



Job Description

Head of Business Studies and Economics

Salary: MPS 1-6 / UPS 1-3 (+ TLR 2b)
Location: St Robert of Newminster Catholic School & Sixth Form College
Reports to: Assistant Head Teacher

Job Purpose

- Advise the Head Teacher on curriculum matters pertaining to Business Studies and Economics
- To lead organise and direct the teaching of Business Studies and Economics
- Take responsibility for a division of the School
- Whole School Discipline
- Contribution to teaching
- Any other reasonable request of the Head Teacher

Main Duties and Responsibilities

Strategic direction & development of the subject

- Developing policies and procedures, in line with school policy, that will ensure high achievement and effective teaching and learning.
- Using data on pupil performance to inform policy and practice, identify underachieving pupils, and monitor the effectiveness of the subject.
- Establishing plans for the development of the department that support the school improvement plan and ensure that the department is always seeking to improve.
- Establishing a clear understanding within the department of the contribution made by the subject in supporting the school's aims and making a significant contribution to the development of the school's development plan.

- Liaise with SLT link to ensure that the link between the work of the department and the global objectives of the school is firmly established.
- For the standards in the subject: monitoring and evaluating the standards within Business Studies and Economics, according to the school's monitoring and evaluation policy.
- Allocating pupils to appropriate teaching groups and where necessary working with other subject leaders to determine groupings.
- Maintaining a departmental handbook, in line with school policy.

Teaching & learning

- Ensuring the provision of schemes of work, in line with school policy, which ensure curriculum coverage, continuity and progression in the subject for all pupils, including those of high ability and those with special educational needs.
- Providing guidance, to staff in their subject, on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different pupils
- Ensuring that the staff within the Business Studies and Economics Department are kept up to date in terms of subject knowledge and skills.
- For the general standard of discipline in the classroom. Help should be provided when teachers are experiencing disciplinary problems. Coaching should be given to avoid problems as well as help at moments of crisis.
- Ensuring effective development of pupils' literacy, numeracy and information technology skills through the subject.
- Establishing and implementing clear policies and practices, in line with school policy, for assessing, recording and reporting on pupil achievement, and for using this information to recognise achievement and to assist pupils in setting targets for further improvement.
- Selection of appropriate syllabuses and examination boards, in line with school objectives, and the provision of appropriate information to the school's examination officer.
- Ensuring that teachers of Business Studies and Economics are aware of its contribution to pupils' understanding of the duties, opportunities, responsibilities and rights of citizens.
- Encouraging extra-curricular activities related to Business Studies and Economics and ensuring that Business Studies and Economics permeates the life of the school.
- Developing effective links with the local community, including business and industry, in order to extend the subject curriculum, enhance teaching and to develop pupils' wider understanding.

Leading and managing staff

- Establishing clear expectations and constructive working relationships among staff involved with the Business Studies and Economics department, including, through team working and mutual support; devolving responsibilities and delegating tasks, as appropriate.

- Acting as a positive role model for others.
- Evaluating practice, appraise staff as required by the school policy and use the process to develop the personal and professional effectiveness, audit training needs of subject staff.
- Coaching members of staff in order to develop teaching and learning within the department and to enable teachers to achieve expertise in their subject teaching
- Ensuring that trainee and newly qualified teachers are trained, monitored, supported and assessed in relation to the appropriate standards.
- Working with the SENCO and any other staff with special educational needs expertise, to ensure that work is matched to individual pupils' needs.

Efficient and effective deployment of staff and resources

- Establishing staff and resource needs for the subject and advising the SLT link of likely priorities for expenditure. Allocating available subject resources with maximum efficiency to meet the objectives of the school and subject plans and to achieve value for money.
- Advising the SLT link on the deployment of staff involved in the subject to ensure the best use of subject, technical and other expertise.
- Ensuring the effective and efficient management and organisation of learning resources, including information and communications technology.
- Maintaining existing resources and exploring opportunities to develop or incorporate new resources into schemes of work.
- Using accommodation to create an effective and stimulating environment for the teaching and learning of the subject.
- Ensuring that there is a welcoming, safe working and learning environment in which risks are properly assessed.

Additional Information

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To undertake any reasonable request of the Head Teacher and accept any reasonably delegated additional responsibility from the Head Teacher.
- Engage in promoting the values and acting as a role model for the Trust.

- Be aware and comply with equal opportunities, health and safety, and all other Trust policies at all times.
- Comply with the principles and requirements of the General Data Protection Regulation and the Data protection Act 2018 in relation to the management of the Trust's records and information, and respect the privacy of personal information held by the BWCET; comply with the principles and requirements of the Freedom in Information Act 2000; comply with the Trust's information security standards, and requirements for the management and handling of information; and use Trust information only for authorised purposes.

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

January 2022