



## **Job Description**

### **Head of Business Studies**

#### **The Role**

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What appears below provides a flavour of the role but is far from an exhaustive list.

1. To be accountable for the effective delivery of Business Studies to all pupils in the school, undertaking various programmes in Business Studies.
2. To prepare, implement and review appropriate schemes of work for pupils of all ages and abilities in Business Studies in consultation with the Deputy Head, Academic Director and other members of the subject team and SENCO.
3. To work with the Deputy Head and Academic Director in liaison with other HoDS on cross curricular issues and the development of resources/strategies to meet the needs of all pupils.
4. To work with the Deputy Head and Academic Director in the development and implementation of school and departmental policy on monitoring, marking, assessment, record-keeping, homework, pupil attendance and behaviour to support achievement and progression for all pupils, in line with school policies.
5. To support, manage, appraise and develop the work of all members of the subject team through fostering good practice, monitoring teachers' strategies and a programme of department based induction and professional action development in consultation with the Deputy Head, Academic Director and IB Coordinator and in line with school policy.

6. To prepare and manage the annual departmental plan and budget and take responsibility for the allocation and care of resources and equipment.
7. To liaise closely with the Examinations Officer over all relevant examination entries and with Heads of Year, Deputy Head and Academic Director in analysing examination results and implementing interventions.
8. To ensure that the learning environment within departmental classrooms and shared areas is safe, attractive and stimulating.
9. To take responsibility for the care of the school fabric and equipment within the departmental area.
10. To undertake any one-off tasks as may be deemed necessary by either the Deputy Head, Academic Director or Headmaster.

Box Hill is a small, busy and friendly place in which to work. Students come from a wide range of backgrounds, nationalities and ability levels. They respond well to humour, high expectations and clear guidance. Staff here work hard. Full time staff are expected to offer three activities per week. As we are a boarding school, staff also contribute towards duties in the boarding houses.