

**St Edmund Arrowsmith
Catholic Centre for Learning**

Job Description

Subject Leader: Business Studies

Accountable to: Principal/Assistant Principals/Governing Body

Salary range: TLR2B

Post reference: JD 16.39

The school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Archdiocese of Liverpool. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers.

The governing body and the Diocese are committed to safeguarding and promoting the welfare of children and young persons and the Principal must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the DBS and obtain any other statutorily required clearance.

The applicant will be required to safeguard and promote the welfare of children and young people.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document.

Main purpose of the job

GENERIC

1. This post is part of the Middle Leadership Team within the school. It involves working in close co-operation with the Assistant Principals as Senior Leadership Team line managers. The responsibilities are listed but they are not intended to be exhaustive because all Subject Leaders share a corporate responsibility with the Principal in managing the school.
2. To promote the Catholic Ethos of the school.
3. To promote curriculum and Every Child Matters issues across the whole school, to raise achievement for all students.

4. To support the development of staff, Inset provision for staff and contribute to the Staff Induction Programme within Business Studies.
5. To share and support the disciplinary system within the school with specific responsibility for Business Studies.
6. To contribute to the efficient organisation and management of the school.
7. To contribute to the school's Department Quality Assurance (DQA) review process and schedule
8. To ensure Business Studies staff are prepared for visits from OFSTED, HMI and LA Inspectors, Archdiocese, etc.
9. Any other duties, as may reasonably be requested by the Principal.

SPECIFIC

1. To have the highest expectations of professional and academic standards in a manner which reflects our mission statement.
2. Manage and provide leadership of the Business Studies team and ensure that they meet regularly and understand the policies and systems of the school.
3. To develop a coherent Business Studies 11-16 Curriculum, which provides courses of study at Levels 1, 2 and 3, including Business Studies and any other appropriate vocational courses, and meet all statutory requirements
4. To monitor student progress and attendance of +all 11-16 learners through the analysis of data
5. To use data on student progress to identify appropriate and timely interventions to maximise outcomes
6. Ensure all students make progress in line with agreed targets set with Assistant Principals.
7. Ensure students are suitably supported and challenged whilst they experience a stimulating, relevant and flexible curriculum.
8. To develop and deliver cross curricular projects with other curriculum areas.
9. To lead behaviour management within Business Studies, supporting colleagues and facilitating appropriate CPD to ensure consistent approach to Behaviour for Learning in line with school policy

This is not an exhaustive list and needs to be read in conjunction with the current conditions of service for Middle Leaders contained in the Schools Teachers' Pay and Conditions document and other current education and employment legislation. In carrying out his/her duties the Subject Leader shall consult, where appropriate, the Governing Body, the Local Authority, the staff of the school and the parents/carers of its students. Additional responsibilities include:

- To advise the Principal on all aspects of the subject.
- To produce and maintain all departmental documentation in a Departmental Handbook.
- To prepare, in conjunction with departmental staff, subject specifications and schemes of learning, amending them as and when necessary to meet National Curriculum requirements, profile curriculum and cross-curricular themes where appropriate.

- To liaise with other subject leaders, Directors of Learning and Progress Leaders to organise sets and teaching groups and undertake regular dialogue regarding the progress of students within those groups
- To ensure that students' work within Business Studies is assessed regularly and thoroughly, using the school's current Marking and Assessment policies, and that records of those assessments are in line with SEA current policy and systems.
- To have overall responsibility within the department for the setting of examinations and all assessment procedures.
- To manage and implement the programme for children with special needs in accordance with the school's Child Protection and SEND policy and systems.
- To ensure that staff keep appropriate records up-to-date in order to track student performance in line with the current SEA school policy and systems.
- To supervise and advise teaching staff within the subject area, monitoring lessons and record keeping in line with the current SEA school CPD and Performance Management Policy and systems.
- To ensure that continuity of teaching is maintained when supply staff or trainee teachers are involved.
- To assume responsibility for allocation of work and the general organisation of the department.
- To supervise, order and allocate resources, keep an accurate record of all departmental stock and carry out periodic stock checks.
- To ensure that the school's homework policy is followed by all members of the department.
- To have overall supervisory responsibility for all assessments and homework set within the department.
- To hold departmental meetings and report any findings, recommendations or conclusions to the Principal or line manager as appropriate.
- To review and evaluate departmental progress annually.
- Devise departmental improvement plan in liaison with the line manager and manage its implementation.
- To be responsible for standards of safety, hygiene and conduct within the department.
- To supervise the standard of classroom and corridor wall displays within the department.
- To initiate and promote out-of-school activities, fieldwork and visits by the department.
- To promote and encourage the highest standards at all times and in all aspects of departmental work.

- To keep abreast of educational developments in general and the specialist subject area in particular.
- To represent the school on outside bodies such as curriculum development groups, National Curriculum Development working groups and exam board focus groups as and when required to do so.
- To have overall responsibility for students on teaching practice within the department.
- To provide a detailed report to the Principal and Governors as and when required.
- To represent the department at all Middle Leader meetings.
- To contribute to the school's Department Quality Assurance (DQA) review process and schedule