



Head of Business and Economics

TLR 2c £6646 (pay award pending)

Responsible to:	The Headteacher Senior Leader with responsibility for your subject area
Responsible for:	The students in your charge Subject staff in the department <i>ITE students in the department</i>
Important relationships:	Students and parents The Leadership Group Heads of other departments Heads of Year Learning Support Coordinator Examination Administrator Other members of the teaching and support staff The Governing Body and in particular the Governor attached to the department
Important external relationships:	Staff in all phases of local schools and other relevant educational establishments Subject-specific professional organisations

Main purpose of the job

- To ensure the development of students by teaching the curriculum of both subjects with due regard for the aims and objectives of the school and the needs of individual students
- To lead and manage the Business and Economics Department and to raise standards of student progress and outcomes within both curriculum areas
- To monitor and support student progress within the curriculum area
- To promote successful learning and to take responsibility for effective teaching and learning within the department in accordance with the aims of the school
- To support, advise and encourage members of the department and to monitor their performance
- To effectively manage and deploy teaching/support staff, financial and physical resources within the department
- To run enrichment and trips within the department.

Employment Duties

This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of duties set out in that document.

The Leadership Group is aware of the complexities and pressures of the role of Middle Leaders and will work to support them in carrying out this role through the Line Management system.

Main responsibilities of the job

1. **Curriculum**
 - 1.1 Keeping abreast of new curriculum thinking, teaching methods and examination syllabuses and leading developments where appropriate in line with national developments
 - 1.2 Coordinating and having overall leadership of Business and Economics taught in school within and outside the taught curriculum



- 1.3 Being accountable for the development and delivery of the curriculum area
- 1.4 Establishing and regularly revising written aims and objectives, programmes of study, schemes of work and appropriate policies for the department
- 1.5 Arranging for the effective assessment of students as required by departmental and school policies
- 1.6 Drawing up departmental homework and coursework/controlled assessment policies within school guidelines
- 1.7 Monitoring and evaluating the department's work in line with agreed school procedures
- 1.8 Introducing and implementing change as a result of the departmental evaluation
- 1.9 Ensuring that e-learning is firmly embedded in the work of the department and that this enhances student learning
- 1.10 Having overall strategic leadership of Business and Economics trips
2. **Resources**
 - 2.1 Keeping abreast of developments in resources, including textbook and e-learning
 - 2.2 Identifying the resource needs of the department, establishing priorities, planning and monitoring the expenditure of the departmental budget
 - 2.3 Having responsibility for effective management of departmental resources
 - 2.4 Monitoring the condition of, the access to, and the secure storage of all resources belonging to the department
3. **Staff**
 - 3.1 Working with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school
 - 3.2 Having responsibility for the day-to-day management of the department
 - 3.3 Ensuring that all relevant information on curriculum and resources is communicated to all members of the department
 - 3.4 Promoting the use of a variety of teaching methods and strategies, and providing guidelines in the departmental schemes of work
 - 3.5 Setting standards of good practice in the department with regard to the delivery of the curriculum, teaching styles, record-keeping and assessment and ensuring that members of the department are working to these common standards
 - 3.6 Assisting with the selection of teaching staff for the department
 - 3.7 Providing the appropriate information to the Assistant Headteacher for the construction of the timetable and ensuring a balanced allocation of classes and teaching groups to staff
 - 3.8 Contributing to the school's procedures for lesson observation and learning walks
 - 3.9 Recognising and utilising the strengths of members of the department



- 3.10 Identifying areas in which members of the department need to acquire specific skills, and supporting them in the acquisition of these skills
- 3.11 Disseminating CPD information and encouraging the professional development of the members of the department and themselves
- 3.12 Holding regular departmental meetings with agendas and notes (copies to the Headteacher and the Line Manager). Members of the department should be encouraged to table agenda items so that matters of concern to them can be discussed
- 3.13 Having regular meetings with their Line Managers
- 3.14 Providing full and regular feedback to members of the department, through departmental meetings, of matters discussed at Middle Leader meetings
- 3.15 Providing a channel of communication through which members of the department can make their views known to the Leadership Group
- 3.16 Promoting enthusiasm, openness to new ideas, commitment and a happy and homogenous departmental team
- 3.17 Supervising and assisting Newly Qualified Teachers in the department
- 3.18 Managing and supervising the work of any support staff attached to the department
- 3.19 Working with the lead on the programme for Initial Teacher Training within the school where appropriate
- 3.20 Being involved in the Teacher Appraisal process within the school both as a reviewer and reviewee
- 3.21 Checking that appropriate arrangements are made for classes when staff are absent
- 3.22 Attending and contributing to Middle Leader Meetings
- 4. **Students**
- 4.1 Monitoring the overall academic progress through SISRA and well-being of students within the department and taking action where there is cause for concern
- 4.2 Leading the department on target setting for students
- 4.3 Leading the department in the effective tracking of student progress and effective intervention strategies
- 4.4 Ensuring that appropriate, accurate and up-to-date data on student progress and attainment is maintained within the department
- 4.5 Celebrating and rewarding the achievement of students within the department
- 4.6 With the department, looking at ways of raising the achievement of students
- 4.7 Providing students with subject-specific advice on subject choices and Higher Education entry when appropriate
- 4.8 Working with members of the department on disciplinary matters with students
- 4.9 Ensuring that the Behaviour Management system is implemented in the department so that effective learning can take place



- 4.10 Ensuring quality consistent reports are written by all members of the department
- 4.11 Providing appropriate information to the Examinations Administrator on student entries for examinations
- 5. **Other Responsibilities**
 - 5.1 Establishing and maintaining a safe, high quality teaching and learning environment in the subject area
 - 5.2 Formulating the departmental self-evaluation and development plan in consultation with the department
 - 5.3 Promoting links and cooperation with other departments and outside bodies where appropriate
 - 5.4 Keeping the departmental handbook up-to-date
 - 5.5 Encouraging departmental involvement in school initiatives
 - 5.6 Encouraging departmental involvement in extra-curricular school activities
 - 5.7 Providing such reports on the department as may be required by the Governors or Headteacher
 - 5.8 Contributing to the formulation, and cooperating in the implementation of school policies
 - 5.9 Engaging with department self-evaluation, utilising external data measures e.g. L3VA, RAISE
 - 5.10 Playing a full part in the life of the school community, supporting its aims and ethos and encouraging staff and students to follow this example
- 6. Undertaking other duties as may reasonably be expected, in addition to carrying out the responsibilities and duties of a classroom teacher (Main or Upper Pay Scale) when undertaking the teaching of pupils