



**LUTTERWORTH  
COLLEGE**

## Job Description

Post Title	Head of Business & Economics
Purpose of Post	<ul style="list-style-type: none"> <li>To support leadership on the vision and strategic development of Business, Economics, Enterprise and any related curriculum courses across the school.</li> <li>To line manage teachers within the department and, be responsible for the leadership of subjects within the department.</li> <li>An active member of the Middle Leadership Team.</li> <li>To raise standards of teaching and learning as well as student attainment and achievement across the department and across the school.</li> <li>To robustly support student progress and development across the department and across the school.</li> <li>To support the development and enhancement of teaching practice of others within the department and the school.</li> <li>To support senior leadership in the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying subjects within the department and the school.</li> <li>To support in ensuring high standards of behaviour for learning, punctuality and attendance across the department.</li> </ul>
Reporting To	Associate Assistant Headteacher (Maths & Numeracy)
Salary / Grade	Standard national scale in line with the current <i>School Teachers' Pay and Conditions</i> document plus the appropriate benchmarked TLR2 payment
Working Hours	1265 hours in accordance with Pay & Conditions Document relating to teachers on the appropriate MPS/UPS pay range and in line with the responsibilities of the Teaching & Learning Responsibility remuneration at TLR2
<b>Main (Core) Responsibilities</b>	
Operational / Strategic Planning	<ul style="list-style-type: none"> <li>In the absence of the Associate Assistant Headteacher (Maths &amp; Numeracy), to support the leadership of the Maths &amp; Business Faculty and carry out leadership responsibilities.</li> <li>Working closely with leadership and the schools' vision, to launch and develop the marketing and on-going development of the department.</li> <li>Supporting the development of effective subject links with partner and community links, attending at liaison events, where appropriate, in partner schools and academies and supporting the effective promotion of subjects at open days, evenings and other events in the school.</li> <li>Supporting the day-to-day management, control and operation of course provision within the department, including effective deployment of staff, finance and physical resources.</li> <li>Working with the Associate Assistant Head (Maths &amp; Numeracy); actively monitor and follow up student progress to ensure the best possible outcomes.</li> </ul>

	<ul style="list-style-type: none"> <li>• To implement robustly all ratified school policies and procedures.</li> <li>• To work with colleagues in the department to formulate aims objectives and strategic plans for the department.</li> <li>• To ensure effective communication &amp; consultation as appropriate with all department stakeholders.</li> <li>• As a member of school leadership, to represent its views and interests.</li> </ul>
Curriculum	<ul style="list-style-type: none"> <li>• To liaise with the Associate Assistant Headteacher (Maths &amp; Numeracy) and relevant members of SLT to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum, which complements the School's Improvement Plans.</li> <li>• To be accountable for the development, delivery and outcomes of appropriate subjects within the department.</li> <li>• To keep up to date with national and subject developments as well as in teaching practice and methodology.</li> <li>• To work with line management to lead on Enterprise activities and Enterprise Drop Down Days.</li> </ul>
Staffing	<ul style="list-style-type: none"> <li>• To work with the Associate Assistant Headteacher (Maths &amp; Numeracy) to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li> <li>• To plan and deliver negotiated whole school training in relevant disciplines.</li> <li>• To undertake Appraisal Reviews and to act as appraiser for a group of staff within the designated department.</li> <li>• To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department by liaising with the Cover Administration &amp; relevant staff to secure the learning environment of absent colleagues and provide cover where required.</li> <li>• To participate in, and promote, the recruitment, induction and retention of staff.</li> <li>• To promote teamwork and to motivate staff to ensure effective working relations.</li> <li>• In the absence of the Associate Assistant Headteacher (Maths &amp; Numeracy); be responsible for the day-to-day management of allocated staff and act as a positive role model.</li> </ul>
Quality Assurance	<ul style="list-style-type: none"> <li>• To work with the Associate Assistant Headteacher (Maths &amp; Numeracy) to establish the process of the setting of targets within the department and to work towards their achievement.</li> <li>• To support the establishment common standards of practice across the department and develop the effectiveness of teaching and learning styles.</li> <li>• To contribute to the procedures for quality assurance of teaching and learning including work scrutiny, learning walks, student voice etc., across the school.</li> </ul>
Student Performance Information	<ul style="list-style-type: none"> <li>• In conjunction with the Associate Assistant Headteacher (Maths &amp; Numeracy), ensure the maintenance of accurate and up-to-date department information and data within the school's management information systems.</li> <li>• To analyse and evaluate student performance information; implementing robust, timely and effective interventions as required and directed.</li> <li>• To produce reports on examination performance, assessment points and other, as directed or appropriate.</li> <li>• To support the Associate Assistant Headteacher (Maths &amp; Numeracy) with the provision to the local committee and Board of Directors of relevant information relating to the department and department performance and development.</li> <li>• To represent the department, where required, at local committee and/or Board of Directors meetings.</li> </ul>
Pastoral System	<ul style="list-style-type: none"> <li>• In conjunction with the school's pastoral management teams; monitor and support the overall care, progress and development of students across the department.</li> <li>• To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.</li> </ul>

	<ul style="list-style-type: none"> <li>To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.</li> </ul>
Teaching & Learning	<ul style="list-style-type: none"> <li>To demonstrate good and outstanding teaching in accordance with Teacher Standards within the department, demonstrating the qualities of an outstanding practitioner.</li> <li>To take on the role, or work towards the role, of a leading practitioner within the department, demonstrating the characteristics, qualities, and impact of such at all times.</li> <li>To take a leading role in raising the standards of teaching and learning across the department, actively supporting members of staff where teaching is judged to be less than good.</li> </ul>
Additional Duties	<ul style="list-style-type: none"> <li>To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.</li> <li>To continue personal development as agreed.</li> <li>To engage actively in the Appraisal process.</li> <li>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</li> <li>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.</li> <li>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and callers.</li> <li>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.</li> <li>All adults working with or on behalf of children have a responsibility to safeguard and promote the welfare of children. This includes a responsibility to be alert to possible abuse and to record and report concerns to staff identified with child protection responsibilities within the school.</li> <li>To undertake any other duty as specified by the Associate Assistant Headteacher (Maths &amp; Numeracy) or SLT not mentioned in the above.</li> </ul>