

RANGE HIGH SCHOOL

Head of Curriculum Area – Business Education

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| <u>Salary Allowance:</u> | MPS/UPS plus 2B |
| <u>Title:</u> | Head of Curriculum Area – Business Education |
| <u>Accountable to:</u> | Headteacher; Trustees |
| <u>Performance Managed by:</u> | Assistant Headteacher (Curriculum) |
| <u>Line Manager for:</u> | Up to 3 Teachers (Business Studies) |
| <u>PM Team Leader for:</u> | As above |
| <u>Accountable for:</u> | <ul style="list-style-type: none">○ Leadership of the subject area○ Pupil progress beyond assigned groups○ Enhancing the teaching of others |

The responsibilities defined in this job description are undertaken in addition to your responsibilities as a Schoolteacher as defined in the relevant Conditions of Service.

Leadership of the Area

The post-holder provides a clear direction for the work and development of the area within the context of the overall activity of the school; promotes high standards through personal involvement and ensures that:

- The area has explicit aims and values, including a commitment to good relationships and equality of opportunity for all, which are reflected in all its work.
- The area identifies appropriate priorities and targets, takes the necessary action, and reviews progress towards them.
- Staff use of time, colleagues and other resources, especially information and communications technology, effectively to deliver the appropriate curriculum.
- There is rigorous monitoring, evaluation and development of teaching and learning and appropriate internal and external assessments of learning are made.
- Educational priorities are supported through careful financial management.
- The accommodation allows the curriculum to be taught effectively.
- Learning resources are adequate for the area's curriculum and the range of pupils.
- The best value principles of comparison, challenge, consultation and competition are applied in the area's management and use of resources.
- The views of relevant stakeholders, including parents and pupils, are sought and used to evaluate and further develop the work of the area.
- Parents are satisfied with what the area provides and achieves.
- Parents are provided with good quality information about the area and particularly about pupils' progress.
- Links with parents contribute to pupils' learning within the area and at home.

The post-holder will be expected to manage their own performance and development and show staff within the area to do the same by sharing a commitment to improvement and identifying capacity to do so.

The post-holder will be specifically expected to:

- to ensure that the **Business Education resources** are effective in offering pupils a modern and up to date experience in terms of **Business learning**
- update the **Schemes of Work** and resources as necessary in line with the relevant specifications
- develop the **Business provision** available on the school VLE
- lead and participate in the **extra-curricular provision** within the department
- to ensure that the **Business Education department** effectively contributes to the whole school success including recruitment of students to study **Business Education** at KS4 and in the Sixth Form.
- make efforts to further raise the profile of the **Business Education department** in the wider community, including collaboration with other schools

Pupil Progress within and beyond Assigned Groups

The post-holder will support the progress* of a wide range of pupils, including those in groups taught by other teachers, by coaching and mentoring staff and directly supporting pupils so that pupils will:

- Acquire new knowledge or skills, develop ideas and increase their understanding.
- Apply intellectual, physical and/or creative effort in their work.
- Be productive and work at a good pace.
- Show interest in their work and be able to sustain concentration and think and learn for themselves.
- Understand what they are doing, how well they have done and how they can improve.

**** individual pupil progress within the area will be measured against targets which will be defined by the school using the same data, where possible, as the school targets agreed by the Headteacher and Trustees.***

Enhancing the Teaching of Others

The post-holder will enhance the teaching of others within the area by enabling colleagues to:

- develop and improve subject knowledge and pedagogy.
- plan effectively, setting clear objectives that pupils understand.
- challenge and inspire pupils, expecting the most of them, so as to deepen their knowledge and understanding.
- develop and improve technical competence in teaching basic skills.
- use methods which enable all pupils to learn effectively.
- manage pupils well and insist on high standards of behaviour.
- use homework effectively to reinforce and/or extend what is learnt in school.
- assess pupils' work thoroughly and use assessments to help and encourage pupils to overcome difficulties.

All these specific responsibilities will be undertaken within the context of:

- a. the responsibilities of a schoolteacher as defined in the Conditions of Service
- b. the expectation of standards for Threshold Teachers as defined by the DfE
- c. the expectation of standards for Subject Leaders as defined by the DfE

In addition to all these specific responsibilities the post-holder may be required to undertake any additional responsibility within the three TLR Criteria areas that might reasonably be deemed to be part of the job.

These responsibilities may be reviewed at any time with due consultation and will be reviewed every three years as part of the triennial review of staffing and responsibility structures.