

WYCLIFFE COLLEGE

JOB DESCRIPTION



JOB TITLE:	HEAD OF BUSINESS & ECONOMICS		
DEPARTMENT:	Business & Economics	SCHOOL:	SENIOR SCHOOL
REPORTS TO:	HEAD, DEPUTY HEAD (ACADEMIC)		

INTRODUCTION

Every Head of Department is directly accountable to the Head. From day to day, he/she is line managed by the Deputy Head (Academic) or Assistant Head (Academic) with whom he/she has a formal fortnightly meeting. He/she should also work in liaison with the Deputy Head (Pastoral) as appropriate, as well as Heads of Lower School and Sixth Form. Heads of Department are expected to attend and contribute to Heads of Department Committee meetings and other groups where relevant. Heads of Department must remain vigilant in matters of safeguarding, ensuring that concerns which arise are passed on promptly to the Designated Person.

The primary objective of a Head of Department is to provide academic leadership by:

- Encouraging academic rigour, high pupil expectations and intellectual ambition
- Promoting pupil confidence and success in the subject
- Maximising public examination results
- Realising departmental development targets which relate to the School Development Plan
- Ensuring the department works in accordance with published School policies
- Keeping abreast of issues relating to the subject
- Teaching to the highest standard and promoting excellent teaching
- Creating a positive, forward-looking team spirit in the department
- Maintaining pupil respect for the subject and good classroom discipline.

PRINCIPAL PURPOSE:

- To determine the aims and objectives for the department, check that they are compatible with those of the school, keep them under review and successfully achieve the agreed goals therein.
- To lead by example through excellent teaching practice, a positive attitude, a commitment to professionalism and keeping abreast of new thinking in teaching.
- To be a lead teacher in their subject specialism, promoting best practice, welcoming scrutiny, inviting others to observe in order to learn, being open to new ideas and championing reflective practice.
- To exhibit the highest professional standards and imbue the same in others in the department.
- To demonstrate professionalism in all aspects of work, promoting the subject and a love of learning to pupils who study subjects in that department.
- To raise standards of pupil attainment and achievement within Business and Economics and to monitor and support pupil progress.
- To be accountable for pupil progress and development in the subjects delivered within the department.
- To develop and enhance the teaching practice of others.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in the department, in accordance with the aims of the school
- To be accountable for leading, managing and developing the curriculum area, including distributing and delegating tasks as appropriate.
- To manage and deploy teaching/support staff, financial and physical resources within the department effectively to support the department development plan.
- To be a leader within the school.
- Teach across the age and ability range, according to minimum expectations of the teachers' job description.
- To ensure the provision of a high quality extracurricular offer from within the department.

There will be variations between individual departments and therefore not all HoDs will face all of these tasks in equal measure. Similarly, while some tasks will be routine (such as monitoring the progress, work and assessment of pupils), others will only occur rarely (such as putting in hand capability or disciplinary measures).

HoDs must have excellent knowledge of their subject and of education practice in their subject as well as leadership, management and organisational skills.

HoDs play a wide role in the school, contributing not only by running their departments but also by serving on school committees and working parties, and therefore need to be able to maintain a school-wide perspective. Heads of Departments need to be able to prioritise and manage their own time effectively, balancing the demands made on them by teaching, subject management and involvement in school development.

To enable HoDs to carry out their duties and responsibilities well, the School undertakes to provide adequate physical, financial and time resources, and to support and facilitate the personal and professional development and training of the HoD both within their own subject area and in the skills and practice of management.

BTEC Quality Nominee

As BTEC QN, the postholder will ensure that Wycliffe's BTEC courses are operated in accordance with best practice and exam board requirements by ensuring the efficient co-ordination of relevant administration and quality assurance.

- To oversee all BTEC courses in the school, advising Heads of Department as necessary regarding quality assurance and administrative issues
- To be quality nominee for the centre

KEY TASKS

Syllabuses

- Select and implement appropriate syllabuses for GCSE, iGCSE, BTEC and A level; choose or where necessary create syllabuses for pupils in years where the syllabus is not dictated by public examinations;
- Check that schemes of work are kept up-to-date and consistent within the department;
- Publish syllabuses and schemes of work so that each member of the department knows what he or she is required to teach.

Improving standards

- Develop and maintain high standards of Teaching and Learning
- Promote the development of Teaching and Learning in the department to the most ambitious level possible, modelling excellence in their own teaching
- Liaise with members of the SMT, House staff, tutors, parents and others, as appropriate, regarding concerns over pupil performance or behaviour
- Provide support to departmental colleagues in dealing with behavioural or learning issues
- Comply with all school policies
- Implement those elements of the Performance Management, Quality Assurance, Curriculum, Assessment, and Learning and Teaching Policies, as are applicable to Heads of Departments
- Maintain the Continuous Self Evaluation Framework for the department and deliver the objectives of the departmental development plan.
- Actively support the achievement of the academic development plan
- Report concerns about any staff in the department to SMT
- Respond in a timely fashion to any parental complaints about staff in the department
- To be present or have a nominated deputy from the department present in school on GCSE and A level results days.
- Ensure that the teaching and learning of the subject are as effective as possible and improving all the time by:
 - Monitoring the teaching in the department, including planning, assessment and record-keeping;
 - Monitoring the progress, work and assessment of pupils, ensuring appropriate action is taken where required;
 - Using data such as CAT, ALIS, and MidYIS, together with information about pupils' prior attainment to establish benchmarks and set targets.

Additional Needs

- Decide departmental policies (consistent with those of the School) for dealing with pupils with additional needs, eg dyslexia, certain medical conditions, not having English as first language, or the very able.

Cross-curricular and extra-curricular contributions

- Represent the department at Faculty, HoDs and Academic Committee meetings
- Ensure departmental contribution to cross-curricular subjects and skills, including PSHE;
- Ensure that fundamental British values are embedded in the curriculum and its delivery;
- Establish and maintain departmental extra-curricular activities;
- Organise field trips, visits or other trips where these are likely to benefit pupils of the subject.

Development

- Be a champion for change and innovation
- Establish the department as a place of innovation by developing new ideas, encouraging others in the department to do likewise, discussing them and implementing good ones;
- Write an annual review and development plan;
- Keep abreast of new developments in the teaching of the subject.

Management of Staff**Changes of Staff**

- Help prepare the job description and advertisement
- Help shortlist candidates in accordance with the School's recruitment and appointment procedures including those relating to safeguarding
- Participate in the interview and assessment process
- Oversee the induction of new staff on departmental matters
- Review new staff in accordance with school induction policy
- Contribute to the initial training of student teachers and teachers seeking Qualified Teacher Status.

Staff Review and Development

- Lead staff review and development in the department.
- Organise regular lesson observations of self, including by the Head, by the Head of Department of another Department, colleagues and by colleagues of each other.
- Observe teachers in the department on a regular basis, both formally and informally.

Guidance of Colleagues

- Deal intelligently with departmental colleagues, being sensitive to individual needs, giving support where appropriate, and taking a firm line where necessary;
- Begin capability or disciplinary measures where necessary, including early warning, support and guidance;
- Liaise with the Senior Deputy Head over the department's Inset needs; organise departmental staff training and professional development; arrange for all members of the department to keep their knowledge of the subject and methods of teaching it up-to-date by these and other means, such as attending courses, and keep records of all training undertaken by the department.

Deployment of colleagues

- Know, recognise and use the expertise of others in the department in a fair and sensible way
- Delegate responsibilities to members of the department according to their strengths
- Be aware of the overall workload and commitment of all staff in the department.

Organisation of Department

- Carry out the department's administrative responsibilities:
- Maintain up-to-date and helpful departmental documentation, including the departmental handbook, schemes of work and internal assessment schedules
- Conduct and minute weekly departmental meetings
- Organise internal examinations, progress tests and setting
- Make public examination entries via the Exams Officer
- Report on public examination performance to the Deputy Head (Academic)
- Plan appropriate departmental staffing and rooming for the school timetable process
- Comply with health and safety regulations and conduct risk assessments where relevant
- Ensure departmental information in the MIS is accurate and kept up to date

Pupils

- Allocate pupils to sets where necessary;
- Organise, where necessary, departmental detentions in line with school and departmental policies

Communication

- Represent the department and its work
- Communicate effectively, orally and in writing, with parents, pupils, the Head, Trustees, teaching and non-teaching staff, staff at the Prep School, other schools, examination boards, professional bodies and the wider community, by:
 - Promoting the subject and work of the department both in and outside the school, communicating with parents, pupils and staff about the subject;
 - Communicating subject details to pupils and advising them on choosing the subject as an option at A level;
 - Advising where appropriate those who want to read the subject (or allied subjects) in HE on available courses;
 - Liaising with universities and colleges about the subject.
 - Disseminate information from meetings to the department
 - Arrange for appropriate representation of the Department on Open Mornings and other events
 - Provide annually updated entries for school publications and guides
 - Provide annually updated materials for the school website and magazine
- Suggest news stories for the school website

Parents

- Deal promptly with problems or queries raised by parents about their children and/or our staff;
- Ensure good communication between the department's teachers, parents and other school staff.

Senior Management

- Discuss annually with the Deputy Head (Academic) and the Head, departmental issues, especially public examination results.

Meetings

- Attend HoD meetings, serve on school committees, working parties and discussion groups and in other ways contributing to discussion and policy-making in the school;
- Chair departmental and other meetings and lead groups effectively.

Books and equipment

- Order the required books and equipment, store them and maintain them in good condition
- Organise their return at such times as the end of the school year and charge for any non-return
- Keep a catalogue of departmental resources
- Liaise with the School Librarian to ensure that there are the appropriate resources available for the subject in the School Library

Rooms

- Allocate the department's rooms – teaching rooms, departmental offices, libraries, prep rooms etc;
- Use the department's accommodation to create an effective and stimulating environment for the teaching and learning of the subject.

Health and Safety

- Ensure that there is a safe working and a learning environment in which risks are properly assessed and minimised;
- Ensure that all members of the department are familiar with the law and teachers' duty of care especially during departmental visits, trips etc.

AUTHORITY LEVELS:

Budget

- Prepare (with the help of the Deputy Head Academic) and control the department budget, including its ICT budget.

Staffing

- Advise the Head on the staffing needs of the department;
- Liaise with the Senior Deputy Head, Deputy Head Academic and the timetabler about the staffing for each year;
- Allocate teaching groups to staff in a way that makes the best use of their strengths and contributes both to the needs of the School and to the development of their careers.

OTHER TASKS:

- Understand and comply with the College's Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children.
- Understand and comply with the College's Health and Safety Policy Statement.
- Understand and comply with the College's GDPR and Data Protection Policy.
- Work with administrative staff to provide information requested by them for the efficient management of Wycliffe's financial and other administrative purposes to support the effective pursuit of Wycliffe's educational and pastoral goals.
- Undertake any other key tasks which the Head of College and/or the Chair of the Council of Trustees may reasonably assign.

WYCLIFFE COLLEGE
PERSON SPECIFICATION



JOB TITLE:	HEAD OF BUSINESS & ECONOMICS
DEPARTMENT:	BUSINESS & ECONOMICS

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

	REQUIREMENT: E - Essential D - Desirable	MEASURED BY: A – Application Form/References B – Lesson Observation C – Interview D - Presentation
KNOWLEDGE AND EXPERIENCE:		
<ul style="list-style-type: none"> An outstanding teacher of Business and / or Economics 	E	A, B, C
<ul style="list-style-type: none"> That compatible with teaching Business and / or Economics at Key Stages 4 & 5. 	E	A, B, C
<ul style="list-style-type: none"> Experience of delivering BTEC courses. 	E	A, B, C
<ul style="list-style-type: none"> Experience as BTEC Quality Nominee. 	D	A, C
<ul style="list-style-type: none"> Ability to develop resources to support teaching at all levels, ideally including ICT or multimedia resources. 	D	A, C
<ul style="list-style-type: none"> Have an understanding of current developments within the curriculum and of Health and Safety issues. 	E	A, C
<ul style="list-style-type: none"> Have experience of extracurricular activities and/or activities to enhance learning outside the classroom. 	E	A, C
SKILLS (THE ABILITY TO):		
<ul style="list-style-type: none"> Devise and develop structures in which Business and Economics can flourish and high grades can be obtained. 	E	A, C
<ul style="list-style-type: none"> Co-ordinate and lead a team to deliver the curriculum to all key stages, including help for pupils with specific learning difficulties as well as inspiration for the gifted and talented. 	E	A, C, D
<ul style="list-style-type: none"> Use available data to personalise the learning experience for pupils. 	E	A, C
<ul style="list-style-type: none"> Disseminate ideas and demonstrate good practice using the full range of available technology as appropriate. 	E	A, C
<ul style="list-style-type: none"> Manage the development of schemes of work and a resource bank which includes electronic resources. 	E	A, C
<ul style="list-style-type: none"> Contribute to forward planning in the department. 	E	A, C
<ul style="list-style-type: none"> Effectively promote the subject and also the work of the department. 	E	A, C
<ul style="list-style-type: none"> Efficiently manage a budget. 	E	A, C
QUALIFICATIONS		
<ul style="list-style-type: none"> Honours degree in a relevant subject 	E	A
<ul style="list-style-type: none"> A teaching qualification 	E	A
<ul style="list-style-type: none"> QTS 	D	A
ISSUED: 24.03.2021		