**HEAD OF BUSINESS**

**JOB DESCRIPTION**

**Salary:** **TLR 2b (£5,360 per annum)**

At the heart of subject leadership is the provision of professional leadership to secure high quality teaching and learning, effective use of resources, the highest standards of achievement for all students and the promotion of students’ personal development and wellbeing. A Head of Department must provide leadership and direction for the department and ensure that it is managed and organised to meet school and faculty aims and objectives. A Head of Department plays a key role in supporting, guiding and motivating staff. **Heads of Department evaluate the effectiveness of teaching and learning, the subject curriculum and progress towards targets for students and staff in order to inform future priorities for the department. The policy and practice of monitoring within a department provides the information for evaluation and action.** A Head of Department identifies needs in their department and recognises that these needs must be considered in relation to the overall needs of the school. It is also important that a Head of Department has an understanding of how their department contributes to school priorities and to the overall education and achievement of all students.

Throughout their work a Head of Department ensures that practices improve the quality of education provided, meet the needs and aspirations of all students and help to continue to raise standards of achievement in the school to the very highest levels.

# JOB PURPOSE

To lead, manage, develop and be accountable for the department team and the curriculum in order to ensure the highest possible standards of student achievement, personal development and wellbeing.

# REPORTING

The post holder will report to their Curriculum Leader.

# RESPONSIBLE FOR

The post holder will be responsible for the teaching and support staff allocated to the department.

# WORKING TIME AND CONDITIONS

These will be as specified in the latest School Teachers’ Pay and Conditions Document.

# DIMENSIONS

The post holder will be responsible for the following, with reference to the national framework for middle leaders:

* Student progress and standards
* Strategic direction and development
* Teaching and learning
* Leading and managing staff
* The efficient and effective deployment of staff and resources

# ACCOUNTABILITIES

# Strategic direction and development

1. To ensure that the department culture, policies and practices follow and contribute to those of the school.
2. To contribute to a whole-school culture and climate which enables staff and students to develop and maintain positive attitudes towards the subject.
3. To create an annual development plan which contributes to the achievement of the School Improvement Plan and which involves all department staff in its design and evaluation. This will reflect the school’s commitment to continuous improvement, high achievement, effective teaching and learning, and inclusion.
4. To set the highest expectations and goals for colleagues and students in relation to standards of attainment achievement and behaviour.
5. To contribute to whole school planning, review, monitoring and evaluation.
6. To monitor, evaluate and review standards of leadership, teaching and learning and student achievement against school, local and national standards, including by regular lesson observation, sampling work, collating and interpreting data; to report annually on the above.
7. To represent the department in the wider school community and liaise with the rest of the school, governors, partner schools, the Local Authority, further and higher education, industry, outside agencies, examination boards etc.
8. To keep up to date with national developments in the subject area and teaching practice and methodology.

# Teaching and Learning

1. To lead staff in the creation, consistent implementation and improvement of courses/schemes of work which meet school and national requirements and are accessible to and provide suitable challenges for all students.
2. To lead the development and implementation of effective teaching and learning strategies, including ICT-based developments, e.g. the school’s online Managed Learning Environment.
3. To lead the development and implementation of effective assessment policies within the framework of those for the whole school.

# Student progress and standards of achievement

1. Within the framework of whole-school policies, to apply and monitor appropriately challenging subject targets for students which will make a measurable contribution to the fulfilment of those for the whole school; to manage interventions to maximise student progress.
2. To assist with the management and conduct of examinations.
3. To promote, manage and be responsible for high standards of student behaviour.
4. To creatively implement the school’s systems for rewarding good student performance and to ensure all staff use them effectively.
5. To ensure effective communication with parents/carers, they are kept up to date with curriculum developments and their children’s progress.

# Leading and managing staff

1. To build a team in which good practice is shared and meeting time is used effectively to raise achievement and support students’ personal development and well-being.
2. To monitor the performance of staff and take responsibility for any necessary action arising.
3. To support/challenge and professionally develop staff so that they are effective in their role(s) and provide high quality teaching and learning; the above to include participating in and leading the school’s programmes of staff training and development.
4. To ensure that Performance Management (PM) is carried out according to school and national regulations and that staff receive regular feedback, which supports progress against their PM objectives.
5. To communicate effectively with staff so that they are properly informed of developments across the school and that their views are represented.
6. To ensure that staff understand and effectively implement school policies.

# The efficient and effective deployment of staff and resources

1. To manage efficiently the available resources of staff, space, finance and equipment within the limits and guidelines laid down.
2. To assist in the recruitment of Business staff.
3. To be responsible for the effective deployment of staff and to make appropriate arrangements in their absence.
4. To ensure that the department’s area, resources and equipment are maintained in good order, including the management of a) health and safety and b) security.
5. To provide a stimulating environment, including maintaining displays that promote interest and learning.

# Other Duties

1. Promote GCSE and A Level Business
2. To ensure a rich extracurricular and super curricular programme is available, which develops business and enterprise skills and cultural capital in students.
3. To convene, chair and attend meetings as appropriate.
4. To undertake the above responsibilities in addition to those held by a standard scale teacher at the school.
5. To undertake any other duty as specified by the School Teachers’ Pay and Conditions Document not mentioned in the above.
6. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore employees will be expected to comply with any reasonable request from a manager, including ad hoc projects, to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

HPP

03/24