



Mount Kelly Business School - Programme Co-ordinator

Great education has always anticipated what comes next. Mount Kelly Business School is built on that principle – preparing pupils for a world that is evolving faster than traditional curricula alone can address.

As Programme Co-ordinator, you will lead and deliver an innovative business, enterprise and entrepreneurship co-curriculum within the Sixth Form: one that does not merely complement A Level study but actively bridges the widening gap between conventional qualifications and the skills employers actually demand. This is, however, first and foremost a teaching role, and it calls for someone to inspire intellectual ambition and prepare Sixth Formers not only for university, but for the world beyond it.

Alongside excellent classroom practice, you will carry a measured responsibility for curricular innovation: ensuring that pupils experience business education that is contemporary, applied and intellectually stretching. You will not simply be teaching – you will be training the next generation of business leaders, entrepreneurs and agile thinkers, while remaining firmly aligned with the academic expectations and ethos of Mount Kelly.

Duties and Responsibilities

Content Delivery & Teaching Excellence

- Deliver high-energy, seminar-style business courses (the Elective & Enrichment programme) to a School within the Sixth Form, securing strong academic outcomes and treating every session as an opportunity to develop emerging professionals
- Plan, deliver and evaluate well-structured sessions that foster intellectual curiosity, analytical thinking and independence of thought – run as professional meetings and structured debates, not passive lectures
- Develop pupils' understanding of business, economics, enterprise and related disciplines, making purposeful connections between theory and real-world practice, using contemporary case studies that resonate with young adults
- Keep teaching agile and responsive, by weaving into lessons major market shifts, tech disruption or policy change to keep content alive and fresh
- Set, mark and assess work in line with school policies, providing timely, constructive feedback that drives progress, builds resilience and encourages reflective practice
- Adapt teaching to meet the needs, ambitions and aspirations of pupils with differing abilities – challenging the strongest while supporting the developing

Curriculum & Programme Leadership

- Lead the further development and delivery of the Business School curriculum and associated enrichment modules, ensuring every element is delivered to an exceptional standard
- Ensure coherence, progression and genuine intellectual challenge across all elements of the programme, developing an education that stretches, not settles
- Review and refine content with agility, drawing on developments in higher education, industry trends and professional practice to keep the programme fresh and relevant
- Pioneer innovative teaching approaches that demonstrably enhance learning – case-based learning, strategy simulations, extended projects, structured debates and collaborative problem-solving that mirror real boardroom dynamics
- Contribute to the development of partnerships, guest speaker series, internships, mentoring programmes and external opportunities that bring C-suite insight and entrepreneurial reality into the classroom

Innovation in Practice

- Champion the integration of digital tools and emerging technologies – including Generative AI – teaching pupils to be architects of their own workflow rather than passive consumers of apps.
- Develop opportunities for pupils to apply learning through enterprise projects, real-world briefs and extended tasks that build genuine commercial awareness while maintaining clear academic expectations
- Develop transferable, boardroom-ready skills – persuasive communication, teamwork, ethical decision-making and reflective practice – embedded naturally within the guided curriculum
- Contribute to whole-school thinking on curriculum development and employability education, positioning the Business School as a beacon of effective practice

Pupil Development & Holistic Mentoring

- Act as a mentor and coach, guiding pupils' academic progress, personal resilience and professional aspirations
- Provide informed, forward-looking guidance on university courses, apprenticeships and career pathways, with a focus on banking real-world skills that give pupils a genuine competitive edge
- Promote high standards of professional conduct, attendance and personal accountability, modelling the behaviours expected in the business world and at Mount Kelly
- Work closely with House staff, parents and colleagues to support pupils' wellbeing, development and holistic growth

Wider Professional Responsibilities

- Contribute energetically to the wider life of the school, including co-curricular activities, pastoral duties and school events – bringing the same dynamism that defines the Business School
- Engage fully in appraisal, continuous professional development and cross-departmental collaboration
- Maintain accurate records and communicate with clarity and professionalism to pupils, parents and colleagues

Safeguarding and Ethos

- Promote and safeguard the welfare of children and young people at all times
- Act in accordance with statutory safeguarding requirements and school policies
- Support and exemplify the values, ethos and traditions of Mount Kelly

Personal Specification

Skills and Knowledge	<ul style="list-style-type: none">• A determination to build and deliver a genuinely new and innovative core co-curriculum• Proven ability to deliver high-quality, engaging teaching at Sixth Form level• A confident grasp of effective pedagogy, assessment and curriculum design, with the creativity to push beyond convention• Commitment to high academic standards and to the holistic education of young people• A tech-forward mindset: you embrace innovation that enhances teaching and learning• Excellent communication and interpersonal skills
Qualifications/ Experience	<ul style="list-style-type: none">• A strong academic background in Business, Economics or a related discipline, combined with genuine commercial or entrepreneurial literacy• The ability and willingness to teach Economics and/or Business Studies to A Level <p>Desirable</p> <ul style="list-style-type: none">• Qualified Teacher Status (or equivalent)• Experience of curriculum or programme leadership within a school, corporate training or youth leadership setting• Experience of project-based learning, enrichment or applied academic programmes• Prior professional experience outside education – in a commercial environment, start-up, consultancy or business operations – that brings authentic credibility to the classroom
Other Requirements	<ul style="list-style-type: none">• Satisfactorily meeting the School's employment checks – Disclosure and Barring Service (DBS) check, references, qualifications and legal entitlement to work in the UK

The Job Description provides a guide to and general description of the duties and responsibilities of the role and may be amended. It is not exhaustive and the post holder should be willing to undertake any other related tasks, as may be reasonably required.

The post-holder should be aligned with the School's values:

COMPASSION

Empathy Tolerance Kindness

We treat others with compassion; demonstrating empathy, tolerance and kindness in all that we do

COURAGE

Determination Resilience Grit

We act with courage; demonstrating determination, resilience and grit in the face of both opportunity and challenge and always striving to learn through life's journey

HUMILITY

Modesty Gratitude Selflessness

We behave with humility; we are modest in our success, grateful for our blessings and selfless in the way that we share them

RESPECT

Courtesy Service Consideration

We value and respect every person equally; always seeking to serve those around us and treating all with courtesy and consideration

COMMITMENT

Dedication Loyalty Endurance

We demonstrate commitment to our School and to those around us, making the most of opportunities available; we are dedicated, loyal and always endure through to the end

INTEGRITY

Honesty Decency Morality

We value integrity above all; we are honest with ourselves and others, conducting our lives with decency whilst striving for the highest moral standards

Mount Kelly is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post-holder will be engaged in regulated activity with children and has a duty to protect the welfare of children. Child protection training is a statutory requirement in order to provide proper care to vulnerable pupils and be able to implement safe working practices.