



# Head of Business Studies - Job Description

## Main purpose

The Head of Business Studies will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions document (STPCD)
- Meet the expectations set out in the Teachers' Standards
- Take specific responsibility and accountability for the day-to-day management and organisation of the Business Studies department
- Line manage and appraise identified staff
- Always assist in the smooth running of the school

## Duties and responsibilities

### Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum, and schemes of work
- Assess, monitor, record and report on the learning needs, progress, and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations that inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests
- Demonstrate best practice in Business Studies, using engaging strategies to boost classroom engagement
- Show a detailed knowledge of the Business Studies curriculum, including latest requirements and developments
- Lead by example, with the highest professional and personal standards, and classroom management
- Offer statistical and practical support to classroom teachers and staff within the department

### Teaching and learning responsibility

- Use professional skills and judgements to provide strategic and practical leadership within the Business Studies department
- Lead, manage and develop the Business Studies department, and provide guidance for other teachers, including training, support, and advice to improve school practices
- Improve standards linked to Business Studies across the school, with demonstrable changes for pupils outside of their own classroom or group of pupils
- Provide strategic Business Studies leadership, showing up-to-date knowledge of sector trends and developments
- Review the curriculum as required, highlighting areas where teaching can be broadened and attainment improved, and providing data to the headteacher or others as required
- Have responsibility for all results, assessment data, achievement, progress and attainment in the Business Studies department
- Provide line management for teachers within your department/subject, providing feedback and additional support as needed
- Ensure the appropriate management and support of ECTs and trainees within the Business Studies department



- Be the voice for the Business Studies department, ensuring all the staff in Business Studies' experiences and opinions are represented within the school, including dealing with any issues on a day-to-day basis
- Formalise the intent of the curriculum in your subject area
- Successfully implement the curriculum plan created
- Measure the impact of the curriculum plan introduced
- Manage and monitor the faculty's allocated budget and purchasing arrangements, to ensure the efficient and effective use of all resources.
- Ensure that within the faculty individual pupil progress is regularly assessed, recorded and reported and used to inform future teaching
- Create and maintain a culture of professional development and take responsibility for your own continuous professional development.

### **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure coordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach
- Ensure teaching and learning within the Business Studies department is aligned with school ethos, identifying any procedural issues, and providing workable solutions
- Lead by example, with the highest professional and personal standards and classroom management
- Provide leadership within your department and ensure whole school values are represented and understood

### **Health, safety and discipline**

- Promote the safety and wellbeing of pupils and staff
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Keep an up-to-date knowledge of Health and Safety regulations and ensure the department are compliant

### **Professional development**

- Take part in the school's appraisal procedures
- Take part in further training and development to improve your own teaching
- Where appropriate, take part in the appraisal and professional development of others
- Take part in professional development within Business Studies, sharing ways to improve subject teaching with others
- Lead other teachers in maintaining subject knowledge and latest pedagogical developments
- Take part in the appraisal and professional development of teachers and technicians within the Business Studies department

### **Communication**

- Communicate effectively with pupils, parents, and carers



### **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Oversee the sustained development and regular organisation of any relevant extra-curricular activities and visits which extend learning beyond the classroom
- Be open to the possibilities of outreach work
- Any other appropriate and reasonable activity as may be directed from time to time by the head teacher

### **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies, and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

### **Management of staff and resources**

- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them

**The Head of Business Studies will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.**



## Middle Leadership Standards

Based on the Assessment Criteria for the National Professional Qualification for Middle Leadership (NPQML)

### Section A – Leadership Standards and Assessment Criteria

#### 1. Strategy and improvement (NPQML)

Manage and analyse performance data to evaluate progress, identify trends, define team priorities and develop improvement strategies (for example, in relation to disadvantaged pupils or those with particular needs)	1.1.1 Deploys tools and techniques to manage and analyse data on pupil progress and attainment
	1.1.2 Designs, evaluates and improves plans in light of data on pupil progress and attainment
Implement successful change at team level	1.1.3 Deploys change management tools and/or techniques during the design and implementation of plans

#### 2. Teaching and curriculum excellence (NPQML)

Grow excellent, evidence-based teaching in a team and a curriculum that develops pupils academically and prepares them for adult life	2.1.1 Analyses research into, and examples of, domestic and international teaching strategies/pedagogical approaches and applies findings to own plans
	2.1.2 Evaluates the strengths and weaknesses of curriculum taught by team, implementing improvements where necessary
Improve the progress, attainment and behaviour of all pupils, including those who are disadvantaged or have particular needs (for example, Pupil Premium, SEND, EAL or the most able pupils)	2.1.3 Implements and evaluates an evidence based project that improves pupil progress and/or attainment

#### 3. Leading with impact (NPQML)

Anticipate other peoples' views or feelings and moderate your approach accordingly	3.1.1 Exploits different leadership styles and justifies why these have been adopted
Adopt different leadership styles to ensure the team meets its objectives	
Present, communicate or defend challenging messages confidently and positively to a range of audiences	3.1.2 Exploits different communication styles and justifies why these have been adopted

#### 4. Working in partnership (NPQML)

Realise the benefits of collaborating with others, including teachers, teaching assistants and nonteaching staff, other schools, parents/carers and other organisations	4.1.1 Establishes relationships with others within and outside of own team, deploying appropriate structures and/or processes to mitigate against any barriers
Support their team to build and sustain relationships with others which develop and share good practice and improve performance	4.1.2 Designs and/or delivers plans in collaboration with others within and outside of own team

#### 5. Managing resources and risks (NPQML)

Deploy staff, financial and educational resources within a team efficiently, to enhance pupil progress and attainment	5.1.1 Analyses the financial and staffing implications of own plans, during whole lifetime of plans, using a budget
	5.1.2 Defines the steps required to successfully implement plans, using a project plan
Manage risks within a team effectively (for example, in relation to staffing, finances or teacher workload), using a risk register	5.1.3 Identifies and mitigates risks in plans, using a risk register
Deliver a safe environment for pupils and staff	

#### 6. Increasing capability (NPQML)

Hold others to account, line manage and evaluate performance effectively	6.1.1 Assesses individuals' performance and capability methodically and identifies appropriate, targeted professional development opportunities within and beyond the school to support them
Support all members of their team with appropriate, targeted opportunities for professional development, including newly-qualified teachers, teaching assistants, and stronger or weaker performers	
Recognise their own strengths and weaknesses and identify learning linked to their needs	6.1.2 Assesses their own performance and capability methodically, identifying appropriate, targeted professional development opportunities for self
Evaluate the impact of professional development on teacher development and pupils outcomes	6.1.3 Designs and implements plans to evaluate the impact and cost-effectiveness of professional development in terms of pupil outcomes



## Section B – Leadership behaviours

Leadership behaviour	Description
<b>Commitment</b>	The best leaders are committed to their pupils and understand the power of world-class teaching to improve social mobility, wellbeing and productivity
<b>Collaboration</b>	The best leaders readily engage with, and invest responsibility in, those who are best placed to improve outcomes
<b>Personal Drive</b>	The best leaders are self-motivated and take a creative, problem-solving approach to new challenge
<b>Resilience</b>	The best leaders remain courageous and positive in challenging, adverse or uncertain circumstances
<b>Awareness</b>	The best leaders will know themselves and their teams, continually reflect on their own and others' practices, and understand how best to approach difficult or sensitive issues
<b>Integrity</b>	The best leaders act with honesty, transparency and always in the interests of the school and its pupils
<b>Respect</b>	The best leaders respect the rights, views, beliefs and faiths of pupils, colleagues and stakeholders