**Job Description: Head of Business and Economics**

**(HoS 14-18 - Secondary)**

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| **Post Details** |  |
| **School:** | Twynham School and The Grange School |
| **Grade:** | Teachers Main/Upper Pay Scale plus TLR 2.3 |
| **Weeks per year:** | Full time |
| **Duration:** | Permanent |
| **Responsible to:** | DHT or AHT as appropriately identified |

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| **Main Purpose** |
| To lead and inspire excellence throughout the schools.  The Head of Business Studies and Economics is required to develop the Twynham Learning Secondary Business Studies Curriculum that is exciting, ambitious and challenging and that meets the needs of all students.  To be responsible for improving student outcomes across the schools. Fostering a team commitment towards, and consistent adoption of, a “deep green” approach and ethos that inspires aspiration towards excellent standards of progress for all our students.  The Head of Business Studies and Economics will provide inspirational leadership to teachers of the subject and support the effective recruitment, retention and deployment of staff within the subject.  The Head of Business Studies and Economics is expected to champion the subject in both schools, ensuring Business Studies and Economics are seen as a vibrant and enjoyable subject area. |

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| **Main Duties and Responsibilities** |
| * Create a culture of continuous improvement and embed an ethos of collaboration between TS and TGS, maximising all opportunities for the schools to share the benefits of sharing ways of working, expertise and efficiencies with a shared vision for excellence in Business Studies. * To be responsible for the design and effective implementation of a world class Twynham Learning Secondary Business Studies and Economics curriculum at both TS and TGS. * To work closely with the Head of Vocational Curriculum to oversee the design, development and impact of any vocational courses related to Business Studies that may be deemed appropriate for students e.g., Travel and Tourism BTEC. * To be the lead colleague for the secondary schools for any inspection, review or visit related to Business Studies and Economics * To maintain an up-to-date Curriculum Handbook documenting that details the curriculum as well as subject specific pedagogy. * To set aspirational standards of students in Business Studies and Economics and ensure that teachers maintain high expectations in both schools. * To be the lead person accountable for a shared understanding of the curriculum design in Business Studies and Economics at both schools. * To take responsibility for the marketing and recruitment of students on to Business Studies and Economics courses, attending open evenings and producing literature and marketing material as required. * To foster strong links with Higher Education and employers to ensure excellent progression and work-related opportunities for students. * To ensure an equity in provision across both schools and the aligned implementation of the curriculum. * To ensure all teachers in the subject set relevant homework and adhere to all departmental policies. * To effectively evaluate and quality assure curriculum implementation across both schools and to shape subsequent reviews and intervention as required. * To closely track and monitor students in all key stages and use relevant data to identify students for whom supportive intervention is needed to ensure gaps in cohort progress are closed. * To be responsible for the development and implementation of the Subject Development Plan ensuring that improvement priorities are accurately identified and that the action plan is regularly reviewed and updated. * To ensure the subject area of the student gateway is kept up to date, relevant and is easily accessible to students providing excellent opportunities for independent learning. * To ensure the effective day to day running of the department including maintaining resourcing and equipment. * To be responsible for the Business Studies and Economics capitation budget ensuring that resources are managed effectively and efficiently. * To provide accurate and timely evaluation of the Business Studies and Economics curriculum and staffing as required by senior leaders across the trust. * To ensure robust analysis of curriculum impact, using internal and external data alongside qualitative measures to ensure excellent outcomes for all our students. * To work closely with senior leaders to drive school-specific improvement strategies. * To be responsible for the performance management of departmental staff as directed by the DHT (Academic). * To line-manage departmental staff as directed by the EHT. * Actively monitor and respond to developments and initiatives in Business Studies and Economics at national, regional and local levels. * Ensure every teacher of Business Studies and Economics has a thorough appreciation of the relationship that exists between curriculum, teaching and learning and assessment and including the role each plays in improving our student outcomes. * As required to support the work of the SISS (Self-improving school system) Board as directed by senior Trust leaders. * To teach key student groups, which, at times and as required, may require teaching at both schools. * To promote an effective subject-specific CPD programme for all teachers of Business Studies and Economics so that they have access to high quality training and development based on evidence informed and research-led thinking. * To actively support and encourage a collaborative, wide-ranging and ambitious approach to extra-curricular Business Studies and Economics activities which encourage students from across both schools to actively participate in Business Studies and Economics. This would include but not be limited to the annual Young Enterprise competition. |

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| **Safeguarding Duties and Responsibilities** |
| * Promoting and safeguarding the welfare of children and young people in accordance with the school’s Safeguarding and Child Protection policies |

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| **Twynham Learning Attributes for all Staff** | |
| * Ambition for excellence * Professionalism * Humility * Championing change | * Inclusiveness * Positivity * Community-mindedness * Being collaborative |

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| **Knowledge, Skills and Attributes** |
| Essential:   |  | | --- | | * An honours degree (or equivalent) in Business, Economics or a related discipline * Qualified Teacher Status (QTS) * Proven experience of improving outcomes for students in Business Studies and/or Economics as a classroom teacher * Successful experience of teaching Business Studies across Key Stage 4 and 5 in a state 11-16 or 11-18 school * Experience of leading staff and responsibility for outcomes of a cohort of students beyond your own classroom * Understanding of the current Ofsted framework and the application of the Quality of Education judgement within the Business Studies curriculum. * An understanding of effective pedagogy * Successful experience of curriculum design * Excellent classroom management skills | | * Desirable: * Knowledge and understanding of vocational qualifications associated with the subject area, including Travel and Tourism * First class or Upper-second-class degree in a Business Economics or related discipline * A background of working in a department with” above average” progress data * Successful teaching experience of A-level Business Studies and/or Economics * Evidence of further leadership development * Experience of working across a range of school environments * Experience of involvement in successful (good or outstanding) Ofsted inspection * Experience of leading school trips and a commitment to the encouraging extra-curricular activities * A knowledge of the changing national education agenda * Ability to commute frequently between campuses as and when required   Personal Attributes   * High-energy and passionate individual with a clear moral purpose which is driven by a desire to improve the life chances of young people. * Highly emotionally resilient * A reflective practitioner with a history of expertise in classroom pedagogy and the ability to improve outcomes for students * An ability to inspire and relate well to the whole community. * An emotionally intelligent colleague who can adapt to a range of situations and communicate with various stakeholders including students, parents and other colleagues and professionals. * An aspirational colleague who is ambitious for future whole-school leadership | |

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| **Other Duties** |
| * To support other senior leaders in the recruitment process, organising interview lesson observations and providing accurate feedback to selection panels where appropriate. * Working closely with the EHT and DHT (Academic) to provide accurate evaluation of the quality of teaching and development and recruitment needs within Business Studies and Economics * Provide accurate and timely reporting on the quality of teaching in Business Studies and Economics across the schools using effective tracking and monitoring systems. * To support the TL Performance Management and appraisal processes, being an appraiser for identified staff and ensuring that high standards of performance are both set and met in line with Trust policy. * To play a full part in the life of the Trust community, to support its vision, mission and values. * To support the work of Twynham Learning MAT which at times may require supporting other schools within the MAT as agreed in consultation with the postholder. * To support the work of Two Rivers Institute which, at times, may require supporting schools locally or delivering CPD through TRI as agreed in consultation with the postholder.   All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the Trust. The particular duties and responsibilities may vary from time to time. |

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| **Notes** |
| * This job description may be amended at any time in consultation with the postholder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. |

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| **Key to Acronyms Used/Glossary of Terms Used in this Job Description** | |
| * TL=Twynham Learning * TGS=The Grange School * TS=Twynham School * DHT=Deputy Headteacher | * MAT=Multi-Academy-Trust * CPD=Continuing Professional Development * EHT=Executive Headteacher * TRI=Two Rivers Institute |