

## **Job Description**

**Job Title:** 2i/c Business Studies & Economics

**Pay Scale:** MPS/UPS (Inner London) + TLR2b

**Reporting to:** Head of Business Studies and Economics

### **About you:**

You will be an excellent classroom practitioner with a proven track record of success in raising standards and who is keen to develop your knowledge and understanding of middle leadership.

### **Job Purpose:**

#### **To support the Head of Department:**

- To lead the department and be accountable for delivering the highest standards of Teaching, Learning and Pupil Progress.
- To ensure high standards of teaching and learning across the department through continuously developing and enhancing its quality.
- To ensure that all school policies and procedures are implemented and applied consistently by all staff in the subject area.
- To effectively and efficiently manage and deploy teaching/support staff, financial and physical resources across the department.
- To develop a safe, secure and healthy environment within the subject area to enable staff and students to enjoy learning.

### **Curriculum.**

#### **To support the Head of Department:**

- To ensure the delivery of an appropriate, comprehensive, high quality and cost effective curriculum that has high expectations of achievement for all students.
- To be responsible for the selection of appropriate examination syllabuses, ensuring coverage and providing the examinations officer with accurate and appropriate information when requested.

### **People Management and Staff Development.**

### **To support the Head of Department:**

- To lead and develop teachers within the department so that they deliver improved outcomes and build additional capacity within the school.
- To induct, guide and support all staff in the department, ensuring training needs are met.
- To support with the performance management of staff in the department, in line with the school's performance management policy.
- To liaise with the SLT on all matters concerning recruitment and retention of staff, including participation in any interview process to ensure recruitment of high quality personnel.
- To be responsible for the day to day management of all teaching and support staff in the subject area and to act as a positive role model.
- To make appropriate arrangements for classes when staff are absent.

### **Operational/Strategic Planning.**

#### **To support the Head of Department:**

- To lead on the development of appropriate curriculum maps, schemes of work, resources, teaching and learning strategies, that are innovative, will motivate students to learn and raise achievement across the department.
- To lead on rigorous self-evaluation and review of department performance.
- To formulate, monitor and evaluate department improvement plans which support the whole school improvement plan.
- To foster and oversee the application of Literacy and ICT in the department, including the development of materials.

### **Quality Assurance.**

#### **To support the Head of Department:**

- To ensure that challenging targets for achievement are set, communicated to staff and students and that all staff work positively towards reaching them.
- To monitor and evaluate the work of the department, in line with agreed school procedures, including evaluation against quality standards and performance criteria.
- To be accountable for ensuring rigorous and effective systems of self-evaluation and review are carried out in line with school policy and that information collected through the process is used to make changes that will impact positively on student achievement.

### **Management of Information.**

#### **To support the Head of Department:**

- To ensure the input and maintenance of accurate student data and information as requested and in line with the school's assessment policy.
- To make use of analysis and evaluate performance data provided in comparison with school, local and national performance.
- To identify and take appropriate action on issues arising from evaluation of data, setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports on student progress and attainment within the quality assurance cycle for the department, including for governors when requested.

## **Communications.**

### **To support the Head of Department:**

- To ensure all members of staff are familiar with the aims, objectives and policies of the department.
- Ensure effective communication/consultation as appropriate with the parents/carers of students.
- To attend meetings as appropriate
- To communicate with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external agencies as appropriate.
- . Arranging details for internal and external examinations, ensuring clear communication to parents and students.

## **Pastoral Leadership.**

### **To support the Head of Department:**

- To ensure the Behaviour Management system is implemented consistently in the department, so that effective learning can take place.
- To liaise with the pastoral team where a student is causing concern, attending planning meetings where appropriate.
- To contribute to and implement the school's policy on rewards and support taking responsibility for student behaviour.

## **Teaching.**

- To undertake an appropriate programme of teaching in accordance with the duties of a qualified teacher.
- To plan and prepare courses and lessons in line with school policy.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure a high quality learning experience for students, which meets internal and external quality standards.
- To prepare and update curriculum materials.

- To ensure effective and efficient deployment of classroom support
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the school's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, Faculty and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required
- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in the school and elsewhere.

### **School Ethos.**

- To promote equal opportunities and celebrate diversity in all aspects of the school.
- To play a full part in the life of the school community, to support its aims and ethos and to encourage staff and students to follow this example.
- To adhere to the school's Dress Code.
- To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above.
- To fully adhere to DfE Guidance "Keeping Children Safe in Education" Policy and other statutory policies as appropriate.

### **Line Management.**

- The line manager will be identified on appointment and will carry out the post holder's performance appraisal. Line management might change as a result of staff changes/post changes.
- Formal line management meetings will take place at the request of either the line manager or the post holder.

### **Other.**

- To take on any additional duties as requested by the SLT, and appropriate to the TLR that comes with this post.
- This is a job description only and is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment, after consultation with the post holder.
- Haverstock School and its Governing Body are committed to ensuring consistency of treatment and fairness, and will abide by all relevant equality legislation
- The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

### **Safeguarding Children.**

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible or with whom s/he comes into

contact, will be to adhere to and ensure compliance with the Safeguarding Policy at all times.

## **Person Specification**

<b>Category</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Graduate (with a good degree).</li> <li>• Qualified Teacher Status</li> <li>• Evidence of appropriate professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of Continuing Professional Development relevant to role</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• A proven track record in raising achievement within his/her own teaching</li> <li>• Experience of using MS Word, Excel and SIMS.</li> </ul>	<ul style="list-style-type: none"> <li>• Good understanding of creative departmental strategies to raise achievement.</li> <li>• Experience of working in an urban complex school.</li> </ul>
<b>Skills, knowledge and aptitude</b>	<ul style="list-style-type: none"> <li>• Highly skilled classroom practitioner.</li> <li>• Excellent oral and written communication skills</li> <li>• Emotional Intelligence</li> <li>• Strong interpersonal skills</li> <li>• Good ICT, administrative and organisational skills.</li> <li>• Evidence of a good record of attendance and punctuality, and an ability to cope under pressure.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and experience of monitoring, evaluation and review processes.</li> <li>• The ability to prioritise changing demands whilst managing own workload.</li> <li>• The ability to lead, challenge and support others</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to establish inclusive, respectful, supportive and constructive relationships with young people, parents, colleagues and other stakeholders.</li> <li>• Sensitivity and empathy towards others</li> <li>• Self-motivation and initiative</li> <li>• Commitment to the protection and safeguarding of children and young people.</li> <li>• Awareness of and commitment to equal opportunities and valuing diversity.</li> <li>• Sense of humour</li> </ul>	<ul style="list-style-type: none"> <li>• Energy, ambition and enthusiasm with a willingness to develop new skills.</li> <li>• Flexibility and desire to adapt to different role and tasks</li> </ul>

Haverstock is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. This post will be subject to an enhanced DBS disclosure.