

<p>Job Description: Head of Economics with Business Studies</p>	
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This description is in addition to the Teacher's job description, with the expectation of meeting the Department for Education's Teaching Standards.

The Head of Economics with Business Studies is accountable to the line manager, currently the Deputy Head of the Senior School.

Aims:

To lead, manage and develop the Subject Area of Economics and Business Studies.

Specific Responsibilities:

- To lead, develop and enhance the practice of other teaching staff in the department.
- To be responsible for and directly accountable for all matters in the Subject Areas and to ensure that appropriate procedures are in place to monitor academic results and to enable all students to achieve their potential.
- To draw up of Schemes of Work, programmes of study, assessment, monitoring and recording procedures including reporting to parents in line with current school practice, and the effective setting (where appropriate) and monitoring of homework within the Subject Area.
- To monitor the maintenance and upkeep of the fabric and the presentation of the Subject Area rooms and corridors.
- To monitor the maintenance and upkeep of the resources and consumables within the department, while staying within budget.
- To monitor the safety procedures and policies within the department with regard to activities both on and off site with due regard to the health, safety and welfare of students, teachers and visitors.
- To manage the internal discipline of all students within the Subject Areas and communicate with Form Tutors and Heads of Year on matters relating to behaviour, attitude, work and sanctions taken.
- To encourage the professional development of members of the Subject Areas including the induction and monitoring of NQTs and students.
- To prepare and monitor the Subject Areas capitation and accountability for all the Subject Areas resources.
- To ensure that all Subject Area administrative work is carried out accurately, punctually and efficiently including public examination entries.
- To ensure that the Subject Area is represented at all inter-disciplinary meetings.
- To represent the Subject Area at all relevant meetings including Heads of Department and impart information to colleagues as required.

- To support the School's endeavours to meet the needs of its community including organising Department trips and contributing to extra-curricular activities such as school plays and after-school activities.
- To liaise with other Subject Areas and outside agencies, where appropriate, on matters of Health and Safety and Work Experience.
- To teach Economics to KS5 and Business Studies to KS4 and 5.
- To plan and prepare for any changes to the GCSE and A Level curriculum.
- To keep abreast of academic and pedagogic developments in Economics and Business Studies by attending courses as necessary.
- To liaise with and support other departments through cross-curricular activities.
- To organise displays of students' work in the Department and around the School.
- To arrange and attend departmental meetings, record minutes and report back to their line manager.
- To oversee the continuing development and expansion of the department.

Other:

- To be aware of and abide by all the School's policies, in particular safeguarding.
- To assist at school functions and with extra-curricular activities.
- To carry out teaching responsibilities as assigned in the School Timetable.
- To perform such other duties as may be required by the Principal.

This job description will be reviewed as and when necessary in accordance with the needs of the School.
