

HEAD OF BUSINESS STUDIES/ECONOMICS JOB DESCRIPTION

Job Purpose:

- To be directly responsible for the attainment and achievement of all students and raising standards in the subject area
- To develop and enhance the teaching practice of others in delivering dynamic, effective, inclusive and memorable learning experiences
- To be committed to collaborative working practices and intelligent accountability
- To lead, manage and develop the subject area
- To manage and deploy teaching/support staff, financial and physical resources
- To work with the Head of Faculty in ensuring that school policies and procedures are understood and implemented by staff and pupils, especially with regard to health & safety, risk assessments, COSHH, equality of opportunity and social inclusion
- To assist the Headteacher in managing the school or such part of it as may be determined by the Headteacher and carry out other duties as may be requested from time to time
- To value and contribute to the school's achievement culture, to its commitment to self-evaluation and improvement, and to its school partnerships

Duties and Responsibilities

Impact on educational progress beyond your own pupil groups

1. To ensure that all staff and students are aware of their attainment targets generated through prior attainment
2. To ensure that regular termly systematic pupil attainment tracking checks are carried out, followed up with impactful student actions and reported in line with the published schedule
3. To ensure curriculum coverage, continuity and progression in the subjects for all students and that appropriate use is made of baseline data and value added identified
4. To work closely with your team members to ensure the effective management of pupils placing emphasis on a positive system of care and support, social and personal development
5. To take account of the needs of students on the SEN Register and maintain effective links with the SENCO
6. To ensure the effective development of students' literacy, numeracy and ICT skills through the subjects
7. To oversee the arrangements for homework
8. To oversee the preparation of students for all assessments and examinations in the subjects and reporting to parents
9. To monitor student attendance at and behaviour in lessons, liaise with Heads of Year and Faculty in this respect, and to use the school's referral system
10. To be responsible for the learning enhancement within areas in which subjects are taught and to encourage the display and celebration of students' work in the school
11. To liaise with parents and students providing guidance for 16+ and FE/HE courses

Leading, developing and enhancing the teaching of others

1. To keep up-to-date with local and national developments within the subject and with wider professional policy changes
2. To ensure that staff development needs are identified and appropriate steps taken to meet these
3. To undertake performance reviews and lead this work within the department
4. To promote teamwork to enhance the quality of teaching and learning, motivation and working relations of staff
5. To take part in the school's ITT programmes
6. To ensure that development reflects the school's Improvement Plan priorities and to reflect these in your subject plan
7. To be responsible for the quality assurance of all aspects of work within your team

Leading, managing and developing a subject or curriculum area or pupil development across the curriculum

1. To lead curriculum development within the team
2. To ensure that staff are following agreed curriculum policies and that appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies are in place in the department

3. To ensure that provision is made for differentiation within the teaching of the subject so that all students experience stretch, challenge and support as appropriate
4. To work with the ELT when requested to ensure the best educational experience and outcomes of LPGS students
5. To ensure effective curriculum planning in the particular contexts of timetabling, examinations, assessment, special educational needs and attendance
6. To carry out processes of school self-evaluation and action planning to produce subject and whole school improvement
7. To carry out a systematic programme of work sampling and similar curriculum audits and report on these as required to the Head of Faculty
8. To take responsibility for the condition of the subject teaching space/s
9. To create and maintain a stimulating environment for teaching and learning
10. To contribute to an annual report to governors

Line management and leadership of staff

1. To maintain a database of all relevant policies and schemes of work
2. To ensure that monitoring of teaching and learning takes place to ensure common standards across the team and that action follows from the conclusions drawn
3. To ensure the welfare, performance management and training of staff
4. To make arrangements for work to be provided for classes where staff are absent and to monitor the impact of longer term staff sickness of classes' learning and progress, recommending necessary action and implementing the LPGS absence management policy if required
5. To liaise with outside agencies and educational partnerships
6. To administer the subject budget in line with the school's financial procedures
7. To advise the Head of Faculty on staffing deployment and participate as required in staff appointments