



BISHOP THOMAS GRANT SCHOOL

Job Description Head of Business Studies

Job Title:	Head of Business Studies
Location:	Bishop Thomas Grant School, Belltrees Grove, London, SW16 2HY
Reporting to:	Deputy Headteacher
Responsible for:	Department Staff
Hours:	Full Time
Salary:	MPS/UPS depending on experience plus TLR 2 Allowance

Main purpose

- To support a positive Catholic Ethos which is reflected in the day to day life of the school
- To contribute to raising standards of student achievement by teaching a timetable of well-planned lessons, and leading the department in the achievement of whole-school and departmental goals as stated in the department's development plan
- To promote the highest possible standards of teaching and learning for all students in the teaching of Business Studies
- To work in accordance with the DfE's Teachers' Standards

Duties and responsibilities

Strategic direction

- To ensure that there is a vision for the department's development and that all the team are involved in the creation of the vision
- To develop and implement policies for the department in line with our school's commitment to high-quality teaching and learning
- To promote the subject, its importance, and the value that it brings across the school
- To have a good understanding of how well the subject is being delivered and the impact it has on student achievement, and to use this understanding to feed into the school's development plan and produce a departmental development plan
- To promote students' spiritual, moral, social, cultural, physical and mental development alongside British values in the teaching of the subject
- To consult students, parents and staff about the subject and its effectiveness, and assess the feedback against the school's values, visions and aims
- To work with the SENDCo to ensure the curriculum matches the needs of different students, such as disadvantaged students and those with special educational needs and/or disabilities (SEND)
- To promote careers education through the subject and ensure that teaching and learning illustrates how the subject might lead to career opportunities
- To use additional staff in the subject area to ensure there is a framework that teaching assistants are deployed effectively

- To liaise with our feeder primary schools on the transition of the subject to secondary school to ensure that progression is built into the curriculum
- To liaise with the local authority (LA) within subject groups on subject-related events, projects and activities

Leading the curriculum

- To develop and review regularly the vision, aims and purpose for the subject area
- To oversee the planning of the curriculum content, ensuring it is well sequenced to promote student progress
- To ensure the planned curriculum is effectively and consistently implemented across the school
- To ensure there is an effective system of assessment that oversees the progress of students to ensure the curriculum has a positive impact on students' learning
- To have an overarching responsibility for students' achievement and standards in the subject area

Leading and managing staff

- To establish an effective team and hold regular meetings on the subject to keep staff informed on any developments or changes
- To provide support to staff regarding teaching and learning, resources, and planning in the subject area
- To monitor teaching and learning by visiting lessons, scrutinising books, and talking with students to assess how well the subject area is being implemented and how well it is delivered across the school
- To provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) in the subject area
- To coach and model team teaching
- To liaise effectively with exam boards to ensure that teachers understand and are familiar with the syllabuses that are being delivered. To ensure that public examination entries are accurate
- To support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises
- To take responsibility for appraisal of your team, appraising staff in line with the school's appraisal policy
- To contribute to timetabling and manage setting students into attainment groups
- To oversee standards of student behaviour and discipline within the department, establishing suitable disciplinary support systems in accordance with the school's behaviour policy

Efficient and effective deployment of resources

- To provide support with textbooks and library books in subject area
- To create a safe, welcoming environment and take care of the classroom accommodation, ensuring classroom displays are stimulating, of high quality, and inspire curiosity in students
- To audit, check and manage resources to ensure they are up to date and match student and curriculum needs
- To manage the departmental budget effectively to ensure it is spent on resources that add value and enhance the learning experience and which is linked to departmental plans
- To prepare appropriate resources for remote learning to ensure the curriculum can be delivered to students learning from home for any reason

Pastoral

- To be a form tutor to an assigned group of students
- To liaise with the Heads of Year in supporting and implementing the school's pastoral policies
- To register students and accompany them to assemblies
- To enable, encourage and support a form's participation in the School Council

- To monitor student planners to ensure that homework is recorded as appropriate
- To notify the designated Child Protection and Safeguarding Officer immediately about any concerns relating to an individual student
- To report to the Heads of Year problems experienced by students and work with them to ensure problems are resolved
- To evaluate, monitor and report on the progress of each student
- To communicate with parents and outside agencies as appropriate
- To teach PHSE programmes appropriate to a year group
- To attend form tutor meetings as arranged by the Heads of Year

General Responsibilities

- To participate in the school's staff development (CPD) programme
- To continue personal development in relevant areas especially subject knowledge and teaching methods
- To engage actively with the school's appraisal programme
- To work as a member of a team, positively contributing to effective working relations within the school
- To attend Open Evenings, Parents' Evenings and other whole-school events
- To attend staff briefings and meetings as part of Directed time
- To ensure that whole-school Health and Safety Policies and Procedures are adhered to
- To ensure that the application of the Data Protection Act 2018 (incorporating GDPR) is fundamental to the day-to-day operation of the school and personal working practices.
- To undertake break duties as detailed in the staff Duty Rota
- To undertake any other duties as the Headteacher or Senior Leadership member may reasonably require
- To adhere to the expectations laid out in the Staff Code of Conduct

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Person Specification

Essential Criteria	Qualities
Qualifications and training	<ul style="list-style-type: none"> • Degree • Qualified teacher status • Evidence of appropriate continued personal and professional development
Experience	<ul style="list-style-type: none"> • A minimum of 2 years' teaching experience
Skills and knowledge	<ul style="list-style-type: none"> • Expert knowledge of the National Curriculum, particularly in your subject area • Understanding of high-quality teaching and learning strategies in the subject, and the ability to model this for others and support others to improve • Awareness of local and national organisations that can provide support with delivering the subject • Ability to build effective working relationships with staff and other stakeholders • Ability to adapt teaching to meet students' needs • Ability to build effective working relationships with students • Knowledge of guidance and requirements around safeguarding children • Good IT skills • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Understanding of the importance of Health and Safety and its application for safe working practices in a school • Understanding of the Data Protection legislation and its importance in the context of a school environment
Personal qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all students and promoting the ethos and values of the school • Uphold and promote the ethos and values of the school • Ability to work under pressure and prioritise effectively • Maintain confidentiality at all times • Commitment to safeguarding and equality