



## REDBORNE SCHOOL AND COMMUNITY COLLEGE

### JOB DESCRIPTION

**JOB TITLE:** Subject Leader – Business Studies

**RESPONSIBLE TO:** Headteacher

**LINE MANAGER:** Head of Faculty

#### Leadership

1. Seeking to create positive attitudes and a sense of team work.
2. Formulate subject aims within the framework both of the aims of the faculty and the aims and curriculum policy of the school.
3. Producing or contributing to an annual School Development Plan, for the subject in the Spring Term, following audit and giving detailed plans and priorities for the following academic year.
4. Supervising the work of teaching and non-teaching staff within the subject area.
5. Producing a policy on homework in line with school policy; monitoring to ensure that homework is properly set and completed.
6. Implementing and monitoring the school policy on assessment.
7. Regular monitoring of the work of the subject.
8. Annual evaluation of the examination results of the subject as part of the school audit in the Autumn Term.
9. Involvement in the advertising, appointment and induction of new staff.
10. Identifying CPD needs and ensuring that these are known by the Head of Faculty and senior staff.

#### Teaching and Learning

1. The development of regularly up-dated syllabuses and schemes of work, appropriate to the needs of students, which seek to fulfil the aims of the subject, the faculty and the school.
2. The encouragement within the subject of a variety of good teaching strategies.
3. Responsibility for internal and external examinations concerning the subject; ensuring that papers are set according to schedule and that marking schemes are co-ordinated; deciding and checking entries according to school policy; arranging for the use of specialist rooms in some cases; analysing and evaluating results.

4. Promoting discussion of successes, problems, plans, activities, points arising from Parent Consultation Evenings, and ensuring effective communications.
5. Setting appropriate work in the absence of colleagues in the subject.
6. Promoting educational visits and extra-curricular activities associated with the subject.
7. Cultivating an attractive working environment.

### **Student Achievement and Progress**

1. Discussing and preparing student groups and effecting changes to groups when necessary and publicising these.
2. Seeking to provide appropriate teaching and learning conditions for those students having special educational needs and those identified as gifted and talented.
3. Keeping accurate records of student performance within the subject.
4. Ensuring student reports are properly and informatively completed, and that deadlines are kept.

### **Curriculum**

1. Keeping abreast of developments in the subject and ensuring that staff in the subject are similarly informed.
2. Liaising with the timetabler and the Head of Faculty in the allocation of staff to classes and room allocations.
3. Acquiring up-to-date information of further and higher education and careers associated with the subject.
4. Advising the Head of Faculty and senior staff on the staffing needs of the subject.

### **Communication**

1. Liaising with the subject adviser, ASTs and colleagues in other schools.
2. Liaising with staff in middle schools who teach the subject.
3. Liaising with adult education where this would be appropriate.
4. Ensuring that the Head of Faculty and senior staff are aware of issues within the subject.

### **Discipline**

1. Responsibilities for the discipline of students when taught within the subject area.
2. Achieving common standards of behaviour and discipline in line with school policies.

### **Administration**

1. Convening and chairing regular subject meetings, and ensuring the minutes of these meetings are distributed.
2. Responsibility for the organisation and good order of subject rooms.
3. Producing annual estimates of resource needs (stationery, books, materials, equipment, etc.)
4. Ordering within the limits of the resources provided .
5. Storage, maintenance, distribution and use of equipment.
6. Care of stock (eg ensuring textbooks are properly labelled, numbered and kept in good condition)
7. Ensuring compliance with the health and safety policies of the school.

8. Advise the librarian on the purchase of suitable resources.
9. Contribution to school publications as required.

**SUBJECT TEACHER:**                      **Main duties and responsibilities**  
**LINE MANAGER:**                      **Head of Faculty**

1. To plan and prepare courses and lessons.
2. To teach, according to their educational needs, those students assigned to the teacher.
3. To set and mark homework.
4. To assess, record and report (including oral and written assessments, reports and references) on the development, progress and attainment of students, in each case having regard to the curriculum of the school.
5. To communicate and consult with the parents/guardians of students.
6. To communicate and cooperate with persons or bodies outside the school.
7. To participate in meetings arranged for any of the purposes described above.
8. To review from time to time teaching methods and programmes of work.
9. To participate in arrangements for further training and professional development.
10. To advise and cooperate with other colleagues (individually or in groups) on the preparation and development of schemes of work and materials for teaching and/or assessment.
11. To ensure good behaviour amongst students and safeguard their health and safety both when they are authorised to be on school premises and when engaged in authorised school activities elsewhere.
12. To participate in meetings and briefings at the school relating to the curriculum or the administration or organisation of the school.
13. To participate in arrangements for preparing students for public examination, recording and reporting relevant assessments, participating in arrangements for student presentations and supervision during internal and external examinations.
14. To assist, where appropriate, in the induction of students and newly qualified teachers.
15. To participate, as required, in the review, development and management of activities relating to the functions of the school.
16. To register the attendance of students in class.
17. To supervise students as a member of one of the duty teams identified each term.

**FORM TUTOR:**                      **Main duties and responsibilities (years 9 to 11)**  
**LINE MANAGER:**                      **Head of Year**

- Get to know the students in your tutor group and foster positive working relationships in order to help guide them to success.
- Assist the year team with the pastoral care of the students in your group.
- Promote positive attitudes to school and the wider community through effective delivery of a tutorial programme.
- Support and encourage the learning of all students in your group.
- Promote the ethos of the school – ‘Be Ready, Be Respectful, Be Safe’ and help students become TERRIFIC.
- Take the register once a day during morning registration.
- Assist the year team in promoting good attendance and punctuality and check uniform compliance regularly, taking action in line with the uniform protocol
- Attend tutor meetings when required.

- Attend parents evenings when required.
- Contribute a pastoral comment to the reports of your students.
- Liaise with parents /carers and be the first port of call for parental enquiries.
- Facilitate and assist students in achieving the Redborne Award.
- Contribute to the cleanliness of the school by carrying out a litter pick with your group as the rota demands.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. To comply with Redborne's commitment to safeguarding and promoting the welfare of children and young people.
2. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
3. To undertake any other duties of a similar level and responsibility as may be required.