

JOB DESCRIPTION

**ST BERNARD’S HIGH SCHOOL** A Catholic Academy for Arts & Science

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| **Title of Post:** | **Head of Business, Economics and Computing** |
| Purpose: | To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying Business, Economics and Computing in accordance with the aims of the school and the curricular policies determined by the governing body and the Head teacher.To act as a curriculum lead and be responsible for leading, managing and developing Business, Economics and Computing. To monitor and support the overall progress and developments of students in Business, Economics and Computing. To develop and enhance the teaching practice of others in Business and Computing. |
| Responsible to: | Head Teacher and Assistant Head Teacher of Teaching & Learning |
| Responsible for: | The provision of a full learning experience and support for students. |
| Liaison with: | Senior Leadership Team, any relevant non teaching support staff, LA representatives, external agencies and parents. |
| Working Time: | 195 days per year – full time |
| Teaching and Learning Responsibility Point: | TLR2B |
| Disclosure level: | Enhanced |
| **Main Duties** |  |
| To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying Business, Economics and Computing in accordance with the aims of the school and the curricular policies determined by the governing body and the Head teacher. | * To ensure the delivery of an appropriate, comprehensive, high quality and cost effective curriculum programme that enables students to progress in advancing their study of or employment within business, economics and computing and their related fields.
* To keep up to date with national developments in the subjects, teaching practice and methodology.
* To lead the effective promotion of the subject.
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| To act as a curriculum lead and be responsible for leading, managing and developing Business, Economics and Computing. | * To identify relevant school improvement issues in Business, Economics and Computing and agree appropriate improvement targets and interventions.
* To provide the Leadership team with relevant achievement or student performance data in Business, Economics and Computing.
* To produce reports on examination performance for the department, including the use of value added data.
* To manage, develop and teach A level Economics which was introduced in September 2023.
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| To monitor and support the overall progress and development of students in the department. | * To identify appropriate attainment and/or achievement targets and ensure targets are met.
* To monitor student standards and achievement against annual targets.
* To monitor standards of students’ behaviour, attendance and application.
* To lead evaluation strategies to contribute to overall school self evaluation.
* To plan and implement strategies where improvement needs are identified.
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| To develop and enhance the teaching practice of others. | * To maintain personal expertise and share this with other teachers.
* To act as a role model of good classroom practice for other classroom teachers, modelling effective strategies with them.
* To monitor and evaluate standards of teaching, identifying areas for improvement.
* To plan and implement strategies to improve teaching where needed.
* To induct, monitor and support all new staff in the department in procedures and policies.
* To coordinate CPD needs and opportunities.
* To ensure the effective, efficient deployment of classroom support.
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| To implement appropriate course curriculum | * To ensure the KS4 Curriculum meets the course requirements for Business and Computing and prepares them for A level Business and Computer Science. Ensure A level Economics meets course requirements.
* To ensure the GCSE students have opportunity to explore their own business and computing ideas.
* To revise and update the KS4 and KS5 schemes of work so that they meet the Business and Computing programme of study.
* To ensure that schemes of work are in place for all subjects in the department.
* To ensure that teachers delivering courses within the department receive the training and support they require.
* To ensure that KS4 and KS5 students continue to develop their skills and knowledge in line with the programmes of study.
* To inform the Governors, the school community, and parents of how the subjects within the department are being implemented in the school.
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| Pastoral Care: | * To act as a Form Tutor.
* To contribute to PSHE according to school policy.
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| Teaching: | * To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
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| Additional Duties: | * To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from senior staff to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

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The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job.

**Teacher** ……………………………………………………

**Line Manager** ……………………………………………………..

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| Other specific duties: | * Encourage and support the provision of a Catholic holistic education for all students
* Promote the ethos of St Bernard’s High School
* Undertake such duties as their line manager may determine as reasonably falling within the role of
* Undertake whole school duties as may be reasonably determined by the Headteacher.
* To promote the school’s corporate policies.
* To actively engage in the staff review and development process.
* To undertake any other duty as specified by the School Teachers Pay and Conditions not mentioned in the above.
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