



# SALESIAN COLLEGE FARNBOROUGH

## Job Description

### HEAD OF BUSINESS & ECONOMICS

**Job Title:** Head of Business & Economics

**Allowance:** The College has its own pay scale in line with MPS/UPS +TLR 2.2

**Line Management:** Reports to Senior Deputy Headteacher

Applications are invited from experienced, well-qualified teachers to lead a strong and successful Business & Economics Department.

#### Employment Duties:

As set out in the current School Teachers' Pay and Conditions document and College Contract of Employment, having due regard to any policies of the Governing Body and the College.

The College and all its personnel are committed to safeguarding and promoting the welfare of children and young persons. All appointments are subject to Safer Recruitment guidelines, CRB and Health checks.

#### Details of the Position:

**There will be a vacancy for a full-time Head of Business & Economics from September 2024. The successful candidate will have a particular responsibility to develop the subject and should be a well-qualified graduate, capable of teaching both subjects to A-level.** The Business & Economics department at Salesian College is popular and successful. They are noted for their imaginative approach to the teaching of the subjects. There are currently four teachers in the Department. Business is routinely the most popular GCSE option subject, following the AQA specification, with four teaching groups in both Year 10 and 11. At A-level, both Business (Pearson) and Economics (AQA) are also very popular and successful with two teaching groups of each per year. The sixth form cohort start with four hours per week, progressing to five during the spring term in the first year. A good proportion of our students go on to study Economics, Business, Finance and other related degrees at university each year. CPD is actively encouraged, and you will have the opportunity to join specialist groups alongside external provision.

The Department has three modern, dedicated specialist teaching rooms with interactive whiteboards and are well resourced with online subscriptions. We are actively involved in the development of the use of iPads to support teaching and learning. Developing a love of the subject is at the heart of everything we do.

*Head of Business & Economics – September 2024*

Enrichment is very important to us and in Year 10 we take students on a day visit to the Chelsea Football Club, Year 12 have a visit to the Mini production plant in Oxford and we bi-annually organise a visit to New York in conjunction with the Politics department. We also are involved in the Tycoon Challenge with students aiming to make money for their companies and charities.

The College provides an enjoyable environment in which to work. The pupils are well disciplined, keen to learn and respectfully friendly. Teaching staff foster a caring relationship with the pupils, and through academic study, sporting and cultural activities, and the scope to develop in posts of responsibility, the students emerge as rounded, well-educated, polite young people. There are numerous opportunities for staff to contribute to the wider extra-curricular life of the College and new initiatives are encouraged.

### **Particular Responsibilities:**

The duties of Head of Business & Economics at Salesian College include, but are not limited to:

- Providing clear and effective leadership within the department
- Representing the interests of the department to the Headmaster and members of the SLT
- Maintaining a strong personal interest in the subject and promoting its importance to students and parents as part of a broad and balanced curriculum
- Reflecting on the work of the department by completing an annual Department Development Plan, providing an analysis of all public examination results and maintaining open channels of communication to the SLT, the Senior Deputy Headteacher and the Headmaster.
- Monitoring student performance and providing relevant feedback to the Senior Deputy Headteacher, Headmaster, SENDCo, year heads, form tutors, parents and students. Where student performance is unacceptable, ensuring that appropriate additional support is available.
- Setting standards for the conduct and behaviour of students within the department and helping teachers to maintain these standards and achieve constructive working relationships with students.
- Completing annual professional reviews in line with College policy
- Conducting work scrutiny and ensuring that standards of work, assessment and feedback are consistently high.
- Providing such support and guidance to teachers within the department as is necessary to enable them to develop their skills and deliver effective teaching and learning.
- Creating positive, supportive and inclusive working relationships with other teachers within the department and with support staff.
- Enabling all teachers and support staff within the department to contribute creatively and enthusiastically to its work and development.

- Ensuring that members of the department have the opportunity to attend relevant CPD. Professional development should be actively promoted for all members of the department.
- Inducting new staff, ECTs and trainee teachers into the department.
- Organising and leading visits to places of educational interest related to the subjects.
- Producing and reviewing internal examinations
- Developing, reviewing and updating resources, writing schemes of work, monitoring performance and providing feedback. At all stages it is believed that these tasks are best achieved through close and mutually supportive professional discussions and meetings, both formal and informal.
- Establishing short, medium and long term plans for the development and resourcing of the department, which contribute to whole school aims, policies and practices.
- Monitoring developments in GCSE and A-Level courses; attending relevant CPD concerning public examinations; overseeing the introduction, delivery and assessment of all courses at GCSE and A-level.
- Fulfilling any tasks as directed by the Headmaster.

In addition to these responsibilities, the Head of Department should also undertake those duties normally expected of all teachers at Salesian College. These include:

- To teach a timetable as allocated
- To set and mark homework as designated
- To give written reports on the progress of students at mid-year, end of year or at any other time requested by the Headmaster.
- To attend parents' evenings and any other occasion sanctioned by the College, e.g. Options Evenings, New Parents' Evening, Open Days, Prize Night, etc.
- To promote the development of each pupil's spiritual, moral, social and cultural welfare.
- To uphold the Salesian Ethos of the College and to support the application of the Preventive System of education.
- To pay due regard to the Staff Handbook and to support College policies as approved.
- To support the daily life of Salesian College.