

Salendine Nook High School ACADEMY



Head of Business Studies (and line management of ICT/Computing)

Job Description

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West Yorkshire HD34GN

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Role

To line manage the department providing high quality leadership and to ensure the Business Studies and Computing department is well managed and organised in a way that meets the aims and objectives of the school.

To lead and manage all aspects of the department and provide an effective and efficient teaching service ensuring that the quality of teaching and learning within the department is outstanding and to lead on the teaching and learning work within the various subjects of the department.

Main Duties and Responsibilities

Additional expectations beyond those of classroom teaching:

Teaching Learning and Assessment

- To oversee the planning and preparation of all teachers within the department, providing support and guidance where necessary;
- To ensure that all lessons have good pace and a level of challenge that enables all students to make good progress;
- Work with the Business Studies and ICT / Computing team to continually improve the standard of teaching and learning in the department;
- Develop practice in assessment which is in line with school policy;
- To manage the resources of the department efficiently to maximise the potential for making lessons stimulating and varied;
- To have overall responsibility for the learning and progress of every child's learning in the department;
- To use prior attainment and predictive data to set targets for student progress in KS3 and KS4 where appropriate;
- To monitor the performance of staff in line with school policy;
- To support any member of staff needing additional intervention where Teaching Standards are not being met in full;
- To identify individuals and groups of students who are making insufficient progress, and organise interventions which will help put their learning back on track;
- To monitor the progress of particular groups of children (e.g. Pupil Premium, Boys, CLA);
- To take overall responsibility for public examination entry, coursework or equivalent practical assessments and preparation;
- To be responsible for fostering an ethos of aspiration and challenge within the department;

Aspiration, Unity, Achievement

Principal: Mr D. Christian, MA (Ed), BSc (Hons)



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- To take a lead role in quality assurance within the department, including lesson observation, work scrutiny and learning walks;
- To recruit students from KS3 to take up courses offered by the department at KS4.

Curriculum

- Select appropriate programmes of study for the courses within the department;
- Ensure that curriculum plans are differentiated to meet the needs of all students;
- Use sound assessment practice to track progress throughout KS3 and KS4;
- To develop curriculum models to ensure that students make progress and levels of engagement and enjoyment remain high amongst all students;
- To promote and embed aspects across all key stages.

Leadership and Management

- Review progress towards targets and outcomes laid out in the department's Development Plan and to amend/update the plan accordingly;
- To be responsible for the department's performance management in accordance with school policy;
- To have overview of each staff member's CPD needs and to take responsibility for helping each colleague to fulfil these;
- To promote strong working relationships between all colleagues and to facilitate positive relationships between students and staff in the department;
- To line manage all members of the department and be an active middle leader at whole school and staff meetings.