

**Job Description**

Head of Department – Business and Economics

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| **Title of post:** | Head of Department – Business and Economics |
| **Purpose:** | To establish high standards of teaching, learning, behaviour, attainment and achievement. |
| **Reporting to:** | Assistant Headteacher / Deputy Headteacher |
| **Liaising with:** | Senior Leadership Team, Teaching & Support staff, students, parents, and external partners |
| **Salary/Grade:** | MPS/UPR + TLR 2c with outer London Allowance |
| **KEY AREAS OF RESPONSIBLITY/SCOPE** | |
| **Strategic** | * To lead the development of the Department in line with the strategic development of the school. * To support and promote school improvement, as expressed in the school aims, policies and improvement plans. * To be involved in the target setting process for the Department and the contribution it makes to the achievement of whole school targets. * To represent the Department at Curriculum Committee and other meetings, as appropriate. |
| **Operational** | * To lead the day-to-day management of the subject, ensuring the effective deployment of staff and resources. * To lead subject meetings, ensuring that the agenda is dominated by teaching and learning issues. * To maintain an up-to-date Department Handbook and schemes of work that reflect all appropriate DfE, LA, school and examining body requirements and policies. * To ensure that the administration and management of the subject is efficient and effective, with all subject staff being fully aware of all appropriate procedures and other administrative matters. * To develop and promote extra-curricular opportunities for students. |
| **Teaching, learning and student progress** | * To ensure the delivery of an appropriate, comprehensive and high-quality curriculum, in line with all statutory requirements and in support of the school improvement agenda. * To ensure that teaching within the department meets the needs of all learners and specifically SEND pupils and students. * To lead curriculum development within the Department. * To be aware of current developments within the subject and teaching and learning generally, ensuring that the subject is at the leading edge of performance and practice. * To implement strategies for raising and maximising achievement and progress within the Department. * To ensure that the subject is delivered in an effective manner, using new and emerging technologies as appropriate. * To be responsible for student performance and behaviour within the Department, supporting other staff in the pursuit of excellence and the promotion of school curriculum and behaviour policies. * To use performance and assessment data to raise student attainment and achievement. * To ensure that cross-curricular areas are effectively delivered, including literacy, numeracy and citizenship. * To ensure that, where appropriate, teaching within the Department contributes to the personal, social and health education of students. * To liaise with other staff regarding the progress of individual students and groups. * To liaise with parents, as necessary and in accordance with school policies, regarding the progress and performance of their children. |
| **Staffing** | * To be responsible for the efficient and effective deployment of all staff working within the subject. * To undertake performance management reviews for identified members of the teaching and support staff working within the subject. * To contribute to the recruitment of new members of staff to the subject. * To be responsible for the induction of new members of staff including beginning teachers in the subject, liaising with the Professional Tutor on the Leadership Team. * To promote teamwork and effective working practices within the subject. * To be responsible for the day to day management of staff within the subject. * To make arrangements for classes when staff are absent, ensuring appropriate work is provided and supporting staff covering classes. * To ensure that the subject is appropriately resourced and that capitation and other sources of funding are used to promote both the efficient day to day running of the Department and the raising of student attainment. |
| **Monitoring & evaluation** | * To monitor the work of members of staff working within the subject. * To observe staff teaching within the subject, reporting on the observations to the member of staff observed and the line manager. * To monitor the work of students through, for instance, scrutiny of class and homework, assessment data and dialogue. * To ensure that all appropriate school policies are followed. * To contribute to the school’s self-evaluation procedures, including subject reviews. * To complete an annual team review and subject development plan, in line with both the school improvement plan and specific Department priorities. * To provide information, data and reports on the performance of the Department to the Headteacher, Leadership Team and Governing Body, as required. |
| **Accountability** | * To be accountable to the Headteacher, Governing Body and members of SLT for the work of the Department. |
| **Specific Responsibilities** | * To be responsible for the planning, delivery and monitoring of the department. * Provide leadership for a team of teachers and all the pupils and students taught by the department. * Lead assemblies and other appropriate activities to develop pupils both morally and spiritually. * Ensure that the school’s rewards and sanctions systems operate effectively. * Report to the Assistant Headteacher / Deputy Headteacher on a regular basis. |
| **Other Duties** | |
| * To play a full part in the life of the school community, to support its mission and ethos * To be courteous to colleagues and be welcoming to visitors * To comply with the school’s Health and Safety Policy and undertake risk assessments as appropriate * To undertake any professional duties, reasonably delegated by the Headteacher * To undertake any other specific duties as specified in the School Teachers Pay and Conditions Document not mentioned in the above     Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified.    Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description.    The Governors will endeavour to make any reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants, or continued employment for any employee who develops a disabling condition.    This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary. | |