



Job Description

Post title	Subject Leader of Business Studies
Academy	Haberdashers' Aske's Crayford Academy
Grade	MPS/UPS + TLR2 + OLW
Responsible to	Assistant Principal

Summary of the overall purpose of the job

The core purpose of this post is to lead the continuing development of the Business Studies curriculum and take responsibility for the overall development of the department. It is expected that the successful candidate will consistently plan and deliver outstanding lessons within the department as well as supporting department staff to deliver at least good teaching at all key stages.

Key responsibilities and objectives of the job

- Lead and develop all aspects of the Business Studies curriculum within the Academy.
- Provide high quality leadership of your curriculum team to enable them to fulfil their responsibilities to deliver a high quality curriculum and lessons to ensure our pupils make at least the progress expected of them.
- Contribute to the leadership capacity of the Academy through supporting school systems and structures.

General responsibilities and objectives

- To work within and contribute to established academy and department frameworks for
 - Lesson planning, delivery and evaluation
 - Student behaviour and care
 - Student assessment
 - Line Management of staff
- To actively contribute to the teaching of Business Studies across all age and ability ranges
- To remain informed of current developments in the subject area
- To participate in Professional Learning and to initiate change where appropriate.
- To lead the devising of innovative and challenging schemes of work
- To consistently plan and deliver outstanding lessons, ensuring that a variety of teaching resources are utilised
- To ensure that students' work is marked regularly and conscientiously, in accordance with the academy marking policy
- To set and mark internal and external examinations and assessments as required
- To provide appropriate and effective intervention as required

- To be fully committed to and actively contribute to the academy enrichment activities programme
- To possess a wide range of appropriate pedagogic skills and be able to teach and adapt as required
- To provide accurate information for parents as directed by academy and department policy and to attend parents' evenings and other presentation meetings as directed
- Organise cover for absentee staff including liaising with cover staff and ensuring all work is in place. To be the first contact point for any issues arising in cover lesson
- To work within the academy framework with regard to Health and Safety
- To promote equal opportunities in the academy
- To actively promote the aims and ethos of the Federation / Academy
- To support the Academy's commitment to the continued professional development of all staff
- To undertake any additional duties as may reasonably required by the CEO or Principal

Please note

This job description reflects the core activities of the role and as the Federation and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognise this and adopt a flexible approach to work and be willing to participate in training.

If changes to the job become significant, the job description should be reviewed formally by the post-holder and line manager.

Person specification

Criteria
Education/qualification and training
<ul style="list-style-type: none"> • a well-qualified graduate
<ul style="list-style-type: none"> • Has a teaching Qualification
Knowledge/skills
<ul style="list-style-type: none"> • is committed to students continuing to study Business beyond Key Stage 4
<ul style="list-style-type: none"> • has a commitment to developing lunchtime and after school enrichment activities
<ul style="list-style-type: none"> • possesses a wide variety of excellent ICT skills and can utilise these in the delivery of outstanding Business lessons
Experience
<ul style="list-style-type: none"> • Proven track record of raising educational standards
<ul style="list-style-type: none"> • Curriculum and/or pastoral experience
<ul style="list-style-type: none"> • Recent experience preferably gained in a second-charge role
Personal characteristics/other requirements
<ul style="list-style-type: none"> • can work flexibly and be prepared to adapt as necessary
<ul style="list-style-type: none"> • a 'can do' person who works positively and collaboratively
<ul style="list-style-type: none"> • strives for excellence in all aspects of work
<ul style="list-style-type: none"> • is an innovator – excited by change, able to turn innovative thinking into practical and successful classroom outcomes