**Job Description**

**Post: Head of Business Studies (Head of Subject)**

**Allowance: TLR2/1 £2796**

**Responsible to:** **Head of English (Head of Faculty)**

**Purpose of this post:**

1. Provide strong effective leadership, direction and vision for the Business Studies Department.
2. Manage the day to day operation of all aspects of the Department.

**Staff Management**

* To be responsible for the management, organisation and co-ordination of all teaching within the department, ensuring that high standards are maintained in all areas.
* To ensure that the Department is up-to-date with current developments in the teaching of all departmental courses.
* To be responsible for the induction of new teachers and students in the Department.
* To ensure that suitable work is provided for staff covering lessons in the absence of teachers in the Department.
* To be Team Leader for teaching in the Department as part of the Performance Management policy of the school.
* To organise regular meetings for all staff in the Department and to provide the Deputy Head and the Headteacher with a copy of the minutes.
* To ensure that the Department meets all required deadlines, in particular with regard to reports to parents, departmental reports and pupil progress reports.
* To delegate duties within the Department as appropriate.
* To advise the Deputy Head on staffing matters in the Department.

**Curriculum and Organisation**

* To ensure that the Department is meeting all statutory requirements with regard to the teaching of all its courses.
* To develop departmental policies and procedures on assessment and record keeping which complement whole school policy.
* To develop in consultation with others in the Department, appropriate Schemes of Work and to keep these under regular review.
* To ensure that all teachers in the Department set homework according to the school policy.
* To liaise closely with the Deputy Head, and with other HoS to promote and develop, wherever possible, opportunities for departmental cross-curricular links and co-operation.
* To produce a termly progress report for the Deputy Head as and when required.
* To keep an up-to-date handbook for the Department.
* To produce a development plan for the Department as part of the whole school development plan to monitor and evaluate this annually.

**Management of Pupils**

* To develop departmental policies and procedures which complement whole school policy.
* To ensure that the Department keeps accurate and up-to-date records on attendance, classwork, homework and to monitor and evaluate the progress of all pupils.
* To identify pupils with particular learning requirements in the Department and to ensure that the Department liaises with the SENCO and form tutors as appropriate.
* To ensure that pupils are properly prepared for all relevant examinations both internal and external
* To liaise with the Deputy Head and the Examinations Officer regarding the arrangements for all such examinations.

**Resources and Environment**

* To order, monitor and control all teaching materials relative to the teaching of all courses in the department.
* To liaise closely with the Business Manager and to keep accurate records of expenditure to ensure that the Departments keeps within budget.
* To ensure that the Department liaises with the Librarian regarding the selection, purchasing and updating of al library stock related to Business Studies department courses.
* To ensure that all equipment or machinery used by the Department is properly maintained.
* To be responsible, as far as practicable, for the maintenance of a pleasant and educationally stimulating environment in those areas of the school regularly used by the Department.
* To ensure that the Department adheres to the school's Health & Safety Policy.

**Extracurricular Activities**

* To organise a range of engaging extracurricular activities and events
* To support events organised by other departments within your faculty

**General**

* If required to be a form tutor of an assigned form to comply with school policy with regard to the role of the form tutor.
* To attend all staff meetings and HoS meetings according to the published timetable of meetings.

Heads of Subjects at Southborough are expected to be committed to the maintenance of high standards in all areas, to adhere to all school policies, and, wherever possible, to make an active and positive contribution to the school’s ethos.

*This job description is not necessarily a comprehensive definition of the post. It will be subject to review and may be modified or amended after consultation with the post holder.*

*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*.