



Better Never Stops



Position:

Key Stage 5 Co-ordinator for Business Studies

Welcome to Waingels

Job Description – Key Stage 5 Business Studies Co-ordinator

TLR 2

Responsible to: Head of Business Studies

Responsible for: To support the Head of Business in the Leadership of KS5 Business studies

Introduction

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher; and the Headteacher, or other Senior Manager if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the Stress at Work Policy and the Dignity at Work Policy.

TLR 2 Requirements

Job Purpose:

1. To support the Head of Subject to coordinate the Business KS5 Curriculum
2. To carry out monitoring and evaluation of the teaching and learning in KS5 Business Curriculum

Key Accountabilities:

1. To ensure an appropriate sequence curriculum is in place
2. Using ALPS and internal data to monitor student progress
3. To co-ordinate intervention
4. Ensure the curriculum is planned and inline with the Waingels way
5. To support the Head of Subject to report to SLT when appropriate for example in Exams analysis.
6. To support the head of Subject in the monitoring of teaching and learning in KS5 Business

Focus/aim:

1. Ensure good outcomes for students

Key Stage 5 Business Studies

Teaching and Learning

- Plan and deliver well-structured lessons
- Mark and assess student work
- Take responsibility for own professional development and ensuring best practice in classroom teaching and learning
- Keep subject knowledge up to date
- Contribute to the development of departmental schemes of work
- Contribute to preparing for changes to GCSE and the implementation of new courses
- Participate and contribute to the organisation of cross curricular activities.
- Participate and contribute to the organisation of school visits that contribute to student learning
- Provide extra-curricular opportunities that are an essential part of the subject provision
- Regular attendance at meetings and parents' evenings that are a part of directed time
- Provide student work for display purposes
- Supervise students between lesson times

Student Achievement

- Annually review the attainment outcomes of students you have taught and assess/quantify the impact of own teaching on student learning
- Fully contribute to the school's assessment and recording system including assessment data and identification of a student's targets prior to data collection
- Monitor progress to this target and develop strategies to enable the student to achieve their targets
- Keep accurate records of student progress including attendance, homework, outcomes of assessment
- Keep relevant staff informed of issues in attainment and poor performance and steps taken to address this.

Leadership and Management of KS5 Business Studies and Economics

- With the HOS, co-ordinate the KS5 courses, including preparation of resources and schemes of work
- Carry out effective monitoring and evaluation of all aspects of KS5 Business and economics, using the outcomes to support development of teaching and learning
- Use local and national data to evaluate outcomes at KS5 and plan future provision
- Lead the recruitment of students to KS5 Business and Economics courses at KS5
- Provide appropriate, high quality CPD for teachers of Business and Economics to ensure the highest quality teaching at KS5

Key Stage 5 Business Studies

Tutoring

- Acting as form tutor supporting the personal, social and spiritual well-being of students
- Acting as form tutor liaising with parents, staff, other agencies where appropriate alongside the Head of Year
- Plan and deliver Year assemblies
- Delivering and contributing to the development of PSHE materials
- Monitor student attendance

General Responsibilities

- Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally -adopted policies; including taking responsibility for raising concerns with an appropriate manager.



Personal Specification

Teaching	Essential	Desirable
Qualified teacher status and Degree in relevant subject	✓	
Proven track record of successful teaching judged good or better	✓	
High Level qualification in relevant subject	✓	
Record of Continuing professional development		✓
Good classroom practitioner using effective behaviour management and a range of learning strategies	✓	
Professional Knowledge/ Understanding	Essential	Desirable
Knowledge of current good practice in Teaching and Learning	✓	
Knowledge of National Curriculum and initiatives, including post 16 developments	✓	
Good knowledge of pedagogy, how students learn and teaching and learning styles	✓	
Knowledge of effective assessment strategies	✓	
Involvement in whole school initiatives	✓	
Knowledge and experience of delivering Vocational learning at KS4 and/or KS5		✓
Good ICT Skills	✓	
Management	Essential	Desirable
Evidence of good student management and discipline	✓	
A commitment to raising standards and evidence where this has been achieved	✓	
Ability to develop effective professional relationships	✓	
Evidence of good organisational and planning skills	✓	
Experience of Performance Management of colleagues		✓
Ability to interrogate departmental data to track pupil progress		✓
General/ Personal Qualities and Characterists	Essential	Desirable
An effective team member, but can think and work independently	✓	
Excellent relationships and able to motivate students and staff positively	✓	
Commitment to undertake personal and professional development	✓	
Commitment to support the ethos of the School	✓	
Strong interpersonal skills, with good sense of humour		✓

Personal Specification

Enthusiastic and ambitious		✓
Caring and committed professional	✓	
Willingness to be involved in the wider life of the school/extra curricular activities	✓	
Ability to work effectively under pressure and meet tight deadlines	✓	
Creativity, energy and enthusiasm	✓	
Excellent records of punctuality, attendance, health		✓
Adherences to professional code of conduct and dress		✓
Flexibility and adaptability to change	✓	
Willingness to research, draw upon and implement good practice from elsewhere		✓
Committed to:	Essential	Desirable
Notion of continuous improvements in all aspects of school life		✓
Inclusion and a positive, "can do" approach to learning	✓	
Supporting other staff in terms of expectations and behaviour management	✓	
Vision and personal drive for the future of inclusion	✓	
High level of student achievement/progress in own teaching	✓	
Flexible working practices/willingness to go that "extra mile"	✓	
Raising the profile of Vocational Learning within the school and the community	✓	
Suitability to Work with Children		
Responsible for promoting and safeguarding the welfare of children and young persons for whom you are responsible or come into contact with	✓	
Not barred from working with children	✓	

Department & Curriculum Information



Staff in the department work closely as a team to both prepare resources and deliver topics. The department is well-resourced and we have specialist teaching rooms and access to ICT for students. Each classroom has an interactive whiteboard and a wide range of ICT applications and websites are utilised throughout the curriculum.

Curriculum Information

Students in Year 10 chose to study Economics (AQA) and Business Studies (OCR). These are popular subjects and results at KS4 tend to be in line with or better than similar centres.

Many students then pursue these subjects in the 6th form.

The subjects are also popular options at Key Stage 5 both with students who have taken the subjects at GCSE level as well as those new to the subject. We currently offer A level Economics (AQA), A level Business Studies (AQA) and BTEC Business Level 3 Extended Certificate (Edexcel). We are proud of our results which again tend to be better than similar centres. Many of our students going on to take related courses at University or use their skills in business related apprenticeships such as accountancy, marketing and business administration.

Department staff are heavily involved in promoting Enterprise and entrepreneurial skills across the school through discrete activities and competitions as well as having an input into the tutorial programme.

Making Your Application

There are **FOUR** steps to making your application:

On the basis of the best information you have, **including a visit to our website on www.waingels.wokingham.sch.uk** decide whether you are the right person for the job and the job is right for you.

Download a copy of our application form and complete it (only completed official application forms will be considered).

Provide a supporting statement (no more than two pages of A4) that addresses the following:

- The reasons why you have applied for this post
- How your experience, professional and personal values make you the right person for the job

Any further information you would like to add to your application

Submit your application form and attachments via:

Email: JenJJN@waingels.wokingham.sch.uk or

Post: Jane Jennings, Waingels, Waingels Road, Woodley, Berkshire, RG5 4RF

Applications should be submitted as soon as possible. Applications will be reviewed as they are received and interviews arranged accordingly.

The school is committed to safeguarding, equal opportunities and to promoting the welfare of all staff and students