# Job description:

# Head of Economics & Teacher of Business

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| **Location** | Oxford Spires Academy |
| **Contract term** | Permanent |
| **Full time / term time** | Full time |
| **Pay range** | MPS/UPS + TLR2a |
| **Reporting to** | Head of Faculty BITE (Business/IT & Economics) |

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| **Core purpose of the role** |
| * To lead all aspects of the economics subject at post 16 within the business faculty * To teach business to at least GCSE level and economics to A-Level * To manage subject staff and resources effectively to achieve the best outcomes for our students |
| **Key priorities** |
| * Responsibility for student progress and development within economics. * Leading, managing and developing the economics provision at A/AS Level. * To be accountable and responsible for the development of high quality teaching within the subject. * To ensure the provision of an appropriately broad balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular polices determined by the Principal of the academy and the CfBT trust. * To effectively manage and deploy teaching/support staff, financial and physical resources within the subject. * To raise standards of student attainment and achievement within business & economics * To communicate effectively with all stakeholders including students and parents |
| **Key responsibilities** |
| **Curriculum**   * To be responsible for the development and review of detailed schemes of work consistent with the Academy’s and the department’s general aims and objectives and with the requirements of the National Curriculum including GCSE and A Level. * In liaison with Head of Faculty to monitor the work of students within the department and to ensure that appropriate and consistent standards of punctuality, discipline, achievement recording and assessment are maintained. * To lead on raising levels of attainment in the subject of Business & Economics. * To maintain a pleasant working environment for students with good quality displays of relevant materials. * To contribute to cross-curricular and extra-curricular work within the Academy.   **B Staff**   * To assist with the induction of new colleagues and to have a major responsibility for the professional development of economics teachers. * To monitor and support the performance of colleagues in the subject * To hold regular meetings as directed by the Head of Faculty.   **C Administration**   * To advise the Head of Faculty with the subject needs as regarding staffing, equipment and resources. * To ensure that health & safety procedures are carried out correctly throughout the department, including risk assessments as necessary, and to take action to deal with any possible hazards. * To work with the Head of Faculty to ensure that appropriate work is provided to classes during any absence.   **D Parents**   * To ensure that parents receive information about the courses being followed by, and the progress of, their children, through parental consultation meetings, assessment reports and by letter to express particular praise or concern. * To ensure that developments and successes within the department are featured in information and publicity given to prospective parents and the media and to organise the department’s contribution to occasions when the Academy is open to the public.   **E General**   * To attend meetings of the relevant Management Group. * To participate in the Academy’s staff development/review process. * To undertake regular reviews of other members of the departmental teaching and non-teaching staff. * To be familiar with, and to adhere to, relevant parts of the Academy’s Health & Safety policy. * To undertake such other duties as may be required from time to time. |

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| This job description will be supported by the school improvement plan which may identify key distinct tasks and responsibilities for this role in the school year. These will be derived from ongoing school self-evaluation and other local/national priorities. The Postholder’s duties must be carried out in compliance with the school’s policies and procedures including child protection and safeguarding procedures.  These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.  The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. |