|  |  |
| --- | --- |
| **Job title** | **Head of Economics and Business Studies (1.0FTE)** |
| **Salary range** | TLR 2.1 (inclusive of fringe allowance) |
| **Line management** | The Head of Economics and Business Studies1. is directly responsible to the Head of Faculty for Humanities
2. regularly line manages a team of Economics and Business teachers and is responsible for their performance management
 |
| **Purpose of the role** |
| * Ensure a safe environment that protects and cares for the students and staff.
* Be learning-centred and proactively focus on the development, inspiration and sharing of best and emerging practice in teaching and learning across the Department with a particular focus on developing and supporting progress and uptake in the subject area.
* Coach, model and share best practice within the Department and, where appropriate, the Faculty in order to promote the best possible progress as a reflection of each young person reaching their full potential.
* Actively monitor tracking of student progress to ensure consistency within the department of marking, assessment and feedback and ensure timely intervention.
* Share knowledge and practical strategies that advise, guide and support colleagues in order to promote active learning in the subject curriculum at all levels in all classes.
* Ensure high quality displays and ensure a programme of enrichment at all curriculum stages in the subject area.
* Proactively make links with appropriate external bodies to promote and encourage the take-up of the subject in the Sixth Form and beyond.
* Proactively work with the Leadership Team, to promote and achieve the shared vision for the operational and strategic development of Beaconsfield High School to ensure a happy, high achieving community for all students.
* Regularly contribute to the development of teaching and learning in order to develop and inspire staff as appropriate.
* Ensure all systems and processes linked to examinations and specifications are adhered to.
* Organise and lead on a programme of additional activities that include the Young Enterprise Scheme and competition, external speakers, the development and growth of the Economics Society, Investor Challenge and Target 2.0 to name but a few.
* Ensure Health and Safety needs and protocols are kept up to date, appropriately managed and maintained.
 |
| **Responsibilities** |
| **Leading teaching and learning –** this will involve helping to inspire and improve the quality of learning and teaching in the subject area which will be reflected in students’ progress and achievement. This will involve introducing and embedding new practice, improving established practice and evaluating the effectiveness of learning outcomes. An exciting and successful learning culture will enable students to become effective, enthusiastic, independent learners, committed to life-long learning and will promote excellence, equality and high expectations for all students.* Be an excellent teacher and role model by promoting high quality education and managing personal learning and teaching and offering an open classroom;
* Be able and ready to teach the subject from Key Stage 4 to Key Stage 5;
* Manage and develop high quality teaching resources to match the needs of the curriculum and the different abilities of learners
* Ensure financial budgets are spent appropriately, to maximise teaching and learning opportunities within and extra to the curriculum;
* To be responsible for requisitioning, care and recording of the stock and resources of the department
* Collaborate with colleagues in the subject area to create a productive learning environment which is engaging and fulfilling for all students and staff;
* Lead the improvement and development of teaching and pedagogical practice within the subject area to reinforce and broaden creative, effective, personalised approaches to teaching and learning;
* Work with the department and Leadership Team, to coordinate and contribute to the delivery of interesting and developmental CPD for colleagues and, where appropriate, other staff aligned to the priorities set out in the School Development Plan;
* Be responsive to the varying and special educational needs of the student community;
* Implement strategies to improve the quality of teaching and learning to ensure it is consistently enabling students to achieve their very best outcomes at all levels of ability.
* Developing and enhancing the teaching practice of others and ensuring high common standards by engaging fully with quality assurance and appraisal procedures within the school.

**Shaping the future –** this will involve forward thinking about the leadership of the subject area in both an operational and strategic way to ensure progress for the department and all those within it.* Proactively communicate the school’s vision and support the aims and School Development Plan to motivate and inspire all stakeholders within a broad and balanced curriculum;
* Take a leading role in departmental self-evaluation and policy implementation;
* Lead by example to motivate and work with others;
* Ensure the department moves forward for the benefit of all students and staff;
* Help promote a culture of inclusion within the department so that views of all are heard.

Safeguarding and Promoting the Welfare of Children and Young People* Ensure a safe and supportive school culture;
* Ensure the welfare of children and young people is safeguarded and promoted in line with best practice;
* Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

**Managing the Organisation** - this will involve leading on the provision of effective organisation and management of the subject area, and in collaboration with colleagues, seeking ways to improve the department based on rigorous self-evaluation.* Be a proactive and effective member of the subject area;
* Control of the department budget so that it is spent in line with learning priorities and the principles of best value;
* Take part, as and when required, for reviews of department systems and standards;
* Ensure effective dissemination of relevant information and positive internal communication;
* Adhere to the agreed approaches to standards of behaviour, attendance and punctuality within the department and school as a whole;
* To carry out the general and specific professional duties as set out in the current School Teachers’ Pay and Conditions Document;
* Undertake any professional duties as reasonably delegated by the Head.

**Securing Accountability** - this will involve working with a wide range of groups, particularly students, parents, carers and colleagues (but perhaps agencies and Governors) to help share an understanding that all are accountable for ensuring students (or themselves) enjoy and achieve and actively participate in a high quality education.* Contribute and develop effective working relationships within the subject team;
* Work with others in evaluating student (all groups) and department performance;
* Contribute to the identification of priorities for continuous improvement and raising standards;
* Contribute to an ethos across the department and school that enables everyone to work collaboratively, share knowledge and understanding, celebrate successes and accept responsibility for outcomes;
* Promote and protect the health and safety and welfare of the students and staff.

**Strengthening Community** - this will involve working collaboratively for the well-being of all students with an understanding that school improvement and community development are interdependent.* Help plan for learning experiences for students that are linked with the wider community;
* Help foster a positive culture and curriculum that takes account of the richness and diversity of the school’s community;
* Take part in, sometimes organise and conduct meetings where appropriate with parents, carers and other professionals to ensure positive outcomes for all parties.
* To make a contribution to the broader life of the school.
 |

Feb 18

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken has not been identified.

As per part 7 of the Immigration Act 2016, “the ability to converse with ease with members of the public and provide advice in accurate spoken English” is an essential requirement for this role.