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| **HEAD OF BUSINESS STUDIES**  **JOB DESCRIPTION**  Line managed by: Head of Faculty  All teachers are subject to the Conditions of Employment set out annually in the School Teachers’ Pay and Conditions Document. These detail the professional and particular duties required of teachers, together with requirements for Management time, Working time and Guaranteed planning and preparation time. The school complies with these requirements in order to make reasonable demands of teachers.  The Head of Business Studies is accountable for:   * Translating the vision for the whole school into a vision for their curriculum area * The quality of teaching and learning in the curriculum area * Overall student outcomes in the curriculum area * Evaluation of relevant assessment information for individuals, groups and cohorts * Ensuring good pastoral care and personal development for students * Ensuring good behaviour and encouraging good attendance and punctuality * Presenting information and evaluation reports to the head of faculty, parents and governors, as requested * Arranging and promoting activities across the curriculum area to foster personal development, commitment and enthusiasm in students * Liaison with external agencies as required for pupils in the curriculum area * Ensuring that curriculum area budgets are deployed effectively and achieve value for money   These accountabilities will be delivered though the following strategies:  **Maintaining a focus on teaching and learning**   * Ensure curriculum coverage, continuity and progression in the subject for all students, including those of high ability and those with special educational or linguistic needs * Ensure that teaching objectives in lessons are clear, understand the sequence of teaching and learning in the subject, and communicate such information to students * Choose appropriate teaching and learning methods, including ICT, to meet the needs of the subject and of different students * Ensure effective development of students’ literacy, numeracy and information technology skills through the subject * Establish and implement clear policies and practices for assessing, recording and reporting on student achievement, and for using this information to recognise achievement and to assist students in setting targets for further improvement * Ensure that information about students’ achievements in previous classes and schools is used effectively to secure good progress in the subject * Establish, support and maintain a strong culture of behaviour for learning within Business Studies, ensuring that systems of reward and sanctions are consistently applied and their effectiveness regularly evaluated by the team * Set expectations and targets for students in relation to standards of student achievement and the quality of teaching; establish clear targets for student achievement, and evaluate progress and achievement in the subject by all students, including those with special educational and linguistic needs * Evaluate the teaching of the subject in the school, use this analysis to identify effective practice and areas for improvement, and take action to improve further the quality of teaching * Ensure effective development of students’ individual and collaborative study skills necessary for them to become increasingly independent in their work and to complete tasks independently when out of school * Be aware of Business Studies’ contribution to students’ understanding of the duties, opportunities, responsibilities and rights of citizens * Ensure that stereotyping is recognised and dealt with * Establish a partnership with parents to involve them in their child’s learning of the subject, as well as providing information about curriculum, attainment, progress and targets * Develop effective links with the local community, including business and industry, in order to extend the subject curriculum, enhance teaching and to develop students’ wider understanding * Seek ways of developing and promoting out of hours learning for students in relation to the subject area   **Exercising appropriate professional skills and judgement**   * As set out in the Standards for Teachers and any other codes of professional conduct which may apply   **Accountability for leading, managing and developing a subject or curriculum area or student development in the curriculum area**  Working with other relevant teachers in the curriculum area:   * Identify relevant curriculum area improvement issues * Define and agree appropriate improvement targets * Co-ordinate CPD needs and opportunities for curriculum area staff * Evaluate the impact of all improvement activities on the quality of teaching and learning * Provide relevant stakeholders with relevant subject, curriculum area or student performance information   **Having impact on educational progress beyond personally assigned students in the curriculum area**  Working with other relevant teachers and staff in the curriculum area:   * Identify appropriate attainment and/or achievement targets * Monitor student standards and achievement against annual targets * Monitor planning, curriculum coverage and learning outcomes * Monitor standards of student behaviour and application * Lead evaluation strategies to contribute to overall school self evaluation * Plan and implement strategies where improvement needs are identified * Ensure that relevant attainment/achievement targets are met  Additional specific responsibilities  * To be a Tutor to an assigned Tutor Group and to carry out related duties in accordance with the guidelines relating to Group Tutors * In consultation with the post holder, the Principal may request a person to take on a specific responsibility as the school develops and the need arises  General duties  * To carry out a share of supervisory duties in accordance with published schedules * To participate in appropriate meetings with colleagues and parents relative to the above duties * To support and contribute to the Rights Respecting essence of the school as directed by the Principal and the Governors |

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| This job description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title. |

**Last updated: January 2020**