

## **Job Description**

**Job Title:** Subject Leader Business Studies

**Accountable to:** Curriculum Area Leader (CAL) - Communications

### **Core Purpose:**

You will have responsibility for leading and directing the learning and operational management of the Business Studies curriculum within the Communications Curriculum Area (SCA) to reflect both Academy and local and national priorities and to personalise routes for all learners and ensuring rigorous and continuous monitoring and evaluation of the effectiveness of curriculum provision. Your leadership will ensure that Business Studies learning is exciting and engaging and delivered in partnership with Aston University and our significant industry partners so that our young people are motivated to strive for excellence.

### **Key Responsibilities:**

**Responsibility for raising the standards of all the students taught in the Business Studies department as part of the whole Communications Curriculum Area:**

- To be responsible for the teaching of relevant teaching material within CA.
- To contribute to the ongoing development of appropriate syllabuses, materials and schemes of work.
- To be responsible for managing the resources in the teaching rooms to which you are deployed.
- To be a tutor, when assigned, and to be responsible for carrying out the duties as set down in the generic tutor job description.
- To be responsible for carrying out a fair share of supervisory duties and cover for absent colleagues.
- To be responsible for following CA and AUEA policy on matters such as lesson preparation, schemes of work, marking, record keeping and homework.
- To be responsible for organising a disciplined working environment in which students can achieve their maximum potential.
- To participate in appropriate meetings as negotiated within the Academy.
- Opportunity to contribute to other aspects of technical, robotics and automation curriculum in engineering as willingness and skills allow.

### **Responsibility for educational progress for all students in Business Studies:**

- To be responsible for monitoring students' progress in Business Studies by academic tracking and data analysis.
- To be responsible for reporting to and liaising with the CAL along with the Senior Leadership Team, other Curriculum Area Leaders, teaching/support staff, Sponsors, Aston University staff and students, industrial partners, external agencies and parents/carers.
- To ensure a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning.

- To demonstrate and articulate high expectations and sets stretching targets for all teaching staff in Business Studies Department

**Responsible and accountable for leading, managing and developing Business Studies:**

- To ensure that learning and teaching, curriculum resourcing and Assessment Reporting and Recording are outstanding.
- To be responsible for the curriculum planning within SCA, ensuring it meets any statutory requirements. Working with the Communications CAL to link planning with the aims of the Academy and to ensure the Business Studies courses taught reflects the needs of our students.
- To be responsible for learning and teaching, resources, equipment and the classroom management deployed in CA.
- To be support Communications CAL with the writing the CA development plan and Department SEF setting targets as required.
- To liaise with, guide and lead teachers in the collection and collation of information and data to evaluate the quality of provision and identify the underachievement of individuals and groups of students.
- To work collaboratively with employers and industrial partners to create partnership learning plans and curriculum opportunities

*UTCs are designed with small rolls (600) to maximize the number of students to our specialist facilities. Aston University Engineering Academy is oversubscribed and has begun plans to grow past our 600 designated size. Currently the size of Business Studies offer means that this is a single person department role. However, through the successful expansion of our Business Studies offer we would wish to expand the staff within the department. This would result in:*

**Responsible for line management of Business Studies Department staff:**

- Business Studies teaching staff and any other relevant personnel within SCA.

**Other Responsibilities:**

1. Building and maintaining high levels of staff and student morale and motivation, securing their commitment to the aims, objectives and priorities of the academy.
2. Any other responsibility mutually agreed with the Principal