



# Ark Acton Academy

## JOB PACK

**SUBJECT LEAD: BUSINESS STUDIES**

For a sneak peek into school life at Ark Acton Academy  
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3 Gunnersbury Lane, Acton, London,  
W3 8EY



## A Message from the Principal

Are you passionate about your subject? Do you want the development and support to be an exemplary teacher? Are you driven to work with disadvantaged communities?

Our school exists to challenge unfairness.

### **Our mission is to ensure that:**

All Ark Acton pupils leave us knowledgeable, confident and articulate young people, able to make a meaningful contribution to society, pursue careers they are passionate about, lead happy and fulfilling lives, and leave the world better than they found it.

Ark Acton is a good school, and we are on a mission to make it a great school. From a strong sapling to a mighty oak. Be part of our growth.





At Ark Acton we think teaching is the best job in the world – so we have stripped away anything we feel gets in the way of being a great teacher.

This includes:

- Whole class feedback and live- marking policies that sit at department level
- No graded lesson observations
- No report writing
- No parent's evenings
- No ½ termly data metrics to track progress

### **Benefits of working at Ark Acton Academy**

- Twice as many training days as standard
- Weekly staff training session designed to meet the needs of the school
- Coaching for every teacher
- Access to high-quality, regular professional development
- We offer a dedicated staff wellbeing room—a quiet space to relax, recharge and refocus during the day
- Free use of our leisure centre

We have high expectations for our pupils and our staff – but we know that by working as a team and committing to our mission we can shape the future.

**Sarah Donachy**





## Subject Lead: Business Studies

### Job description

**Reports to:** Principal

**Salary:** Main Scale (Inner London) £41,328–£53,606 + TLR2A  
£3,525 (please note advertised salaries will be paid pro-rata for part-time employees)

**Start date:** February 2026

**Contract:** Permanent / Full Time



### Main purpose of the job:

To contribute to developing Ark Acton Academy into a great school by teaching a challenging Business Studies curriculum, teaching highly effective lessons, and constantly reflecting on your practice.

### Responsible for:

Developing a knowledge rich Business Studies curriculum for KS3 that excites and inspires pupils and preparing a KS4 curriculum through which pupils can flourish; delivering the highest quality lessons to pupils and ensuring all pupils reach their potential.





## **Objectives:**

- To lead the development of a knowledge rich curriculum.
- To teach consistently excellent lessons
- To secure great outcomes for all our pupils.
- To make a valued contribution to the school's pastoral and enrichment programmes; including trips and school visits.
- To be an effective Form Tutor
- To epitomise the vision and values of Ark Acton Academy and at all times adhere to the staff code of conduct.

## **Principal Accountabilities:**

- Planning and the delivery of lessons
- Maintain high expectations of your pupils and set them challenging but achievable targets. Support every child to reach their full potential.
- Plan and deliver high-quality and challenging lessons.
- Develop a cohesive and exciting curriculum offer at all Key Stages. Ensure the curriculum is responsive to results of assessment and monitoring.
- Uphold whole school behaviour expectations and routines.
- Understand your responsibilities for pupils with particular needs, including your responsibilities under the SEND Code of Practice.
- Follow all relevant school and departmental policies in the planning and delivery of lessons.



## **Assessment, Reporting and Communication:**

- Implement the Academy approach to marking and feedback to inform planning, develop learning and evaluate pupils' progress.
- Make effective and regular use of the Academy's assessment criteria and reporting procedures to inform learning.
- Set targets for raising pupil attainment in the context of whole school targets and work towards their achievement.
- Maintain regular records of pupils' attainment and progress.
- Liaise with external agencies about individual pupils as required.

## **Professional Development:**

- Commit to the principle of improvement and development; be reflective about your classroom practice. Give and receive feedback with candour and kindness. Attend whole school training and lead aspects of this when appropriate.
- Maintain an up-to-date expert knowledge of your subject area, related teaching pedagogy and relevant aspects of the National Curriculum, exam board requirements and other statutory provisions, including developments and reforms in broader education policy.
- Engage, positively, with the performance-appraisal system.





## **Whole School Leadership and Management:**

- Model our leadership values and behaviours
- Commit to and practice a data driven model of school leadership using our three key questions – What is our vision for great? What is the data telling us? What is our action plan to close the gap or move quicker?
- Share, appropriately, responsibility for the management of the Academy and contribute to the consultative and decision-making processes
- Support whole school aims, objectives and policy decisions, contribute to their establishment and initiation and sustain their implementation and review
- Actively promote the academy and liaise with outside agencies as necessary, representing the Principal, the academy or Ark as appropriate
- Provide information, advice and perspective to the governing body and to any legitimate external enquiry/evaluation
- Support the Principal in the responsibility for the implementation of performance appraisal for all staff, including line management of key staff and teams
- Undertake any other reasonable professional task as directed by the Headteacher



### **School ethos and culture:**

- Support the Principal in fostering a strong sense of academy community and ethos among both staff and students
- Promote consistent implementation of behaviour policy and system of rewards and sanctions, characterised by orderly behaviour, caring and respectful relationships, and no shouting
- Act as a positive role model to staff and students
- Be active in issues of staff and student welfare and support and demonstrate a commitment to Equality of Opportunity for all members of Academy staff
- Carry out your role as a form subject lead effectively, with love and tenacity

### **Other:**

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's data protection rules and procedures

***No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Principal.***

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands, or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click [this link](#).*





## Person Specification:

### Qualifications

#### Essential

- Qualified to at least degree level in the subject being taught.
- Qualified to teach in the UK.
- Right to work in the UK.
- QTS.

#### Desirable

- Further professional qualifications.
- Experience in and a good understanding of BTECs, particularly KS5 Pearson Extended Diploma in Business courses



### Experience

#### Essential

- Ability to deliver consistently deliver outstanding lessons in this subject to pupils of all ages and abilities.
- Proven record of significantly raising achievement with all groups of pupils across the age and ability range and of helping them achieve impressive examination outcomes.
- Proven commitment to continued professional development and a readiness to reflect and self-evaluate to change, improve and develop.
- Mastery of and enthusiasm for Business Studies

#### Desirable

- Experience of having worked successfully in at least one school in an urban, multi-cultural setting, teaching pupils from backgrounds of socio-economic disadvantage.
- Successful experience of working particularly with high ability or SEN pupils.



## **Knowledge**

### Essential

- Thorough knowledge of the requirements of the National Curriculum in the subject.
- An understanding of the ways that cognitive science can improve teacher effectiveness.
- An understanding of the strategies needed to establish consistently high aspirations and academic / behavioural standards in an urban school setting, and a commitment to relentlessly implementing these strategies.
- Knowledge & experience of Safeguarding & Child Protection issues.

### Desirable

- Thorough knowledge of Key Stage 4 and Key Stage 5 specifications in the subject.
- Actively informed of developments in your subject area, and of broader pedagogic developments at local, national and international levels.

## **Skills**

### Essential

- Excellent interpersonal and listening skills; a high degree of emotional intelligence; and an effective oral and written communicator with children, staff and parents.
- The ability to develop positive relationships with all young people.
- Well-developed planning & organising skills including time management, prioritisation, delegation and administration.
- Sound judgement and problem-solving skills.

### Desirable

- An ability and willingness to teach across more than one subject.
- A proven ability to use data confidently and forensically to inform and diagnose weaknesses that need addressing, and ability to plan effectively in order to raise individuals' and cohorts' attainment.
- Competent user of ICT.





## **Motivation**

### Essential

Willing to be fully engaged in the whole life of the school including extracurricular activities.

Willing to be a form tutor.

Committed to teamwork and working collaboratively with colleagues.

A commitment to the safeguarding and welfare of all pupils.

### Desirable

Experience of leading successful enrichment and extracurricular activities, which inspire and motivate learners.



## **Attributes**

### Essential

- A clear passion for your subject.
- The ability to enthuse and inspire others.
- Passion, resilience, maturity and optimism to lead through day-to-day challenges while maintaining a clear strategic vision and direction.
- Confidence and self-motivation to work well and be decisive under pressure.
- A high level of honesty and integrity.
- Personal stamina & energy including a good record of attendance and health.
- A firm and constant belief in the unlimited potential of every pupil and a commitment to inclusive educational provision.

### Desirable

- An entrepreneurial attitude.



## Positive Action & Inclusive Recruitment at Ark

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. Find out more about our commitment to [diversity and inclusion](#).

We particularly encourage applications from Black, Asian and ethnic minority candidates as they are currently underrepresented among our senior leadership teams. This is important to Ark as we aim to be more representative of our local communities.

We strive to make applying to and working for Ark as inclusive as possible and have a variety of systems in place to ensure that our approach is fair and open.

