#### Job Description

**Subject Leader: TLR 2b Business Studies**

**Job Purpose:**

To manage and oversee the day to day work and the strategic and long-term development of a team of subject specialists to ensure that the aims of the school are effectively translated into high quality classroom practice. To raise attainment and achievement within the subject area.

**Key Areas of Responsibility**:

### **1. Staff**

1.1 To ensure that all staff in the subject area fulfil their duties as set out in their job description and follow normal school procedures

1.2 To oversee the professional performance of staff and provide and give advice on appropriate INSET.

* Ensure that staff are kept abreast of recent developments in the subject area.
* Ensure the implementation of the School’s Performance Management policy.
* Allocate responsibilities and duties so as to ensure continuing professional development.
* Lead, develop and enhance the teaching practice of other staff

1.3 To oversee arrangements for Beginning Teachers and GTP students:

* Liaise with the Leadership Group member on allocating placements
* Negotiate timetables and provide support and guidance throughout the placement.
* Undertake classroom observation and prepare reports.

1.4 To oversee arrangements for Newly Qualified Teachers and OTT’s:

* Observe lessons and give constructive feedback.
* Provide support and guidance throughout the year.
* Work with the ITT Co-ordinator to prepare the interim and final report.

1.5 To co-ordinate and manage the work of specialist technical staff and monitor their performance (where applicable)

1.6 To oversee cover arrangements and ensure that appropriate work is set.

1.7 To lead by example to ensure high standards of professionalism, judgment and attendance in other subject staff

1.8 To play a significant role in the development of whole school policy and practice

1.9 To chair subject meetings and keep appropriate minutes

## **2. Curriculum**

2.1 To ensure that clear procedures for raising attainment are developed and implemented across the subject area.

* To implement and manage clear procedures, within school guidelines, to maintain highest standards of behaviour within the curriculum areas.
* To have a positive impact on the educational progress of all student studying the subject

2.2 To be responsible for the development and implementation of the subject area’s curriculum and schemes of work:

* Co-ordinate preparation, delivery and evaluation of schemes of work, in accordance with school and National Curriculum requirements.
* Provide guidance on production of learning resources.
* Ensure consistent learning experiences for students and ensure the quality of teaching learning is continuously improved
* Provide guidance on student grouping.
* Encourage critical professional dialogue within the department.

2.3 To regularly monitor the delivery of the curriculum in accordance with the classroom observation policy and put corrective measures in place where necessary.

2.4 To liaise with other staff to exchange good practice and develop cross-curricular work including: other Subject Leaders, Inclusion, EAL, ICT etc

2.5 To liaise with agencies outside the school to enrich and broaden the curriculum.

2.6 To oversee a programme of extra-curricular activities including trips and visits.

2.7 To evaluate the department in accordance with school procedures, produce departmental action plans and participate in reviews of the subject

2.8 To regularly meet the line manager to discuss the work of the department

2.9 To ensure active promotion of Fundamental British Values within the curriculum area

## 3. **Assessment**

3.1 To be responsible for all examining arrangements:

* All internal and external examinations are organised efficiently.
* Ensure all marking is completed promptly and appropriate records are kept.
* Oversee BTEC, GCSE and A level coursework and Teacher Assessment.
* Analyse examination results each year and use data effectively
* Identify and implement strategies for improving examination results.
* Make arrangements for all internal examinations.

3.2 To regularly monitor students’ work and ensure that the department follows the school’s assessment policy.

3.3 To ensure that there are appropriate and accessible records of students’ work using National Curriculum criteria where appropriate.

## **4. Communication**

4.1 To write reports on the work of the subject area as requested.

4.2 To provide subject specific information to whole school documents whenever required.

## **5. Budget**

5.1 To manage effectively the allocated budget and keep within spending limits using the principles of best value. To complete Purchase Orders in a timely manner.

## **6**. **Resources and the Learning Environment**

6.1 To ensure that the learning environment is well-ordered, safe and stimulating:

* Lead by example to encourage a high standard of display work in classrooms and corridors.
* Ensure that the school’s Health and Safety Policy is followed
* Oversee security of classrooms and departmental area.

6.2 To allocate teaching rooms on a fair basis each year. To book off-site facilities.

6.3 To purchase appropriate and stimulating resources and ensure that these are used:

* Ensure that staff in the department make full use of ICT facilities and audio-visual resources

6.4 To have oversight of efficient stock control systems.

6.5 To create an effective and safe working environment for staff within the department area.

6.6 To timetable all teaching staff effectively and fairly.

**7. General**

7.1 To carry out any other reasonable tasks as required by the school leadership

7.2 You are advised to refer to the requirements for Subject Leaders as set out in the National Standards for Subject Leaders (TTA 1998)