



# Candidate Pack

## Head of Economics and Business

PANGBOURNE

— Independent, co-educational day and boarding school, ages 11-18 —

# Mr Oliver Knight – Head

I joined Pangbourne in September 2024 and have had the pleasure of working with an incredibly talented and dedicated staff and Board of Governors to drive forward my vision for the school.

Pangbourne is my fourth headship and all three of my previous headships were at inner-London state schools which I transformed by driving up the educational standards. I am passionate about bringing the best from the state sector and combining it with the independent school model to ensure the best possible education and opportunities for all pupils at Pangbourne.

My two passions in life are education and the outdoors. Pangbourne enables me to combine these into the uniqueness of a Pangbournian education through access to our world-class adventure facilities set within our 230 acre site. This enables us to create an academic ethos underpinned by an adventurous spirit; where risk, failure and uncertainty are daily experiences.

It is no longer enough for pupils to just achieve great academic outcomes. As staff, we work together to ensure that pupils are prepared for not just success in school but also success in life. Our aim is to educate pupils to be a force for good in an imperfect world.

I am in the process of implementing our Campus 2030 plans and would be delighted if you applied to join me on this exciting journey for the future vision of the College.

With best wishes



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# About Pangbourne

With over 30 years of co-educational experience, Pangbourne College is an independent day and boarding school for girls and boys aged 11-18 years, set in over 230 acres of Berkshire's Area of Outstanding Natural Beauty, with the best four mile stretch of rowing river in the country.

There are four pillars that develop and sustain a Pangbourne education: **Academic Rigour, Exploration, Community** and **Leadership**. These four components ensure all our students develop the attitudes, skills and behaviours that underpin success at school and in life. We empower each individual to fulfil their potential and develop the confidence, values and skills to make a positive difference to the world.

Pangbourne was established in 1917 as 'The Nautical College, Pangbourne' with a vision to train boys to become Merchant Navy Officers. In 1969 the College adopted the name it has today and shifted its focus to an academic education, becoming fully co-educational in 1996. Pangbourne College is not a military school and only two or three of our leavers each year go into the armed forces, but we do proudly pay tribute to our naval roots through preserving a number of traditions.

The eight **Flag Values of Kindness, Resilience, Selflessness, Moral Courage, Integrity, Initiative, Industry** and **Respect** underpin everything we do as a nurturing, pupil-centred community.

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# Pangbourne on a page

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Pupils on roll 400

## 6th Form Results 2025

- 45% A\* - A
- +0.7 Value Added
- 92% First Choice University

## GCSE Results 2025

- 38% 9 - 7
- 84% 9 - 5
- +0.72 Value Added

## Performance Sports

- Girls' hockey
- Boys' rugby
- Boys' and girls' rowing
- Equestrian

## Competitive Sports

- Boys' and girls' football
- Boys' and girls' cricket
- Boys' and girls' tennis



# Employee benefits

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## PARKING

Free onsite parking



## CATERING

Free lunch and refreshments when College is in session



## ENVIRONMENT

230 Acres of North Wessex Downs National Landscape



## PENSION SCHEME

Generous employer contribution



## CYCLE TO WORK

Part of the cycle to work scheme



## SALARY

Competitive



## TECHNOLOGY

Loaned devices



## POOL ACCESS

Free use of our heated outdoor swimming pool (seasonal)



## ELECTRIC CAR SCHEME

Part of electric car scheme



## ELECTRIC CAR CHARGING

Electric car charging points in staff car park



## WELLBEING

Embracing a comprehensive approach to wellbeing



## DEVELOPMENT

CPD training available for all staff members



## FEE DISCOUNT

Fee discount is available to staff for their children



## COMMON ROOM

Friendly staff with frequent social events



## EYE VOUCHER

Vouchers for eye test available for DSE users



# About the role

## HEAD OF ECONOMICS AND BUSINESS

Start Date:	SEPTEMBER 2026
Contract Type:	Permanent
Hours:	Full time
Core Hours:	08.15 – 17.45 Monday to Friday
	Saturday: There are no academic lessons on a Saturday but a full sporting and boarding programme runs. Involvement in this programme is optional and would be reflected in reduced expectations Monday-Friday.
Salary:	Competitive. Our salary package will recognise your experience, qualifications and commitment.
Reporting To:	Deputy Head Academic
Key working relationships:	Members of the Business and Economics Dept Senior Management Teaching Staff Pupils, Parents and Guardians



# Department overview

## BUSINESS AND ECONOMICS

### THE TEAM

There are four teachers within the department with various specialisms across the range of subjects offered.

### THE COURSE

Economics is offered as an A Level for 6th Form students. We use the Edexcel Economics A specification and have a significant bank of purchased and in-house resources to support its delivery. Business is also offered at GCSE and A Level (both Edexcel) and there is a BTEC Extended Certificate in Enterprise and Entrepreneurship. We will consider experience and specialisms in any of these courses

### THE DEPARTMENT

The department is housed in its own area which comprises three classrooms and a central office/meeting room. The subject offerings of the department are extremely popular at the College. More than half of the year group will choose one of the three departmental 6th Form offerings. At GCSE approximately half the pupils take GCSE Business.

### OUTCOMES

Results in Economics are excellent in both an absolute and value added sense. In 2025, 69% of pupils achieved an A or an A\*, 86% of pupils achieved a Merit or Distinction in the BTEC A number of pupils choose to continue to study Business or Economics at university.



# Key Responsibilities

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## Leadership and Management of Business and Economics:

- The smooth running of the department.
- Implementing all relevant college policies.
- Promoting the vision, values and ethos of the College.
- Writing and maintaining the departmental handbook, including schemes of work.
- Overseeing the timetabling of Business and Economics, including allocating staff to classes, liaising with the Deputy Head Academic and Timetabler.
- Holding regular meetings of the department and maintaining a record of the minutes of the meetings.
- Attending Heads of Departments meetings.
- Meet regularly with a nominated liaison from the AMT.
- Overseeing setting and maintaining current setlists, and keeping the Deputy Head Academic informed of changes as they occur.
- Making an annual itemised bid for the departmental revenue and capital budget
- Purchasing textbooks, stationery and all other resources required, within the budget and maintaining an accurate record of expenditure
- Working with the Marketing Department in promoting Pangbourne College via Open Day activities and writing for publications

## Teaching and Learning:

- Overseeing the teaching of Business and Economics and the provision received by each student.
- Supporting all Teachers of Business and Economics.
- Organising lectures and trips appropriate to the curriculum.
- Organising support and challenge sessions for pupils within the Business and Economics department.

## Assessment and Examinations:

- Assessing and appraising the annual results, reviewing the departmental performance with the department, and reviewing and resetting goals. Discussing the results with a member of the AMT and producing a written analysis of the procedure.
- Liaising with the Exams Officer to enter students for external examinations at the appropriate level.
- Overseeing the setting, production and marking of school examination papers.
- Engaging actively and constructively with professional bodies and examination boards, particularly around any changes to the curriculum or assessments.

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# Key Responsibilities

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## Staff Development:

- Assisting with the appraisal of members of the Business and Economics department and identifying departmental INSET needs.
- Supporting the professional development of members of the department and writing references for them when required.
- Advising the Head and Senior Management Team on staffing requirements and on staff appointments related to Business and Economics.

## Pupil engagement:

- Liaising with the Learning Support Department to arrange support for students with specific learning differences
- Assessing the suitability of students to study A level Computer Science

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## Duties and responsibilities of all teachers:

- Adopting the Pangbourne Teacher Habits to maintain an evidence-led model of instruction.
- Following the appropriate schemes of work.
- Maintaining discipline within their classroom and the department.
- Regular setting of class work and preps.
- Regular marking and assessment of students' work
- Maintaining records of lessons taught and students' marks.
- Meeting assessment and reporting deadlines.
- Attending parents' meetings.
- Running academic support clinics.
- Setting appropriate work in the case of absence.
- Maintaining classroom equipment.
- Maintaining good quality classroom displays and contributing to departmental display areas.
- Supporting and helping other members of the department.
- Attending INSET or courses for professional development and generally keeping up to date with the subject and current developments/teaching techniques, feeding back to the department where relevant.
- Setting and marking internal examinations as agreed.
- Involvement in department tours and trips.
- Act as a Tutor to a small group (about 10) of pupils.
- Willingness to engage in and develop extra-curricular activities
- Complying with health and safety issues within the Science Department, reporting any faults immediately.

## Please note:

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager. The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and College.

This job description and accompanying documentation do not form part of the employment contract. — Independent, co-educational day and boarding school, ages 11-18 —

# Personal specification – essential elements

— Pangbourne College, an independent co-educational day and boarding school, ages 11-18 —

Qualifications
Relevant degree or equivalent
ECT or QTS
Able to teach Business and/or Economics to A Level
Skills and Special Aptitudes
Excellent organisational, communication and interpersonal skills
Organisational skills within the classroom and on visits
Ability to link topics across the syllabus
Ability to develop good examination technique in pupils, in particular, drawing out the skills of analysis and evaluation
Ability to ensure that all students and parents have regular feedback on progress
Ability to create a stimulating learning environment and facilitate and enthusiasm for learning, in order to make it possible for all students to achieve their potential

Personal Qualities
Passion and enthusiasm for teaching Economics and Business
Ability to relate to teenagers
A desire and capacity to understand the strengths and weaknesses of individual pupils along with the ability to use differentiation in teaching
Capability of maintaining high standards and being excellent practitioners in the classroom
Ability to encourage in students the enjoyment of the subject, and a responsibility for their own learning
A sense of humour and integrity
Special requirements
Promoting and safeguarding the welfare of children
Compliance with Pangbourne College's Child Protection and Safeguarding Policy
Current driving licence

# Personal specification – desirable elements

← Independent, co-educational day and boarding school, age 11-18 →

Qualifications
Experience delivering BTEC qualifications.
Skills and Special Aptitudes
Detailed knowledge of examination requirements
Knowledge to link subject content with career opportunities
Ability to use innovative teaching methods

Personal Qualities
Enthusiasm to collaborate with colleagues
Ambition to progress professionally within the subject
Capacity to take calculated risks in teaching
Other shared interests with pupils through house or extra-curricular activities
Self-awareness

# How to apply

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- Download the application form from the website: [pangbourne.com/vacancies](https://pangbourne.com/vacancies)
- Applications should be sent to [recruitment@pangbourne.com](mailto:recruitment@pangbourne.com)
- Deadline for applications is: **09.00am Monday 23 March 2026**
- Please apply as soon as possible as applications will be considered upon receipt; we reserve the right to interview/appoint before the closing date.
- We welcome applications from candidates in either state or independent sectors.
- We would be happy to have an informal conversation about the College, the Department and the role. Please contact [recruitment@pangbourne.com](mailto:recruitment@pangbourne.com).



# Other information

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## **Child Protection and Safeguarding Policy**

In line with our recruitment policy and for the protection of our pupils, you will be subject to an enhanced DBS disclosure and employment reference checks. Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. You must be eligible to work in the UK.

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the Pangbourne College Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

## **Information Security, Confidentiality and Data Protection**

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the General Data Protection Regulation and the College's Privacy Notice, unless explicit written consent has been given by the person identified.



# Other information

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## Equal Opportunities

We are proactively committed to creating a diverse staff body which reflects the community that we teach. At Pangbourne College we value diversity and inclusion; we want to attract the best people for the role available. This is regardless of age, ethnicity, sexual orientation, gender, disability, socioeconomic status or religious beliefs.

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

## Health and Safety

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.



# Other information

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## Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the College. The post holder will be subject to an Enhanced Disclosure and Barring Service Certificate.

The post holder will be required to participate in the College's appraisal procedures as an appraisee and if applicable, as an appraiser. The post holder will be required to attend statutory and mandatory training.





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