



Head of Business Studies and Economics

We are seeking to appoint an inspirational, well skilled and enthusiastic Head of Business Studies and Economics teacher to join our Business and Economics department. The candidate should be passionate about delivering the best possible Business curriculum to our students in order to raise their aspirations and attainment. The department is growing rapidly, and we have excellent uptake of Business and Economics at both Key Stage 4 & 5. Our results are strong at A-level, consistently in the top 10% in the country over the past few years.

The post holder is required to carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions Document and the school's own policy.

Reporting to: Head of Faculty

Responsible for: Leading the department

Main purpose

The subject leader will take lead responsibility for providing leadership and management in order to secure:

- High-quality teaching
- Effective use of resources
- Improved standards of learning and achievement for all

Duties and responsibilities

Strategic direction

- Develop and implement policies in line with our school's commitment to high-quality teaching and learning
- Promote the subject, its importance, and the value that it brings across the school
- Have a good understanding of how well the subject is being delivered and the impact it has on student achievement
- Use this understanding to feed into the school development plan and produce an action plan for the subject
- Promote students' spiritual, moral, social, cultural, physical and mental development alongside British values in the teaching of the subject
- Consult students, parents and staff about the subject and its effectiveness, and assess the feedback against the school's values, visions and aims
- Work with the special educational needs co-ordinator (SENCO) to ensure the curriculum matches the needs of different students, such as disadvantaged students and those with special educational needs and/or disabilities (SEND)

- Promote careers education through the subject and ensure that teaching and learning illustrates how the subject might lead to career opportunities
- Use additional staff in the subject area to ensure there is a framework for deployments and that teaching assistants are deployed effectively
- Liaise with our feeder primary schools on the transition of the subject to secondary school to ensure that progression is built into the curriculum
- Liaise with the local authority (LA) within subject groups on subject-related events, projects and activities

Leading the curriculum

- Develop and review regularly the vision, aims and purpose for the subject area
- Oversee the planning of the curriculum content, ensuring it is well sequenced to promote student progress
- Ensure the planned curriculum is effectively and consistently implemented across the school
- Make sure there is an effective system of assessment that oversees the progress of students to ensure the curriculum has a positive impact on students' learning
- Have an overarching responsibility for students' achievement and standards in the subject area

Student progress

- Support the student review processes and procedures for the department
- Monitor the progress of individual students as appropriate
- Ensure that wider curriculum activities for your department provide opportunities for students in line with SMSC.

Leading and managing staff

- Establish an effective team and hold regular meetings on the subject (as per the calendar) as further briefings are required to keep staff informed on any developments or changes
- Provide support to staff regarding teaching and learning, resources, and planning in the subject area
- Monitor teaching and learning by visiting lessons, scrutinising books, and talking with students to assess how well the subject area is being implemented and how well it is delivered across the school
- Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) in the subject area
- Coach and model team teaching
- Liaise effectively with exam boards to ensure that teachers understand and are familiar with the syllabuses that are being delivered
- Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises
- Take responsibility for the appraisal for your team, appraising staff in line with the school's appraisal policy
- Contribute to timetabling and manage setting students into groups

Efficient and effective deployment of resources

- Provide support with textbooks and library books in subject area
- Create a safe, welcoming environment and take care of the classroom accommodation, ensuring classroom displays are stimulating, of high quality, and inspire curiosity in students
- Audit, check and manage resources to ensure they are up to date and match student and curriculum needs
- Manage the subject budget effectively to ensure it is spent on resources that add value and enhance the learning experience
- Prepare appropriate resources for remote learning to ensure the curriculum can be delivered to students learning from home

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. All employees are expected to uphold the ethos of the school.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

'The Bulmershe School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references'

This 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 job title.