

Bishop Ramsey CE School

Head of Business Studies

Job Description



Job Title	Head of Business Studies	
Grade	MPS/UPS + TLR 2A	
Immediate Supervisor	Head of the Social Studies Faculty	
Line Management	Directly	Named members of the Department
	Indirectly	All teachers in the Department, support staff assisting the work of the Department
Contacts	Internal	All teaching and support staff
	External	Parents and Trustees

Main Purpose of the Post

To ensure that the department is well led and managed and follows the strategic direction and developments published for the Faculty.

To manage the teaching and learning of all the students in the department by ensuring that the curriculum needs of students in the department are catered for and that those students can make effective progress with their studies and achieve their full potential.

To lead and manage all the staff working within the department to ensure that the teaching delivered by those in the department is of the highest possible standard.

To provide quality assurance by evaluating the work of the department, ensuring that teaching and learning are of the highest standard through effective monitoring processes within the department.

Accountabilities

As the Head of Teaching and Learning of the Business Studies Department, you are accountable to the Head of Faculty for the standards achieved and the progress made by the students taught by the department; for the quality of teaching in the department and the curriculum and extra-curricular activities offered by the department.

The post holder will be professionally accountable for the work of all staff working within the department, acting as the Professional Review Manager for staff as indicated in the Staffing Structure.

KEY TASKS

To uphold the ethos, aims and administration of the school.

To safeguard and promote the welfare of children and young people, and to follow school policies and the staff code of conduct.

To act as a role model for the department and across the Faculty.

To become involved in and to initiate activities which help the school to improve the teaching and learning of its students.

Strategic Direction and Development

To articulate to the other members of the department the clear vision of the Faculty.

To develop a well designed and well resourced curriculum consistent with the school's aims and objectives and the requirements of the National Curriculum and Examination Boards, which meets the needs of all the students taught by the Business Studies Department.

To evaluate and review programmes of study, Faculty policies and the department handbook on an annual basis.

To identify areas of innovation which could be built into the Faculty Development Plan.

To assist in the production of an annual improvement plan, in consultation with members of the department, where key priority areas for development are clearly identified, especially for the areas of interest outlined in this job description.

To assist with the review of the improvement plan throughout the year, in consultation with members of the department.

To liaise with other Heads of Faculty/Heads of Department, Directors of Learning and Achievement, Leadership Team and with trustees, parents, primary schools and the wider community as appropriate.

To contribute to the development of school policies.

To develop and maintain links with business people in the community, to try and involve industrialists in the life of the school in an effective manner.

To work with other faculties/departments to encourage extra-curricular links and take the lead in delivering certain areas.

Management of Teaching and Learning

To ensure that all members of the department are aware of school and Faculty policies and act on them.

To encourage the use of good practice in the delivery of the curriculum by holding meetings and coaching workshops.

To ensure that students' experience of learning Business Studies is enriched by appropriate opportunities to use ICT.

To encourage the use of good practice by organising and taking part in a programme of classroom observations for all members of the department each year, as per the Faculty Monitoring Programme.

To make use of the student data and learning styles of each teaching group to support members of staff to develop appropriate teaching and learning strategies.

To support all members of the department in the use of the Teaching Assistant so that the teaching and learning of the students in the teaching group is enhanced.

To arrange and review setting arrangements in line with school procedures.

To ensure that cross-curricular themes are taught within their subject area as required.

To be responsible for incorporating the teaching of Work Related Themes into schemes of work across the department. To liaise with the Teacher in charge of CIAG and the Head of Faculty.

To be responsible for incorporating the teaching of Citizenship themes into schemes of work across the department. To liaise with the Citizenship Co-ordinator.

To design relevant assessments, consistent with the demands of the National Curriculum and Examination Boards.

Leading and Managing Staff

To be the line manager of named colleagues, as indicated in the school's line management structure.

To take responsibility for holding regular department meetings in line with the school's calendar and to ensure that department staff are aware of discussions and decisions made by the decision making groups of the school.

To support other members of the department with strategies to encourage good behaviour in the classroom.

To identify and support the professional development of colleagues in the department.

To advise on the appointment of staff to the department.

To ensure the administration of the department is carried out efficiently using the support provided.

To ensure that the reports written by teachers in the department are detailed, accurate and are available according to the published timetable.

To act as a Review manager in the school's Performance Appraisal Process.

To ensure that the department carries out its duties and responsibilities under Health and Safety Regulations.

Efficient and Effective Deployment of Staff and Resources

To maintain an attractive learning environment and displays of students' work in department teaching rooms and other appropriate education information relevant to your subject area.

To act as a mentor, responsible for the support and guidance of ECTs or trainees working within the department, if requested.

To ensure that the reports written by you are detailed, accurate and are available according to the published timetable.

To be part of a duty team as per duty roster.

To manage the department capitation allocated.

To keep the Head of Faculty and the Year Director informed of all developments within each teaching group and within the form group.

To ensure that you carry out your duties and responsibilities under Health and Safety Regulations.

Leading and Managing Students

To support the induction of students into each year within the context of a caring Christian community.

To ensure that students in your teaching groups are aware of the standard of their work and what they need to do to progress to the next level or grade

To ensure that all students are aware of the standards of behaviour expected from them both inside and outside the classroom.

To monitor the attendance of individual students by checking subject registers on a weekly basis and provide data as required.

To promote good behaviour among the students you teach and all those you come into contact with in line with the school's Behaviour Policy.

Quality Assurance

To assist the Head of Faculty with the process of Self Evaluation of the Faculty according to the published policy.

To review the standards of teaching and learning throughout the department on an annual basis and feed the results through to the Head of Faculty.

To ensure that relevant and differentiated homework is given according to the published timetable.

To ensure the monitoring and moderation of the marking of students' work for internal and external purposes is carried out across the Faculty as per the Faculty Monitoring Programme.

To ensure that the marking of students' work is in line with the school's common marking policy and its Assessment Policy.

To ensure that students in your teaching groups and throughout the department are aware of the standard of their work and what they need to do to progress to the next level or grade.

To ensure that accurate and meaningful records of students' progress are kept across the department and disseminated to all members of the department.

To ensure that department keeps accurate and meaningful records of assessments carried out as part of the requirements of the National Curriculum and Examination Board and that these are in line with the school's Assessment Policy.

To assist with the UCAS Application Process by writing references for students applying for Business Studies based courses.

To ensure that the reports written by the department are detailed, accurate and are available according to the published timetable.

To observe colleagues at work across the Faculty to aid their future professional development and to inform judgements made about the teaching and learning received by the students.

School Responsibilities

To attend all meetings in line with the school's calendar within your allocation of directed time e.g. faculty meetings, year team meetings, staff meetings, consultation evenings.

To ensure that the administration of the department, and the school is carried out efficiently, as laid down in the Staff Handbook and Faculty Handbook.

To act as a form tutor and carry out the functions as described in the document 'The Role of the Form Tutor'.

To be aware of the professional and legal responsibilities required of a teacher at Bishop Ramsey School.

To be punctual for classes and duties etc.

Other Tasks

To undertake such teaching duties as required by the Headteacher in accordance with teacher regulations currently in force.

To maintain a record of equipment and resources bought by the department or have been allocated to the department by the school.

To deputise for the Head of Faculty as appropriate.

PERSON SPECIFICATION					
CRITERIA	Essential / Desirable			Assessed by application / interview process	
	E	D		A	I
QUALIFICATIONS AND REQUIREMENTS					
Honours Degree or equivalent.	√			√	
Qualified Teacher Status.	√			√	
Attendance at relevant Staff Development	√				
EXPERIENCE					
A proven record of successful classroom teaching	√				√
Some evidence of interests outside your main teaching area		√		√	√
Experience of teaching across the full age and ability range	√			√	
Experience of school responsibilities, which have provided a thorough preparation for this post.	√			√	√
Experience of school responsibilities across a range of extra curricular areas.		√		√	√
KNOWLEDGE AND SKILLS					
Knowledge of current educational issues to promote your development as a classroom teacher.	√				√
To be able to use student data effectively to monitor the progress of individual students	√			√	√
A knowledge of Information Technology to carry out the key tasks outlined	√				√
Administrative and time management skills to support the work of the staff	√				√
Management skills to create and foster commitment and confidence among staff.					
The ability to communicate effectively with students and adults	√				√
PERSONAL QUALITIES					
Commitment to the best interests of students	√				√
Willing and able to take responsibility	√			√	√
Enthusiasm and sense of humour	√				√
The ability to create and foster a team approach to the work of the department	√				√
The ability to represent the department and share its views with the Head of Faculty	√				√
The ability to motivate, guide and support colleagues		√			
An ability to co-operate with colleagues	√				√
Reliability and integrity	√				√
A commitment to your own development as a leader and as a teacher	√			√	
SPECIAL REQUIREMENTS					
Sympathy with the aims of a Church school and support for the ethos and mission statement of Bishop Ramsey Church of England School	√			√	√

Bishop Ramsey CE School is committed to safeguarding and promoting the welfare and safety of children and young people. The successful applicant will be required to undergo an Enhanced DBS check. This commitment extends to organisations providing services to the school.