many county and national players in a range of sports, as well as exceptionally talented musicians, actors, authors, scientists, economists, and artists.

Eltham College has a distinctive character, born out of its Christian heritage. It upholds its founding Christian principles, whilst welcoming students of all faiths and none. The School has its own chapel and all students and staff from Year 6 upwards are expected to attend a weekly service led by the Chaplain, a member of the senior staff, or by students. Alongside its emphasis on academic achievement, the School continues to focus on care for each and every pupil. Strong pastoral care, an energetic House system that promotes collegiality, and a relaxed and unpretentious atmosphere make Eltham College a happy and vibrant place for students and staff alike. Students also benefit from an impressively wide range of opportunities outside the classroom through an ambitious co-curricular programme across sport, music, drama and art, and community outreach and enrichment.

Eltham College enjoys superb facilities. In 2019, the Turberville Centre for Mathematics, Languages and Music departments was opened, along with a new Sixth Form Centre and a dedicated medical and wellbeing facility. Extensive and well-maintained sports facilities extend across the 70-acre site, including Astro and hard-court venues, and a large indoor sports centre and swimming pool. There is a drama theatre and a modern art gallery. The Science and Technology Centre has recently been extended, adding four new state-of-the-art laboratories and a science prep room.

The 2022 ISI Regulatory Compliance & Educational Quality Inspection rated Eltham as 'Excellent' in all areas and the full Report can be read here.



















Eltham College Junior School

Eltham College Junior School shares the Senior School's 70-acre site, with an entrance just three minutes' walk along the path from the College itself. It has a second entrance from Mottingham Lane. Fully co-educational, the Junior School is home currently to some 240 girls and boys from Year 3 to Year 6. Whilst very much part of the Eltham College community, the school has its own Head and its own identity.

Eltham College is an all-through school and Junior School students are not required to sit a separate entrance exam for the Senior School. Academic standards and co-curricular provision are exceptional, and great emphasis is placed on pastoral care. Students at the Junior School benefit from use of many Senior School facilities, including the dining hall and the extensive indoor and outdoor sports facilities.

'Tip top facilities, positive relationships, inspiring teachers and exciting extracurricular opportunities. The easy transfer to the college is surely the icing on the cake.' **Good Schools Guide 2024**









Blackheath Prep

In April 2023, Eltham College was delighted to announce a merger with Blackheath Prep to form a family of schools. Blackheath Prep is an independent prep school for just over 370 boys and girls aged 3 to 11. Founded in 1996, it occupies a beautiful five-acre site close to Blackheath village. Its original Georgian and Victorian buildings have been extended and adapted to include large playgrounds and extensive playing fields, tennis courts, cricket nets and a Forest School area.

With outstanding facilities, a formidable track record in academic success and impressive achievements in Music, Sport, Drama and Art, Blackheath Prep's vision is to offer an education without boundaries: to give every child the freedom to shine and achieve their full potential, to uphold academic excellence, sparking curiosity and a joyful love of learning, and to nurture kindness and wellbeing, creating a strong sense of community. Children go on to a range of independent and maintained secondary schools and, as part of the Eltham College family, benefit from a priority application process to Eltham College Senior School. A large proportion (at least 50% of the cohort over the last five years) are awarded academic scholarships at prestigious local independent schools or places at top grammar schools. A large number are also awarded scholarships in Art, Drama, Music and Sport.




DIGESTIVE


ELTHAM COLLEGE
JUNIOR SCHOOL









Our Mission and Values

Eltham College's mission is to provide an outstanding and well-rounded education for girls and boys, built on Christian principles, as a thriving and leading institution among London day schools. This mission is supported by seven interdependent aims which shape the overall culture and direction of the school:



Working for Eltham College

The Senior Team

The Family of Schools is led by Guy Sanderson, CEO of the Eltham College Family of Schools and Headmaster of Eltham College Senior School.

The senior Executive team is chaired by Guy Sanderson and also includes the following members: James Martin (Senior Deputy Head, Eltham College Senior School), Vikki Lloyd (Head, Blackheath Prep), the Head, Eltham College Junior School (Rachel Thompson), Robin Wilkinson (Bursar) and Caroline Ward Vine (Director of Marketing and Communications).

Staff and Professional Development

The three schools employ around 240 members of teaching staff (including teaching support roles) and approximately 110 support staff. All are highly committed to helping students achieve their full potential and form a lively Common Room with a good balance of age and experience.

Professional Development

There is a strong professional development programme which is encouraged and generously financed for teaching and non-teaching staff. This includes external courses, an internal CPD programme of lunchtime and twilight sessions, speakers being brought in to deliver in-school sessions and learning from peers and colleagues. The Headmaster is personally committed to staff development and spearheads the Devolved Leadership Programme, which is open to all academic and support staff. This enables ambitious and talented staff who are seeking either senior leadership experience or career development to undertake a whole-school project, with mentoring from a current senior leader.

Pay and Benefits

Eltham College offers very competitive salaries and a good range of non-pay benefits.

All staff are automatically enrolled in a defined-contribution pension scheme (subject to the terms of the scheme). All staff under the age of 70 are entitled to death in service benefit at three times their annual salary.

Lunch is provided free of charge during term time for all staff, in addition to free refreshments available in the Common Room.

All staff also have free membership of the Eric Liddell Sports Centre, giving family access to the swimming pool, fitness room and other facilities at designated times.

There are also electric vehicle and cycle to work schemes, interest free season ticket loans, free eye tests and flu vaccinations. An Employee Assistance Programme is also available for all staff, offering free, confidential, support on a range matters such as financial and legal support and counselling for home-life issues.

Children of staff can be educated at the School if they meet the entrance standards and, at the discretion of the Headmaster, may receive a tuition fee reduction for both Junior and Senior Schools.

Our Benefits



Competitive Salary



Eyecare Vouchers



Interest Free Loan for Public Transport Season Tickets



Interest Free Loan for Rent Deposits



Electric Vehicle Salary Sacrifice Scheme
A tax efficient mechanism for leasing an electric vehicle including installation of a charger cable if applicable.



Cycle to Work Salary Sacrifice Scheme
A tax efficient means of funding purchase of a cycle with value up to £2000.



Sport and Fitness
Free membership of the Eric Liddell Sports Centre.



Free Flu Vaccinations
Provided annually, on site.



Access to Employee Assistance Programme
Confidential independent advice and support on a range of financial and legal matters, and counselling support.



Virtual GP Access
Delivered through HealthHero, virtual GP service available 24 hours a day, 365 days a year.



Free Lunch and Refreshments
Free meals at lunchtime and free refreshments available in the Common Room for all staff during term time.



Death in Service Payments
All staff under the age of 70 are eligible to receive this at three times their annual salary.



Fee remission
Employees with children who are eligible to attend the school, who have satisfied the entry criteria as set out in the School's admissions procedure and are awarded a place, may receive remission on school fees.



Annual Leave Entitlement for Support Staff
Holiday pay, offered at a minimum of 25 days plus bank holidays for full time new joiners (pro-rated for part time staff), increasing with longer service.



Excellent Transport Links
Rail services to central London and Gravesend/Dartford from Mottingham station (10 minutes' walk) and to central London and Sevenoaks/Bromley/Orpington from Grove Park station (25 minutes' walk). The area is served by a number of bus routes. Limited free parking is available on site. Free parking also available locally.

The Role and Person Specification

Job Description

Job Title:	Head of Business
Hours of Work:	Full Time
Reports to:	Deputy head Academic

Principal Role

The position of Head of Business involves responsibility for establishing and leading the teaching of Business, which will be introduced to the Sixth Form curriculum as an A level option from September 2027. The post holder will be expected to work closely with the Head of Economics. The ability to teach Economics or another academic subject would be advantageous and may provide additional opportunities within the timetable, although it is not essential.

In addition to the base salary, the post comes with a Responsibility Allowance.

At Eltham College, we seek to employ highly professional teachers with the ability and commitment to enhance the life of an 'all-through' school from Year 3 to Year 13, which has a strong academic ethos in the Senior School, and to work effectively and collaboratively in a team dedicated to further developing the College's curriculum.

All members of staff are also expected to contribute to the pastoral care of a group of students as a tutor. Similarly, the emphasis on activities outside the classroom means that an effective and varied contribution to the co-curricular programme is also required.

Business Studies at Eltham College

Following a full review of the Senior School curriculum, Business will be added to the timetable from September 2027. This is an exciting opportunity for an ambitious and experienced teacher to establish the subject at Eltham College, shaping its curriculum, ethos and reputation from the outset.

Business will be offered in the Sixth Form as an A level option, sitting alongside Economics as a distinct pathway for students for whom it is the best fit. The successful candidate will play a central role in selecting the examination specification, writing schemes of work and building resources, ensuring that the course combines academic rigour with real-world application and matches the high expectations held across the Senior School.

The new department will be supported by colleagues in the Economics Department, and the Head of Business will work closely with the Head of Economics to ensure that the two subjects complement one another, share good practice and give students clear guidance on the pathway that suits them best.

We are looking for a teacher with a proven track record of academic success in Business who will also develop a strong co-curricular offering, which might include enterprise and case study competitions, visiting speakers, links with local and national businesses, and educational visits.

Eltham College is a forward-thinking school with a strong academic ethos, and Business has been introduced as a carefully considered addition to the curriculum. The successful candidate will therefore have the opportunity to build a department of their own design, developing ideas and resources in a supportive and friendly environment.

Main Duties

The expected duties include:

1. **Responsibility for establishing and managing the Business curriculum, including**:

- Preparing the subject for first teaching in September 2027, including recommending an appropriate A level specification and building a bank of high-quality teaching resources.
- Establishing and reviewing schemes of work and monitoring their use by staff.
- Reviewing the public examination syllabuses offered at Eltham College in the subject and liaising with the examination board and Examinations Officer about syllabuses, examinations and results.
- Establishing effective methods of assessment of students' work, providing feedback and analysing results. Oversight of end-of-year summative assessment for each year group.
- Fostering, by example, a spirit of academic enquiry within the department.
- Providing appropriate, effective enrichment activities and opportunities for different age groups as part of the co-curricular programme.

2. **Responsibility for leading and managing the staff in the department, including:**

- Providing an effective induction programme for new members of the department.
- Working closely with the Head of Economics to coordinate the contribution of Economics staff to Business teaching, and to share expertise and good practice between the two departments.
- Arranging for the observation of teaching as a matter of good practice and providing constructive feedback to the teacher concerned.
- Supporting staff to develop into the best teachers that they can be as part of the professional development program.
- Ensuring that teachers in the department use the school's rewards and sanctions effectively.
- Providing support to members of the department in any matters involving classroom discipline.
- Delegating appropriate administrative tasks and leadership opportunities for others to create a sense of teamwork within the department and aid professional development.
- Monitoring the quality of written academic reports on students by teachers in the department.
- Ensuring that teachers are aware of students with learning, medical, social or other difficulties and providing appropriate support including ensuring the implementation of SEND strategies.
- With the Deputy Head Academic and the Assistant Head (Co-Curricular), monitoring overall workload of members of the department and supporting the timetabling process.
- Managing relief teaching when members of the department are absent.
- Keeping up to date with subject developments outside the school including attending CPD and bringing them to the attention of colleagues.

3. **Responsibility for managing the students being taught in the department, including:**

- Fostering high standards of student work.
- Ensuring that learning activities are differentiated in the classroom, or through setting according to ability where appropriate.
- Ensuring effective use of student tracking data.
- Effective scrutiny of student work.
- Promoting Business to students and parents, including at Options Evening, and working with the Head of Economics to help students choose the A level pathway best suited to them.
- Advising students on options choices relevant to the subject, on university applications and alerting them to the possibilities within the subject's field.
- Working with the Head of Scholarship and Head of Oxbridge to provide stretch and challenge opportunities.

4. **Responsibility for the administration of the department, including:**

- Holding and recording the minutes of regular departmental meetings to exchange ideas and inform and develop good practice.
- Producing an annual report about the department for the Headmaster including a detailed analysis of public examination results.

- Allocating teaching space to staff and ensuring that students respect the fabric of the department.
- Keeping accurate inventories of fixed assets in the department.
- Managing the departmental budget effectively.
- Overseeing the purchase, issue, return of textbooks and the recharging of lost textbooks.
- Maintaining a comprehensive, up-to-date departmental contribution to the school website and the Shared Drive.
- Supporting the school in major events such as Open Day and Speech Day.
- Ensuring the highest standards of Health and Safety are maintained within the department as outlined in the school's Health and Safety Policies.

Person Specification

Suitable candidates will have:

1. The ability to inspire others and lead by example, supporting the school to meet its aims with students, teachers and parents.
2. Been identified as an outstanding classroom teacher, with a proven track record of academic success in teaching Business, including at A level.
3. A genuine interest in their subject and a strong commitment to high academic standards.
4. Some experience of successful management of or within an academic department, and the vision and drive to establish a new subject.
5. An ability to teach Economics or another subject would be an advantage, but is in no way essential..
6. A genuine commitment to the wellbeing and pastoral care of children.
7. Excellent inter-personal skills with students, teachers and parents.
8. Excellent administrative, organisational, and ICT skills.

Terms of Appointment and How to Apply

Safeguarding

Eltham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the School's Safeguarding Policy and Privacy Notice (available on the school website) and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Further details are given on the application form.

Equal Opportunities

Eltham College is an equal opportunities employer and welcomes applications from all sections of the community. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience).

The Application Process

Candidates should read the job description for the role, and complete the application form via the TES website Eltham College - Tes Jobs

Short-listed candidates will be invited to attend an assessment day 27 November 2026 during which a range of skills, knowledge and experience will be tested.

Safer recruitment checks will be made at all stages in the recruitment process.

Contact Information

For more information about the application process please contact a member of our HR Team by telephoning 020 8857 1455 or contacting them via email hr@eltham-college.org.uk

Further details about the School can be found by visiting our websites: www.eltham-college.org.uk & www.blackheathprep.co.uk



ELTHAM COLLEGE JUNIOR SCHOOL

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