



Job Description – Head of Business, Economics and Accounting TLR 2.3

Line Manager

SLT member with responsibility for Business, Economics and Accounting

The job description which follows recognises that the core purpose of the role of the Head of Department is to provide professional leadership and strategic direction for the teaching and learning of Business, Economics and Accounting throughout the school to secure:

- ♦ high quality teaching and learning for all;
- ♦ high standards of achievement for all students;
- ♦ the efficient and effective deployment of staff and resources.

In addition to the responsibilities set out in the National Teaching Standards the specific responsibilities for the role of Head of Department are as follows:

Responsibilities and tasks

Strategic Leadership

- To actively seek out of developments in the teaching, learning and assessment of Business, Economics and Accounting and to share and disseminate these with members of the department and all staff.
- To analyse and evaluate national, local and school performance in to inform Departmental policy and practice.
- To develop, communicate and implement a strategic vision for the department.
- To ensure all statutory elements and agreed school approaches to learning and assessment are embedded into programmes of study. Co-ordinate and contribute to the updating of schemes of work within the department as necessary and oversee their implementation.
- To formulate, implement and evaluate departmental policies in line with school policies and to update these as necessary.
- To assess the effectiveness of departmental teaching and learning strategies in achieving pupil progress via the use of agreed Quality Assurance systems and practices.
- To attend or convene meetings to support learning, teaching and achievement. These will include Department meetings, exam reviews, Learning & Teaching meetings, Critical Friend meetings and Governor meetings.

Operational Leadership

- To ensure that Departmental schemes of work at all key stages are relevant, effective, engaging and promote collaborative working.
- To model good practice in teaching, learning and assessment; to coordinate the sharing of good practice.
- To ensure that strategies for the effective use of data and target-setting within the Department are consistently applied and reviewed as necessary.
- To ensure the tracking and monitoring of all students including key groups to secure strong progress for the subject element of statutory performance indicators.
- To work alongside other departments and post holders to ensure that cohesive strategies are used to share good practice, identify underperformance and implement effective intervention strategies.
- To ensure that reporting and feedback within the Department are supporting students to progress.

- To maintain an overview of all internal and external examinations, to make examination entries and to ensure that the Department are able to effectively support students in preparing for these.
- To monitor and intervene where necessary with student behaviour within the Department.
- To plan opportunities for students to develop their understanding by exploiting opportunities for learning outside the classroom.
- To develop strong and positive relationships between parents and the school so as to promote students' learning in a spirit of partnership, providing information to parents about targets, achievements and progress.
- To ensure that there is a safe working environment in which risks are properly assessed.
- To ensure cover work is set when members of the Department are absent due to illness.

Personnel Leadership

- To lead, manage and support the team of teachers who deliver the curriculum at Key Stage 4 and Key Stage 5.
- To help colleagues to achieve constructive working relationships with students and with their parents.
- To play an active role in departmental staff professional development, including appraisal.
- To ensure that all staff teaching in the Department are actively involved in curriculum development and raising achievement.