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**JOB DESCRIPTION**

**Head of Business and Economics**

**PURPOSE:**

The post holder is required to carry out the duties of a school teacher / Head of Department as set out in the *School Teachers’ Pay and Conditions Documen*t and the school’s own policy.

**Reporting to:** Assistant Headteacher

**Responsible for:**

* Leading the department
* Be an effective member of the department and arrange the team meetings
* Contribute to the implementation, evaluation and success of the school vision and ethos
* Contribute to the formulation of written guidelines, resources and the information for staff, parents and governors to develop best practice
* Provide staff with relevant student information
* Act as a role model of good practice, modelling effective strategies, supporting and promoting the ethos of the School.
* Work with other colleagues to maximise the use of data to effectively identify students who are underachieving and where necessary, develop and implement effective plans to support them
* Review the provision across the department in terms of:
	+ - breadth and balance of pastoral care/curriculum
		- continuity in that records are completed and passed on; and that policies are implemented
		- identify appropriate department targets and personalised goals for students
		- Identify group and individual training needs and provide support for colleagues in your area of responsibility
		- Support the department in securing and embedding within your team, the pastoral and behavioural support systems present in the school
		- To be responsible for promoting and safeguarding the welfare of children and young people within the school

**Student progress**

* Support the student review processes and procedures for the department
* Monitor the progress of individual students as appropriate
* Ensure that wider curriculum activities for your department provide opportunities for students in line with SMSC.

**Student guidance, behaviour and support**

* Ensure colleagues enforce the school’s behaviour policy and are models of good practice for students
* Keep reports of student behaviour
* In line with school policy and practice take steps to prevent bullying and support victims of bullying
* Work in partnership with parents and carers to involve them in their child’s learning and to support their education
* Work in collaboration with other professionals and outside agencies in order to provide support to students in order that they may access and benefit from their educational provision

**Other Specific Duties**:

* Be accountable to the Headteacher for all delegated management tasks
* Play a full part in the life of the school community, to support its distinctive ethos and policies and encourage and ensure staff and students follow this example.
* Continue personal professional development as agreed
* Engage actively in the performance review process
* Comply with the school’s Health and Safety policy and undertake risk assessments as appropriate
* Undertake any other duty as specified by STPCD not mentioned in the above

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

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. All employees are expected to uphold the values of the School.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.