



# The Charter School East Dulwich

## **JOB DESCRIPTION: BUSINESS, ENTERPRISE AND TECHNOLOGY FACULTY LEADER**

**Post title:** Faculty Leader for BET (Business, Enterprise and Technology)

**Salary/Grade:** Teachers Scale plus TLR 1C

**Reporting to:** Assistant Headteacher

### **Job Purpose**

The postholder is responsible for the strategic and operational leadership of the Business, Enterprise and Technology (BET) curriculum area, ensuring that all students make strong academic and personal progress through delivery of an excellent educational provision. The BET area covers Computing, Business, Economics, and Design Technology, with potential to develop further in future.

The postholder leads delivery of the school improvement levers of Curriculum Design and Delivery, Data Driven Gap Closing and Student Culture across the faculty area as directed by the senior leadership team. As a member of the Academic middle leadership team the role operates as the key communication link between senior leadership and faculty staff.

### **Key Responsibilities**

- Student academic outcomes in BET across Years 7 to 13
- Strategic leadership of the BET Provision
- Operational Management of the BET Team
- Subject Leadership of one BET subject
- Line management and development of subject leaders within the BET
- Curriculum Design and Delivery in BET
- Data Driven Instruction in BET
- Student culture and behaviour in BET

### **Liaising with**

Headteacher and Senior Leadership Team, Subject and Faculty Leaders, Heads of Year, the Inclusion Team and relevant staff with cross-school responsibilities, Support Staff, Governors and Families.

## **Specific responsibilities**

### ***Leadership:***

- be a proactive member of the Academic Leadership Team, contributing to strategic planning and decision making, leading staff groups and attending all relevant meetings
- work effectively as the main BET area lead on the direction and support of the Senior Leadership team
- proactively deliver the School Development Plan within BET using the agreed school improvement levers and approaches.
- write and implement the BET Team Development Plan
- model excellent professional behaviours at all times
- liaise effectively with the Senior Leadership Team, Faculty Leaders, Year Leaders, Student Support Services, external links and families
- model active, visible leadership around the school including professional duties of leadership staff such as additional patrols, duties and event attendance
- drive effective positive school change through line management of staff and teams, developing staff and holding individuals and teams to account to ensure impactful outcomes for students.
- oversee technicians and support staff within the BET team
- support the wider staff body in reducing workload, forward planning and efficient use of resources including school budgets.
- take an active role in the school coaching programmes and mentoring of staff
- ensure all BET staff adhere to and understand school and trust policies alongside allocated training
- plan, lead and monitor the impact of subject co-planning and faculty meetings
- oversee subject leaders in design, deliver and monitoring of Data-Driven Instruction approaches to student attainment in BET.
- provide timetable information to the Deputy Headteacher to enable them to produce an annual timetable, to ensure the best use of resources
- take part in the school performance management policy, appraising staff as required and using the process to develop the personal and professional effectiveness of the appraisee
- take an active lead on staff recruitment as assigned by the Headteacher
- set an example with research, reading widely and disseminating this to the team, to promote and embed an evidence-based approach.
- Ensure highly efficient and effective budget management across all BET subjects

### ***Curriculum Design and Delivery:***

- oversee the development of long and medium term schemes of work across BET
- ensure pupils' attainment in GCSE and A Level and any other qualification offered is in line with the expectations of the school, and meets all the targets set by Governors and Senior Leadership
- ensure that curriculum design and delivery meets the needs of all learners including SEND, Pupil Premium and HPA learners
- lead the use of Data Driven Instruction and Instructional coaching within the team to address gaps in student learning and ensure strong progress for all students across all year groups.
- support the Academic Senior Leadership team in monitoring the effectiveness of the BET provision through the quality assurance cycle and improving aspects as required.
- ensure that subject leaders and teachers are clear about the teaching approach, understand the sequence of teaching and learning in the subject, and communicate effectively to pupils, including homework and independent revision.
- deliver and model excellent classroom teaching to own classes

- ensure effective teaching in BET, so that lessons are challenging and exciting, evaluating the quality of teaching and standards of pupils' achievement, and setting targets for improvement
- ensure effective development of pupils' literacy, numeracy and information technology skills through BET
- provide all staff in the teaching or support of the postholders own subject area the help, challenge, information and development necessary to sustain motivation and secure improvement in teaching ✦  
oversee and manage the BET capitation budget and resources
- develop a positive, impactful learning environment including identification of and effective, safe sue of appropriate resources.
- ensure that BET meets the requirements of the examination boards with respect to invigilation, moderation and marking
- ensure curriculum coverage, continuity and progression in the subject for all pupils, including those of high ability and those with special educational or linguistic needs

#### **Student Culture:**

- ensure effective safeguarding of students across the BET team in line with KCSIE
- implement policies and practices to promote positive pupil behaviour and achievement in BET within the framework of the school policy for Positive Discipline
- build a positive culture of praise and reward for students across BET
- build a focussed and supportive culture of student study around revision and preparation for national qualifications
- support the Pastoral Senior Leadership team in monitoring the effectiveness of the student culture through the quality assurance cycle and improving aspects as required
- develop an active and engaging extra-curricular offer across BET.
- monitor the use of the Positive Discipline policy in BET to ensure that staff are consistent and effective in their use of the policy
- support colleagues in the BET area in dealing with disciplinary issues, taking responsibility for managing behaviour in BET and in the related corridor areas
- take part in Faculty Leader patrols, detentions, duties and behavioural support across the school – modelling good practice and coaching others in doing so
- ensure that pupil attendance and punctuality in BET lessons is monitored and recorded in line with school policy
- monitor the work areas used by BET, creating a safe, tidy, effective and stimulating environment
- work with the SENCo and other staff with special educational needs expertise, to ensure that pupil passports individual education plans are used by teaching staff to set subject-specific targets and match work well to pupils' needs
- ensure that support staff across the BET team are used effectively to support students, are an active part of the team and developed in a professional and valued manner.

#### **General**

- actively promote the safety and welfare of our children and young people
- participate in and support the Performance Management Policy
- assist in the development of the School Development Plan and its review mechanism
- accept shared responsibility for the creation of a safe environment for pupils within and outside the classroom and comply with the appropriate policies and procedures, report all concerns to an appropriate person.
- attend and participate in regular meetings and participate in training and other learning activities, as required

- participate in school emergencies as required, including locating students and relevant staff, providing contact details and completing necessary documentation
- support the work of the wider support team as requested by Line Manager
- assist in such duties and activities relating to any of the above areas appropriate to grade as the Headteacher shall from time to time reasonably require

<b>Person Specification</b>
<b>Qualifications</b>
<ul style="list-style-type: none"> <li>▪ Educated to degree level (Essential)</li> <li>▪ Qualified teacher with extensive experience in secondary school education (Essential)</li> <li>▪ Bachelor’s degree in a BET related subject</li> <li>▪ Relevant recent professional development</li> </ul>
<b>Knowledge, Skills and Experience</b>
<ul style="list-style-type: none"> <li>✦ Teaching of GCSE, BTEC and A level Courses in relevant subject (Essential)</li> <li>✦ Excellent lesson planning and design (Essential)</li> <li>✦ Effective design of curriculum schemes of work and long-term plans (Essential)</li> <li>✦ Impactful subject leadership in a BET subject (Essential)</li> <li>✦ A successful track record in raising student attainment in a BET subject (Essential)</li> <li>✦ Line management or mentoring of other staff (Essential)</li> <li>✦ Experience of contribution to whole school improvement strategies</li> <li>✦ Experience of innovative approaches to the development of teaching and learning</li> <li>✦ Running of extra-curricular programs related to BET</li> <li>✦ Understanding of BET GCSE, BTEC and A level course specifications and examination expectations</li> <li>✦ Experience of Instructional Coaching</li> <li>✦ Experience of budget management</li> <li>✦ Strong leadership of behaviour management in and beyond the classroom</li> <li>✦ Experience of Data Driven Instruction or Academic Gap Closing approaches</li> <li>✦ Experience of school-wide leadership on projects or learning activities.</li> </ul>
<b>Professional Leadership Behaviours</b>
<p>Genuine passion and a belief in the potential of every child, whatever their background or personal characteristics,</p> <ul style="list-style-type: none"> <li>✦ A clear understanding that all roles in the school, are focused on student achievement.</li> <li>✦ A strong awareness of keeping children safe, understanding how and when to take appropriate action.</li> <li>✦ Effective leadership and management style that encourages participation, innovation and develops colleagues’ confidence and trust</li> <li>✦ The ability to work in close harmony with other staff</li> <li>✦ The ability to inspire and develop the leadership skills of others as well as to learn from others</li> <li>✦ Excellent listening skills</li> <li>✦ Passion, energy, resilience, and optimism to lead the team through day-to-day challenges while maintaining a clear strategic vision and direction</li> <li>✦ A firm and constant belief in the unlimited potential of every student (particularly DA students, those from diverse backgrounds and those with SEND) and a genuine commitment to inclusive educational provision</li> <li>✦ The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to be flexible, to change, improve and develop</li> <li>✦ The ability to delegate appropriately and manage personal workload</li> <li>✦ Confidence, self-motivation and the ability to be decisive</li> </ul>

- ✦ High levels of honesty and integrity, with a commitment to Equality, Diversity and Inclusion
- ✦ A professional outlook, detail oriented and able to multitask and meet deadlines
- ✦ Calm and professional under pressure
- ✦ Understanding of the importance of confidentiality and discretion
- ✦ Flexible attitude towards work and demonstrates sound judgement
- ✦ Willingness to participate in Continuous Professional Development

**Other**

- ✦ The right to work in the UK

**Conditions of Employment**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

To uphold the school's policy in respect of child protection matters.

S/he shall be subject to all relevant statutory and institutional requirements.

The post holder may be required to perform any other reasonable tasks after consultation.

This 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 constructed.

All staff participate in the school's performance management scheme.

*The Charter Schools Educational Trust is committed to safeguarding the welfare of all children and young people and expects all its staff to share this commitment.*

*The Charter Schools Educational Trust is committed to equality and diversity, and to being a family where everyone can be themselves. We are committed to continuous improvement in how representative we are of our local communities, including gender, ethnicity, religion, age, and all other aspects of diversity.*

*We offer family friendly, flexible working arrangements, and staff networks to provide a supportive environment in the workplace where members can receive peer to peer support.*