

**Job Description**

**Job title:** Learning Leader for Business

**Salary range:** TLR 2B

**Accountable to**: Assistant Headteacher

**Job Purpose**

To enable all students to make as much progress as possible and to develop as confident, well-educated and happy young people.

**Main Responsibilities**

* Under the reasonable direction of the line manager, to carry out the duties of a teacher as outlined in the job description for a classroom teacher
* To ensure that the learning of students in Business is maximized for all
* To lead, support and challenge colleagues as a lead professional in the school for Business, including developing the practice of others
* To undertake any other responsibility as deemed reasonable by the Headteacher

Specific Responsibilities

1. Strategic and Operational

* To support the development of Business through appropriate resources, schemes of learning, assessment and teaching strategies
* Liaison with LL’s to ensure effective delivery of Business
* To implement school policies and procedures, for example Equal Opportunities, Health and Safety etc. within the team
* To support the team’s self-evaluation and the development of its aims, objectives and action plan
* To support the relevant leader in the implementation of whole school initiatives e.g. numeracy, AfL
* To take responsibility within Business for the progress of students
* Ensure base group sessions are appropriately resourced in the absence of staff
* To attend relevant meetings, including ALL team meetings

1. **Curriculum**

* To ensure the delivery of an appropriate, comprehensive and high-quality curriculum programme in the area which complements the school’s aims
* To keep up-to-date with national and international developments in the area

1. **Staffing**

* To ensure that staff development needs are identified and that appropriate programmes are provided to meet such needs
* To line manage and act as the reviewer for a group of staff if required for performance management
* To promote effective teamwork and to motivate staff to ensure effective working relations

1. **Quality Assurance**

* To ensure the effective operation of quality control systems
* To participate in the setting of and lead the progress towards achieving goals within the area
* To establish common standards of practice and develop the effectiveness of teaching in the area
* To implement the school’s procedures for observation and QA

1. **Management Information**

* To ensure the maintenance of accurate information in the school’s MIS
* To implement, analyse and evaluate surveys and other relevant data (e.g. PASS)
* To produce and present reports on examination performance

1. **Communications**

* To ensure all members of the area are familiar with its aims and objectives
* To ensure effective communication with staff, students, parents, careers and the wider community
* To liaise with partner schools, employers, exam boards etc. as necessary

1. **Marketing and liaison**

* To contribute to the school’s marketing activities e.g. newsletter/press releases
* To lead the development of effective subject links with partner schools and the community, and attend relevant events as required
* To actively promote the development of effective links with external agencies

1. **Management of resources**

* To manage the available resources of space, staff and equipment efficiently