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**ATTLEBOROUGH ACADEMY JOB DESCRIPTION**

**HEAD OF BUSINESS**

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| **Line Managers job title:** | Head of Technology Faculty |
| **Salary:** | MPS/UPS + TLR £3,017 |
| **Tenure:** | Permanent |
| **Contract type:** | 52 weeks |
| **% of FTE** | 100% |

**THE POST**

Attleborough Academy is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 10 primary and 7 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the

ability to communicate and interact effectively with others as part of our school as a

Head of Business.

In addition to the responsibilities of Subject Teacher, the Head of Faculty should have a knowledge and understanding of the vision and ethos of the Academy and be instrumental in helping it to be realised. They should also facilitate the relationship of the subject to the curriculum as a whole.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week’s prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

**PERSON SPECIFICATION**

The professional competencies expected of the Teacher of Mathematics are:

* Be an Outstanding Teacher (or have the potential to be) with evidence of impact on pupil outcomes with a proven track record of total commitment to helping every pupil achieve their very best and make progress;
* Have excellent understanding of what constitutes excellence in teaching and learning;
* Have a keen understanding of data and be able to analyse patterns in performance over time;
* Be a positive role model for pupils and staff on a day-to-day basis;
* Collaborate effectively with staff, parents/carers and students;
* The ability to communicate clearly and tactfully using appropriate methods and

an awareness of the impact of your own communication on others;

* Able to maintain positive relationships with all and able to work as an effective and

flexible part of a team; willing to change methods of work and routines to benefit

the team;

* Be able to multi-task and work under pressure;
* Be flexible and resilient in managing and executing their daily responsibilities;
* Able to demonstrate strong planning and organisational skills;
* Willingness to accept responsibility for your own actions;
* The ability to prioritise effectively, meet deadlines and accept challenges.

The qualifications and experience required of the Teacher of Mathematics are:

* Have a qualified teacher status
* First/Second class degree.
* Willingness to continue to develop own expertise (evidenced through Continuing Professional Development).
* Appropriate qualifications, experience and any other requirements needed to perform the role in relation to safeguarding and promoting the welfare and safety of children and young people

**JOB SPECIFICATION**

**General Responsibilities**

* To raise engagement with the subject and the standards of student attainment and progress within the whole curriculum area of Business.
* To be accountable for student progress and development within the subject area of Business.
* To support, develop and enhance the teaching practices of others in the department.
* To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum and extracurricular opportunities for students, in accordance with the aims of the Academy and the curricular policies determined by Sapientia Education Trust and its Trustees, and the Executive Principal of the Academy.
* To be accountable for leading, managing and developing the subject/curriculum area of Business.
* To effectively manage and deploy teaching/support colleagues, financial and physical resources within the subject/curriculum area of Business.

**Specific Responsibilities**

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

**Impact on educational progress beyond the teacher’s assigned students**

* To work with the Head of Faculty in co-ordinating and monitoring student achievement, progress and effectiveness of learning across the subject area.
* To support consistent and effective approaches to learning and teaching across the subject.

**Leading, developing and enhancing the teaching practice of others**

* To lead on developing and maintaining a positive staff morale amongst colleagues in the department.
* To promote teamwork and to motivate colleagues to ensure positive, effective working relations.
* To be responsible for the day-to-day management of colleagues within the designated department and act as a positive role model.
* To support planning, preparation and assessment of all teachers of the subject(s) in the department.
* To support teachers in their development and in their leadership of students in their teaching group with regard to engagement, progress, standards and attitudes.
* To encourage and enable the evaluation and sharing of good practice within the subject.
* To ensure the Behaviour Management system is implemented in the department so that effective learning can take place
* To be responsible for the efficient and effective deployment of the department’s technicians/support colleagues, where relevant.
* To make appropriate arrangements for classes when colleagues are absent, ensuring appropriate cover within the department liaising with the Cover Manager/Cover Supervisors to secure appropriate cover within the department.
* To work with the Head of Faculty and teaching staff in developing approaches to teaching and learning which promote an understanding and awareness of the global community.

**Leading, managing and developing a curriculum or subject area**

**Self-review and Improvement Planning:**

* To lead on reviewing the performance of the department and to use this evaluation productively to formulate a plan to continuously improve.
* To produce an annual Department SEF and Subject Achievement Improvement Plan (SAIP).

**Curriculum Provision:**

* To liaise with the Head of Faculty and LT Line Manager to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the Academy Improvement Plan and Academy/Department Self Evaluation Form (SEF).
* To monitor and evaluate the curriculum area/department in line with agreed Academy procedures including evaluation against quality standards and performance criteria.
* To develop and coordinate schemes of work and appropriate learning resources in the subject.
* To be accountable for the development and delivery of the Business curriculum.
* To ensure that homework is set by staff across the department in line with the Academy policy.
* To ensure that Academy approaches to cross-curricular issues such as ICT, Literacy and Numeracy are addressed within the schemes of work.
* To ensure the maintenance of accurate and up-to-date curriculum information concerning the department on the Academy website.
* To ensure all schemes of work and lesson plans are provided and updated on the Virtual Learning Environment (SharePoint) or website for access by relevant stakeholders.

**Curriculum Development**

* To lead curriculum development for the whole department.
* To review and develop appropriate schemes of work that cover the requirements of the National Curriculum and cater for students of all abilities.
* To keep up to date with national developments in the subject area and teaching practice and methodology.
* To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
* To liaise with the Examinations Officer to maintain accreditation with the relevant examination and validating bodies.Leading curriculum development for the curriculum area.

**Accountability for student development across the subject**

* To analyse and evaluate the performance data provided. To identify and take appropriate action on issues arising from performance data, systems and reports, setting deadlines where necessary and reviewing progress on the action taken.
* To work with Progress Leaders in developing targeted work on key marginal students at all key stages.
* To be aware of students with special educational needs and disabilities and supply information under the requirements of the SEND Code of Practice
* To promote the profile of Business in the Academy by liaising with the Leadership Team, Sapientia Learning Networks, and Heads of Faculty.

**Additional Responsibilities**

* To ensure that all members of the department are familiar with its aims and objectives.
* To manage the available resources of space, colleagues, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the departmental budget, acting as a budget holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
* To ensure effective communication/consultation, as appropriate, with parents and carers of the students.
* To play a full part in the life of the Academy community, to support its distinctive vision and ethos and to encourage and ensure colleagues and students follow this example.
* To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
* To attend Management Team meetings and represent the department’s views and interests.
* You may reasonably be expected to perform duties of a similar nature to those outlined in the job description.
* To undertake any tasks deemed appropriate by the Principal.

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust’s programme of Performance Management and Continuing Professional Development.

**HOURS OF WORK**

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| Paid Weeks per year | 52 weeks |
| Hours per week | 32.5 hours per week |
| Normal working Pattern | Days & times to be discussed at interview / to fit the needs of the department |
| Holidays | Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time. |

The post-holder will be auto enrolled to join the Teachers’ pension scheme.

**DRESS CODE**

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

**PRE-EMPLOYMENT CHECKS**

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.