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| **hi res logo.jpg** | **HEAD OF BUSINESS STUDIES (TLR2a)**  **JOB DESCRIPTION** |
| **Date:** | **Feb 2018** |

Accountable to: Head of NCS Faculty. Ultimately the Executive Headteacher.

**The Head of Business Studies is responsible for all aspects of Business Studies in the school.**

**Core Purpose of the Head of Business Studies**

The core purpose of a Head of Business Studies is to provide professional leadership and management to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils.

**The specific tasks associated with the role of Head of Business Studies are:**

**Leading, managing and developing Business Studies and Economics**

The tasks associated with the role of Head of Business Studies are specifically to:

* Lead the development and implementation of policies and practices in line with School policies
* Advise the Executive Headteacher, Leadership Team and Head of Faculty of developments in Business Studies and Economics.
* Develop and ensure the effective delivery of ICT as part of the Business Studies portfolio.
* Prepare development plans as necessary
* Promote Business Studies and Economics as a subject to students of all ages and abilities
* Produce reports for the Executive Headteacher, Leadership Team and Head of Faculty, as required
* Report and be accountable to the designated line manager for assessment processes, practices and outcomes
* Work with other post holders in the NCS faculty to develop consistent approaches to professional practices.

The outcomes that are associated with this element are to lead Business Studies and Economics so that teachers will:

* Be consistent in their practice
* Be consistent in their implementation of policies
* Use the outcomes of self evaluation to develop their practice that results in pupil progress
* Collaborate to implement development plans
* Actively participate in learning
* Produce work and assignments in response to curriculum demands (including homework)
* Conform to the school’s behaviour policy.

The outcomes that are associated with this element are to work as part team of heads of subject who:

* Are consistent in their practice
* Share good practice with other leaders
* Act as role models in teaching pupils effectively
* Act as role models in managing pupils effectively
* Act as role models in demonstrating professional curriculum leadership

**Impacting on educational progress of pupils beyond those assigned to the teacher**

The outcomes that are associated with this element are to lead Business Studies and Economics so that pupils will:

* Achieve high standards in public examinations
* Progress to the next stage of their education with confidence and enthusiasm
* Show sustained improvement in Business Studies and Economics
* Understand how to improve their studies
* Know their academic targets
* Be enthusiastic about their subject
* Contribute to the maintenance of a purposeful working environment.

**Leading, developing and enhancing the teaching practice of others and managing staff**

The tasks associated with the role of Head of Business Studies are specifically to:

* Implement school policy on monitoring and evaluating the work of the department. This will include undertaking lesson observation, giving feedback to staff and where appropriate setting targets to improve the quality of teaching.
* Lead the production and updating of schemes of work. These should ensure curriculum coverage, continuity and progression in Business Studies for all pupils, including those of high ability and those with special needs.
* Co-ordinate the production of tests and examinations in Business Studies.
* Keep parents well informed about their child’s achievement in Business Studies and ensure that all information sent to parents is of a high standard
* Direct and supervise the work of teachers delivering Business Studies
* Lead the production of the Business Studies Handbook and update it regularly
* Provide information and participate in Threshold Assessment and Performance Management processes.

The outcomes that are associated with this element are that teachers of Business Studies will:

* Work together as a team with shared aims
* Plan and deliver lessons, using the Business Studies programme of study, where objectives are shared and reviewed
* Support the aims of the school and understand how their team role relates to the school’s aims
* Have detailed job descriptions which set out their responsibilities and duties.
* Ensure that all pupils are prepared adequately for public examinations.
* Keep parents well informed about their child’s achievement in Business Studies and ensure that all information sent to parents is of a high standard
* Monitor the academic progress of the pupils in their teaching groups
* Advise the Head of Business Studies and Head of Faculty on matters affecting the pupils in their groups

**Monitoring and accountability**

The tasks that are associated with this element are to:

* Provide information, advice and analysis for the Headteacher and other senior managers so that they can understand the issues affecting the progress of individuals or groups in Business Studies.
* Monitor, evaluate and review the impact of interventions and resources for Business Studies
* Respond to other adults and agencies who require up to date information about Business Studies presented in a concise and accurate manner

**Working as part of a team:**

The outcomes associated with this element are teachers who:

* support Business Studies, House and school by implementing school policies consistently;
* value working with others and understand that as professionals we need feedback in order to help us to improve;
* share resources and engage in collaborative working, playing a full part to secure the best outcomes for young people;
* prepare for meetings and participate in them;
* work as members of teams in a range of roles and actively promote effective team work as a means to achieve the highest professional standards;
* provide support and challenge to one another;
* meet the deadlines requested by others, including being punctual to class and meetings;
* treat colleagues with respect and dignity.

And any other duties as required.