



## **The Hundred of Hoo Academy**

### **Job Description**

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**Role: Co-ordinator of Learning for Business Studies**

**Reports to: SLT**

These responsibilities will be in addition to the General Teacher Pre or Post Threshold Job Description as appropriate to the post holder.

#### **MAIN DUTIES**

1. Develop and implement across all key stages within the department:
  - appropriate courses and schemes of work
  - assessments and data analysis of student progress
  - teaching and learning strategies and other staff professional development needs
2. Keep up-to-date with curriculum and pedagogical development within the subject area and support staff as appropriate to raise awareness and expertise.
3. Help raise the quality of teaching and learning in the department.
4. Monitor teaching and learning through lesson observations, work scrutiny and moderation.
5. Supervise and support trainee teachers and NQTs.
6. Assist in the raising of student attainment and achievement within the department.
7. Be accountable for the results within the department.
8. Promote the HoH specialisms through the curriculum implemented in the department.
9. Develop strong employer partnerships and ensure employer engagement extends learning appropriately.
10. Maintain regular and productive communication with students, parents, colleagues and partners.
11. Be responsible for examination entries within the department.
12. Support with departmental discipline issues.
13. Participate within the selection process for teaching staff posts when required and to ensure effective induction of staff in line with academy procedures.
14. Manage the department budget to ensure value for money and impact on teaching, learning and attainment.

#### **Other**

- Undertake, and when required, deliver or be part of the performance management system and relevant training and professional development.
- Undertake other various responsibilities as directed by the Line Manager.

#### **Notes:**

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.