



DRAYTON MANOR HIGH SCHOOL

www.draytonmanorhighschool.co.uk

HEAD OF BUSINESS STUDIES AND ECONOMICS DEPARTMENT Band A (£29,664) – Band C (£48,244) plus Management Allowance 2 £4,532

We require, from September, a highly committed colleague with a real interest in the provision of quality and imaginative teaching of Business Studies and Economics to lead a thriving and successful faculty.

The successful candidate will lead in the development and coordination of Business Studies and Economics across the age and ability range in the school. Business Studies and Economics is taught at both Key Stage 4 and 5.

Drayton Manor is a heavily oversubscribed and successful school. Students achievement is high with a value added score at A Level placing us in the top 12% of schools nationally and 50% of GCSE students achieving the English Baccalaureate. We are very proud of our ethos.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to apply for an enhanced disclosure from the Disclosure and Barring Service (DBS). Further information can be found at www.homeoffice.gov.uk

For further information and an application pack please visit the Job Vacancy section of the school's website: <http://www.draytonmanorhighschool.co.uk/>

For any other queries, please contact the school's Human Resources Department on 020 8357 5604.

The closing date is 12 noon, Thursday 25 April 2019.

No agencies, faxes or CVs.





DRAYTON MANOR HIGH SCHOOL

JOB DESCRIPTION

JOB TITLE	Head of Department
FACULTY	Business Studies and Economics
GRADE	Management Allowance (MA) 2
RESPONSIBLE TO	Deputy Head Line Manager
JOB PURPOSE	To take overall responsibility for the leadership, management and co-ordination of all the work within the Faculty

All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with

KEY TASKS

- To liaise with senior staff, other Heads of Faculty/Departments and Year Heads to ensure that school policies are implemented.
- To lead and involve all Department staff in the development planning for their area.
- To represent their area through the school's consultative structure and to consult with the Head on matters concerning their Faculty.
- To manage all aspects of the Business and Economics curriculum within the Faculty to maximise student progress.
- To actively support the delivery of Enterprise Education and Personal Finance Initiatives delivered through the Careers, Citizenship and Work Faculty
- To have overall responsibility for the Assessment, Recording and Reporting (ARR) within the Faculty.
- To manage effectively and efficiently all resources within the Department.
- To manage the development of staff in accordance with whole school, Department and individual needs.
- To represent their area as necessary, within the school and at meetings with governors, parents, inspectors, feeder schools, other secondary schools etc.
- To promote a purposeful, disciplined and thriving learning environment within the Department which aims to raise student expectations and self esteem.

- To lead Department self review and evaluation
- To oversee the development and delivery of enrichment activities relating to Business Studies and Economics
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PERSON SPECIFICATION

POST TITLE **Head of Business Studies and Economics Department**

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	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Degree in relevant subject • PGCE at Secondary level • Qualified Teacher Status 	<ul style="list-style-type: none"> • Recent INSET in Business Studies/ Economics
Experience	<ul style="list-style-type: none"> • An effective teacher with at least three years' experience of teaching Business and Economics across the full age and ability range • Ability to share their experience to sustain a curriculum which is sensitive to the needs of all children • Understanding of Post 16 	<ul style="list-style-type: none"> • Experience of developing the curriculum • Vocational/Internal verification experience • Experience of Young Enterprise/other enrichment programmes relating to Business Studies/Economics
Ability/Skills	<ul style="list-style-type: none"> • To lead a team • Imaginative and able teacher with ability to relate well to students • To communicate effectively • To liaise successfully with outside agencies, and parents • To manage and be responsible for the efficient and effective use of Faculty resources • To manage a budget 	<ul style="list-style-type: none"> • ICT skills
Equal Opportunities	<ul style="list-style-type: none"> • Awareness of equal opportunity issues and how these can be addressed in the classroom environment • Ability to promote and support the school's Equal Opportunities Policy 	
Safeguarding	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people 	
Disposition	<ul style="list-style-type: none"> • Ability to work hard with competing deadlines, prioritising appropriately and maintaining good humour • To be interested in children as individuals, in how they learn, and be committed to the comprehensive ideal 	<ul style="list-style-type: none"> • Commitment to the notion of whole school, and whole Faculty policies

	<ul style="list-style-type: none">• To believe in the importance of teamwork and a collaborative approach, and be able to build supportive working relationships with colleagues both within and outside the department• Evidence of commitment to and understanding of collective responsibility	
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