

# JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title</b>	Head of Business Studies	<b>Location</b>	Ash Green School
<b>Salary</b>	MPS/UPS (£32,916 - £51,048) plus TLR 2.2	<b>Hours</b>	Full-Time (32.5 hours)
<b>Department</b>	Middle Leadership	<b>Reports To</b>	Assistant Principal

## JOB PURPOSE:

To lead and manage the Business Studies team, delivering a high-quality, inclusive curriculum that raises attainment and ensures excellent student progress, while supporting students' personal and academic development.

## KEY RESPONSIBILITIES AND DUTIES:

### Leadership and Management

- Align and motivate all staff within the team to the school's vision and ethos of "striving for success, focusing on learning", ensuring high expectations for all.
- Lead and manage the development of syllabi, resources, schemes of work, marking policies and teaching strategies within the Learning Area.
- Promote and uphold the values and ethos of Ash Green School.
- Lead, manage and implement the Learning Area Raising Achievement Plan.
- Provide exemplary leadership that is responsive to students' behavioural, emotional and social needs, while delivering strong pedagogical leadership for staff.
- Lead and manage training and professional development to ensure a high-quality curriculum that enables students to know more, remember more and do more over time.
- Formulate, implement and review strategies to achieve school targets for behaviour, attendance and student progress.
- Demonstrate strong ownership of behaviour, attendance and anti-bullying policies to reinforce the school's ethos.
- Deliver high-quality staff development that empowers colleagues to lead and initiate improvement.
- Lead on management systems as required and monitor, evaluate and analyse data to identify trends and inform improvement.
- Manage staff performance effectively.

### Teaching and Learning

- Undertake a designated programme of teaching in line with subject specialism.
- Teach students according to their individual educational needs, including the setting and marking of appropriate work.
- Assess, record and report on the attendance, progress, development and attainment of students in Business Studies.
- Prepare and contribute to oral and written assessments, reports and references for individuals and groups.
- Ensure a consistently high-quality learning experience that meets internal and external quality standards.
- Support the development of syllabi, resources, schemes of work, marking policies and teaching strategies within the Learning Area.

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- Use a wide range of teaching and learning strategies to meet student needs and curriculum demands.
- Maintain discipline in line with school procedures and promote high standards of behaviour, punctuality and work ethic.
- Carry out assessments as required by external examination bodies, departmental and school procedures.
- Provide timely and effective written and verbal feedback.
- Ensure school policies, including behaviour for learning, attendance and anti-bullying, are consistently implemented.
- Work in partnership with parents and students, recognising the contribution of families.
- Address Child Protection concerns promptly in line with school policy.

## Communication

- Communicate effectively and regularly with staff to support academic outcomes and student development.
- Maintain appropriate and effective communication with parents and carers.

## School Ethos and Community

- Work collaboratively with parents and students to promote understanding of the school's aims, policies and future direction.
- Foster a culture of respect for others and the school environment, implementing and evaluating strategies developed with external partners.

## Supporting Creative Education Trust

- Build strong professional relationships with Creative Education Trust colleagues and engage in trust-wide initiatives.
- Work with internal and external partners to share best practice, support Trust strategy development and promote the school and Trust nationally.
- Undertake any other reasonable duties appropriate to the role.

## Other Responsibilities

- Carry out additional duties appropriate to the role and level of responsibility as directed by the Principal.

JOB REQUIREMENTS:		
	Essential	Desirable
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Recent and Relevant CPD</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Successful experience of teaching Business Studies at Key Stage 3, 4 and 5.</li> <li>• Proven track record of delivering strong progress outcomes.</li> <li>• Proven track record of strong, effective behaviour management strategies.</li> </ul>	

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<p><b>KNOWLEDGE AND UNDERSTANDING</b></p>	<ul style="list-style-type: none"> <li>• Expertise in planning the progression of subject skills within individual and across sequences of lessons.</li> <li>• Knowledge and understanding of the subject requirements for Business Studies.</li> <li>• Proven track record of outstanding Business Studies teaching including marking and assessment.</li> </ul>	
<p><b>SKILLS AND PERSONAL ATTRIBUTES</b></p>	<ul style="list-style-type: none"> <li>• Ability to evaluate the quality of pupils' progress using a range of evidence.</li> <li>• Proven ability to coach and mentor colleagues effectively.</li> <li>• Good organisational skills.</li> <li>• Exceptional communication skills.</li> <li>• Proven ability to establish productive and collaborative working relationships with staff.</li> <li>• Excellent management skills e.g. an ability to lead a team, motivate others, effectively develop staff, hold staff to account.</li> <li>• Proven ability to establish productive professional relationships with children, and parents.</li> <li>• Resilience to manage one's own work pressure and to capacity to manage effectively the work of others.</li> <li>• Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit.</li> </ul>	
<p><b>CREATIVE EDUCATION TRUST VALUES</b></p>	<p>All colleagues are expected to demonstrate the Creative Education Trust values in their work by:</p> <ul style="list-style-type: none"> <li>• <b>Empowering Ambition:</b> Supporting personal growth, innovation and high performance.</li> <li>• <b>Championing Equity:</b> Promoting fairness, inclusion and high expectations for every student.</li> </ul>	

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	<ul style="list-style-type: none"><li>• <b>Unlocking Opportunity:</b> Helping create access to knowledge, experiences and networks that broaden horizons. These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.</li></ul>
<b>EQUAL OPPORTUNITIES</b>	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity
<b>SAFEGUARDING</b>	A thorough understanding of up-to-date safeguarding requirements and best practice
<b>OTHER REQUIREMENTS</b>	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.

**Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.**