# central foundation logo

# JOB DESCRIPTION

**Post:** 2nd in Charge of Business Studies and Economics

Department

**School:**  Central Foundation Boys’ School

**Pay Scale:** MPS/UPS + TLR2b of £4,442pa

**Responsible to:** Head of Department

**Purpose of post:** To support the work of the Head of Department in raising the standards of teaching, learning and achievement in the department.

Key Accountabilities:

1. **Accountability for Teaching and Learning – to support the HOD in ensuring that the quality of teaching and learning within the department is outstanding**

Key tasks:

* Plan, prepare and deliver outstanding lessons to provide students with the opportunity to achieve their potential
* Ensure that lessons are engaging and stimulating taking into account individual needs of the students
* Manage, develop and share resources to enhance teaching of Business Studies and Economics including the development and selection of suitably differentiated materials for different student groupings such as gifted and talented students, students with SEN and students for whom English is an additional language
* To ensure that a variety of teaching styles and methods are used throughout the department and are explicit in Schemes of Work
* Contribute to objectives of the curriculum area within the school objectives and take part in an annual review of the subject and curriculum area
* To be responsible for leading relevant and appropriate curriculum planning incorporating whole-school policies
* Prepare lesson plans and schemes of work as agreed with the Head of Department
* to ensure the Behaviour Management Policy is successfully implemented in the department so that effective learning can take place both in classrooms and the department areas

**2. Accountability for Assessment and Making Use of Data to Track Student Progress – to be accountable for sustained high quality assessment within the department**

Key tasks

* To ensure that students’ progress is assessed in line with the school’s assessment policy and that the students receive high quality assessment feedback through book marking and assessment in lessons.
* To support the Head of Department in leading on and monitoring the assessment work in the department including producing self-evaluation reports for the key stage and support action plans when teacher’s assessment falls below the required standard
* To track student progress through data analysis, focusing on low-mid-high attaining students and pupils subject to pupil catch up and pupil premium,
* To make use of data to set targets for individual students, ensuring pupils and teachers understand the targets which have been set for them
* To regularly analyse and evaluate data to ensure that each cohort is on track towards targets set and identify intervention strategies to support progress.
* To oversee reporting to parents on student achievement in the given department.
* To implement and monitor the application of the school’s homework policy within the department and to ensure that high quality homework is regularly set and marked providing the students’ with high quality feedback.

1. **Accountability for Leadership –** to demonstrate appropriate leadership behaviours which inspires confidence in others, whilst also challenging and supporting colleagues, thereby creating a positive impact at school and department level

Key tasks:

* To implement strategic planning for the department co-ordinated with the School Development Plan and Department Improvement Plan.
* To lead on vocational courses offered within the department.
* To support the Head of Department in school self-evaluation, both at whole school and department level, and in producing an annual department self-evaluation report.
* To promote effective teamwork and motivate staff to ensure effective and professional working relations.
* To deputise for the Head of Department, if necessary.
* To participate in the recruitment of department staff, including interviewing for staff and providing effective induction of new staff in line with school procedures.
* To support the department in any open evening or event related to the department as a whole.

**4. Accountability for Management –** to support the Head of Department in the day-to-day management of the department and its staff.

Key tasks:

* To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant member staff to secure appropriate cover within the department
* To accept responsibility for the conduct and behaviour of students within the area of responsibility and to be available to help members of staff as problems arise.
* To work with the Head of Department in providing information regarding the timetabling of staff and allocation of teaching groups.
* To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, supporting the/acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
* To implement and promote school policies and procedures, eg. Health & Safety; Child Protection and Equal Opportunities, assessing, recording and reporting.
* To write articles for the newsletter which celebrate the success of Business Studies and Economics.

**5. Accountability for Coaching, Mentoring and Enhancing the Professional Development of Others -** to develop and enhance the teaching practice of others, including Beginning Teachers and NQTs.

Key tasks

* To undertake regular lesson observations, scrutiny of students’ work and monitoring of colleague’s performance in order to give professional feedback to department members as well as to inform school self-review.
* To coach and mentor staff in the department in order to support them in their role and in order to raise the standard of both student and staff learning within the department, giving guidance on the choice of appropriate teaching and learning methods in order to help students achieve their full potential.

**6. Other responsibilities - along with the Head of Department and in their absence:**

* To follow the school’s policy in respect of safeguarding and child protection and ensure the health and safety of the students.
* To play a full part in the life of the school community, to support its distinctive vision and ethos
* To accept overall responsibility for all aspects of internal & external examination and testing procedures as relate to the area of responsibility.
* To ensure effective communication with parents and community representatives as appropriate.
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* To participate in relevant meetings with colleagues, parents and be involved in links with external agencies as part of curriculum enrichment.
* To carry out the role of a form tutor.
* To encourage and take responsibility for the learning environment by overseeing visual materials and classroom / school display.
* To oversee the application of ICT within the Department.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified, and may change over time.

Please note that this school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An enhanced criminal record check will be carried out prior to confirming an offer of appointment.