

Job Description

Job Title	Team Leader for Business Studies (Full Time)	Grade	TLR 1b
School	Oaks Park High School		
Reports to	Deputy Headteacher		
Responsible for	As Team leader of a department you will be expected to have direct responsibility for line managing a number of staff		
Liaising with	Headteacher/Deputy/Assistant Headteachers; Heads of Year and Team Leaders; relevant support staff; LEA staff and parents/carers		
Knowledge/Skills/Expertise			
<ul style="list-style-type: none">● Keep up to date with subject developments.● Keep up to date with developments in pedagogy and how they can be applied to learning in the curriculum.● Keep up to date with inspection and data return requirements and share this knowledge and expertise with department colleagues.● Develop ICT skills to ensure their integration into the department at all levels.● Be committed to your own development.● Attend relevant Inset courses as appropriate.			
Main Areas of Responsibility/Accountability			
<ul style="list-style-type: none">● Promote high standards of teaching and learning throughout the department.● Raise standards of student attainment and achievement within the whole curriculum and monitor and support student progress.● Be accountable for student progress and development within the subject area.● Develop and enhance the teaching practices of others.● Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students, in accordance with the aims of the school and curricular policies determined by the Governing Body and Headteacher.● Be accountable for leading managing and developing the subject/curriculum area.● Effectively manage and deploy teaching/support staff; financial and physical resources within the department to support the designated curriculum portfolio.● Ensure that the department carries out an annual self-evaluation and contributes to the overall evaluation of the school.● Ensure that a programme of lesson observation is carried out within the department, as required by school policy.● Set and mark appropriate written work according to department and school policy.● Oversee the implementation of the school’s Teaching & Learning Policy.● Analyse performance data and use the results as a basis for improvement.● Provide support to colleagues in the implementation of the school’s Behaviour Policy.● Be responsible for the organisation of teaching throughout the department.● Develop appropriate Schemes of Work at Key Stages 3, 4 & 5 with appropriate postholders.● Plan, prepare and teach assigned lessons to students according to their educational needs.			

Staffing/Personnel:

- Participate in the school's Performance Management arrangements as a Team Leader.
- Provide Inset to colleagues and across the school staff, as required.
- Ensure that the department supports the school programmes for NQTs and BTs.
- Provide the Headteacher with advice on threshold, upper pay spine, references, promotion and other staff issues.
- Assist the Headteacher with Capability Procedures, when necessary.
- Deploy staff in accordance with timetable requirements.
- Be responsible for the efficient and effective deployment of technicians/support staff within the department.
- Make appropriate arrangements for classes when staff are absent.
- Participate in the interview process for teaching posts when required and ensure effective induction of new staff in line with school procedures.
- Ensure that effective procedures are in place to communicate school policies to team members.
- Chair meetings of the department and ensure that a list of action points is produced.

Supporting the School:

- Contribute to the development school policy.
- Ensure representation of the department on school working parties.
- Represent the department at appropriate meetings within the school.
- Be responsible for the strategic development of the subject within the school. Contribute to school liaison and marketing activities, eg. material for prospectuses; attendance at Open Evenings.
- Attend all parents' Evenings, as appropriate.
- Provide information to the Governing Body, as requested.

Resources:

- Ensure that accommodation within the department is maintained to provide the best possible learning environment for the students.
- Manage the departmental budget, acting as a cost centre holder and keeping appropriate records.
- Ensure that the department obtains 'value for money' when ordering equipment and stock.
- Ensure that the department holds an up-to-date inventory of equipment.

Health and Safety:

- Ensure that risk assessments are carried out within your teaching area.
- Ensure that Health and Safety policies and procedures are in place and adhered to.

Pastoral System:

- Act as a form tutor and carry out the duties associated with that role in the generic job description.

Teaching:

- Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

Other Specific Duties:

The job description is current at the date shown, but in consultation with you may be changed by the Headteacher to reflect or anticipate changes in the job, commensurate with the grade and the job title.

Person Specification

Job Title	Team Leader for Business Studies	Grade	TLR1b
School	Oaks Park High School		

	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
Qualifications & Experience		
Qualified Teacher Status	E	A
Degree	E	A
Professional development as a Middle Leader	E	A
At least 3 years' experience as Middle Leader (Head of Subject or Key Stage Coordinator)	E	I R
Knowledge & Understanding		
High-level knowledge of curriculum developments and issues	E	I R
Excellent knowledge and understanding of what high quality teaching and learning is	E	A I R
Knowledge, understanding and leadership accountability within the school organisation	E	A
Leadership & Management		
Proven record of:		
• The ability to motivate and inspire both staff and students	E	A I R
• The ability to delegate and consult effectively	E	I R
• Very good organisational and management skills	E	I R
• Successful team management	D	A I R
Effective use of data to evaluate student and department performance in raising standards	D	I R
Evidence of improving teaching and learning through the implementation of best practice, change and innovation	D	A I R
Teaching & Learning		
High level learning and teaching skills	E	I R
Proven record of promoting high student achievement	E	I R
Proven record of very good student examination attainment through classes taught	D	R
Experience of teaching in a large mixed comprehensive school	D	A R



	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
Personal		
High quality interpersonal skills, with the ability to communicate effectively with individuals and a variety of audiences	E	I R
Ability to build productive relationships with students, staff, parents and governors	E	I R
Ability and willingness to empathise and listen and to be self-critical and reflective	E	I R
Possess enthusiasm, integrity, creativity, flexibility, emotional resilience and be hard working	E	I R
Understanding of and commitment to equal opportunities in its widest sense and a commitment to inclusive education	E	I R
Safeguarding		
Motivation to work with children and young people	E	I R
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	I R
Emotional resilience in working with challenging behaviours	E	I R