



## Job Description

### Head of Business & Economics

**Business is a key department at Princes Risborough School with the main responsibilities at Key Stages 4 and 5 offering a range of GCSE, A' Level and BTEC National courses which are popular with a large number of students.**

The post holder will be responsible for a team of several teachers, most of whom will teach exclusively within the Business Department. The post holder will be responsible for Business Studies at KS4, leading to a full GCSE, A' Level Business and A' Level Economics, BTEC National Business.

The post-holder will promote and uphold the aims and objectives of Princes Risborough's mission statement and motto "Enjoy and Achieve."

#### **Progress Reporting, Monitoring and Intervention Strategies:**

- GCSE Business Studies
- A' Level Business and A' Level Economics
- BTEC National Business (Single & Double Award)

This includes ensuring progress in line with national expectations, ensuring assessment points are evaluated within your team at department co-planning sessions.

The post holder will be the Lead Internal Verifier for BTEC.

If OSCA accreditation has not been gained already it must be gained during the first year in post.

The post-holder will report to the appropriate Assistant Head Teacher with regular progress analysis following each assessment point in school.

Additional but less frequent reports or updates go to the appropriate link governor to discuss overall progress, updates and seek advice or support in department projects.

#### **Department Vision and Aims:**

- 5 year and 7 year curriculum design and curriculum planning
- Ensuring a consistent provision for all learners and that behaviour and inclusion needs are fully met, including those who are SEN and high attainers
- Development of pedagogy, resources, assessment tools – ensuring that teaching and learning standards remain current, effective and engaging
- Supporting Success initiative (with Core HoDs and Deputy Head)

#### **Efficacy of Assessment, Teaching, Learning and Class Management:**

Evaluation of the Business department's teaching (including the post holder's own) to take into account the following aspects:

- Internal verification for the level 3 BTEC courses.
- Regular observations (and feedback) of classes.
- Annual performance management reviews setting challenging and realistic targets.
- Evaluation of CPD needs and taking action to address a shortfall in skills.
- Input in whole school INSET to disseminate best practice.
- Lead on all areas of department co-planning including establishing a partnership with learning assistants for their effective deployment in all science lessons.
- Teaching your allocated students and planning to ensure they achieve expected or above progress.

#### **Communication:**

Communicate the department's successes to a range of stakeholders (e.g. parents, SLT, middle leaders, governors, Ofsted).

- Ensure effective communication between all team members for a range of collaborative work focused on improving teaching and learning (e.g. re-designing assessment tools).
- Analyse, interpret and explain performance data to teachers, parents and SLT.
- Highlight successes in newsletter articles.
- Prepare and present informative reports and summaries to parents.
- Regular letters home to empower parents' input with home learning.

#### **Budget:**

- Planning for and keeping to an annual budget to be confirmed as this is a new post.
- Planning for and implementing cost-saving schemes to meet the budget.
- Networking with external agencies to secure additional funding, if applicable, and to support further professional and subject development.

#### **Extracurricular and Cross Curricular:**

It is anticipated that the Head of Business would take a leading role in supporting and encouraging other Business teachers to support enterprise education across the school, including but not limited to participation in Young Enterprise and other similar initiatives.

*PRS is committed to the Health, Safety and Development of all its students*

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