

**SOUTHFIELDS ACADEMY**  
**JOB DESCRIPTION**

**Job Title:** Head of Department – Business Studies & Economics

**Reporting to:** Senior Leader

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**Main Purpose of the Post:**

To be the lead professional for teaching and learning in the Business Studies & Economics Department. To develop, organise, deliver and manage the Business Studies & Economics curriculum for the whole Academy. To demonstrate model leadership skills and to be innovative in curriculum development and initiatives that promote high quality teaching and learning strategies impacting positively upon student learning and their academic achievements.

To support the leadership of the Academy in its' aspirations to serve the diverse and inclusive community.

The duties and responsibilities of the post are to be carried out within the provisions of the School Teachers' Pay and Conditions document.

**Specific Duties:**

1. To promote ambition amongst the business & economics department staff and to inspire students to engage and perform at their best in the curriculum area.
2. To support the inclusive ethos of the Academy.
3. To develop teaching and learning across the business & economics department in pursuit of excellence.
4. To lead, manage and develop the subject specialism and in doing so lead and co-ordinate all curriculum area activities.
5. To ensure that all departmental syllabuses and schemes of work are established, monitored, evaluated and reviewed annually.
6. To have a positive impact on the educational progress of all students.
7. To track the progress of students following all business & economics courses and to plan interventions as appropriate to ensure minimum levels of progress are achieved, and for the majority, more than the minimum.
8. To line manage and develop postholders in the curriculum area, teachers and support staff.
9. To ensure an effective system of communication and consultation is in place within the curriculum area.
10. To organise and resource cover for absent business & economics teachers.
11. To work in liaison with senior leaders and the curriculum area staff to develop and monitor strategies and procedures for the improvement of student achievement within the department area.
12. To work in liaison with senior leaders and curriculum area staff to develop and monitor INSET strategies and procedures for the improvement of teacher performance within the specialist area.
13. To ensure the senior leaders and curriculum area staff are kept abreast of developments in the specialist subject curriculum.
14. To organise and maintain a system of assessment records and reports, including student profiles, examinations and reports in line with curriculum area policy.
15. To make provision for statistical analysis relating to student assessment data.
16. To attend management meetings with staff as required by Academy policy and practice.

17. To lead, develop and enhance the teaching practice of other staff.
18. To manage student discipline and support within the curriculum area.
19. To ensure the effective deployment of curriculum area resources including personnel, rooms, corridors, equipment and finance.
20. To develop and oversee an effective stock control system which ensures adequate stock levels and records are maintained.
21. To delegate resources and finances to staff as required.
22. To develop appropriate curriculum breadth, continuity, progression and differentiation within cohorts and Key Stages 4-5.
23. To implement and monitor all Academy policies within the curriculum area.
24. To monitor all issues related to Health and Safety and take suitable action as the need arises.
25. To promote a positive image of the subject throughout the Academy and wider community.
26. To promote and take part in Enrichment activities within the Academy.
27. To present as a suitable and professional role model for other staff and students at all times.

**General Duties:**

1. To be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
2. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
3. To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

Any other duties assigned by the Principal/Headteacher and/or Deputy Headteacher commensurate with the grade of the post.

**HEAD OF BUSINESS & ECONOMICS DEPARTMENT  
PERSON SPECIFICATION:**

**1. QUALIFICATIONS**

- Good degree in Business/Economics is essential.
- QTS.

**2. KNOWLEDGE AND SKILLS**

- Knowledge of the National Curriculum with the ability to oversee curriculum issues.
- Knowledge of GCSE, A level and Vocational qualifications specifications.
- The ability to teach Business/Economics up to level 3 is essential.
- Proven organisational and time management skills with the ability to work under pressure to conflicting deadlines.
- Proven interpersonal and communication skills.
- Ability to act as a role model for other staff and students at all times.
- A commitment to safeguarding and promoting the welfare of children.
- A commitment to inclusion.
- Understanding of and ability to implement the Academy's Equal Opportunities Policy.

**3. EXPERIENCE**

- A minimum of 3 years of teaching experience.
- The experience of teaching GCSE and Level 3 Business/Economics is essential.
- Experience of management within a Department, including the formulation of strategic objectives, advising on the allocation of students into teaching groups and ensuring good communication within the Department.
- Experience of the monitoring and review of student progress.
- Experience of behavioural management including setting standards for classroom management and discipline.
- Experience of budget management to ensure the efficient and effective utilisation of the Department's resources.
- Experience in the line management of staff including performance management and continuous professional development.