



JOB PROFILE			
Job Title:	Head of Business Studies	School/Department:	Temple Moor High School and Sixth Form
Salary Grade:	MPS-UPS +£8706 (TLR1a). For an exceptional candidate, an additional 2-year R&R payment of up to £3017 per annum is also available.	Working Hours:	Full time
Contract Type:	Permanent	Location:	Leeds
Responsible to: Assistant Principal			
Role summary: <p>To provide professional leadership and management for a subject to secure high-quality teaching, effective use of resources and improved standards of learning and progress for all students.</p> <p>Red Kite Learning Trust is committed to safeguarding and promoting the welfare of students and expects all colleagues and volunteers to share this commitment.</p>			
Special conditions of service: <p>No smoking policy, including e-cigarettes.</p>			
Role specific responsibilities: <ul style="list-style-type: none"> • Provide clear and effective leadership for all members of the subject team. • Reviewing and developing the curriculum, including drawing up of appropriate curriculum maps, schemes of work and resources that meet the needs of all learners in line with the National Curriculum and current BTEC/GCSE/A-Level specifications. • Review quality of teaching and learning in the subject area, taking necessary steps to ensure that teaching and learning across the subject(s) is good or better. Liaise with Assistant Principal in developing Teaching, Learning and formative assessment across the department. • Challenging and supporting staff, where necessary, to raise expectations and improve practice. • Modelling effective teaching and learning practice for colleagues. • Ensuring the needs of students with Special Educational Needs are met within the subject area, in conjunction with the SEND Coordinator. • Supporting the professional development of staff across the department. • Monitoring and evaluating standards of attainment and progress across all key stages for groups and individual students. Co-ordinate and deliver suitable interventions so that all learners make progress in line with their targets and their peers nationally. • Overseeing the work and behaviour of all students in subject classes, being the first line of referral and maintaining high expectations and standards across all groups. • Ensuring the school policy on assessment and marking is consistently applied to support progress of all learners. • Ensuring that assessments, assessment data and moderation are robust and effective to inform teaching and learning and evaluate curriculum design across all key stages. • Promoting and developing the use of ICT for teaching and learning and administration within the subject area whenever possible. • Devise appropriate action plans to monitor and support student progress, attainment and the quality of teaching, assessment and feedback. Review frequently with the Assistant Principal to reshape priorities across the academic year. • Assisting with the performance appraisal of staff within the department. • Organising and leading subject meetings. Ensuring that agendas and minutes are provided. 			



- Consulting with staff over policies and involving all staff in discussion about developments and decision-making. Representing staff at meetings and communicating policies and decisions back to staff.
- Promotion of Fundamental British Values and the character development of students through the departmental curriculum planning and the daily practices of staff.
- Promotion of student literacy through disciplinary literacy approaches, where appropriate.
- The postholder may be required to carry out such other duties as are reasonably required by the Principal, Deputy Principal or Assistant Principal.

RK People responsibilities:

- Contribute to the overall aims and values of our Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- Contribute to ensuring safeguarding procedures are in place and used effectively at all times

Our Trust Mission

Nurturing ambition, delivering excellence and enriching children's lives.



Our Trust Values



Collaboration
We pull together to deliver the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements - personal and collective.



Integrity
We put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice.



Respect
We champion equity, equality and diversity. We treat our children, families, staff and partners with respect and kindness - modelling our values and wanting the very best for each other.

Our Trust Goals



We champion learning
Learning together creatively with a rich and broad curriculum, where great teaching and confident reading are fundamental to enriching children's lives.



We promote wellbeing
Ensuring the wellbeing of every child and member of staff in our Trust.



We invest in our people
Supporting every member of staff throughout their career to be the best that they can be.



We innovate with technology
Enabling all learners to harness technology, ensuring all have access at home, and innovating with technology for learning.



We are our Trust
Growing together collaboratively we will strengthen our Trust for the benefit of our children, our staff, our communities and our environment.

PEOPLE PROFILE

Aptitudes and Characteristics	Essential	Desirable
Able to work strategically, synthesising actions based on need, research and best practice	*	
Ability to communicate effectively with staff, students, parents and other key stakeholder	*	
Able to take the initiative, work independently and also part of the team and to delegate duties where appropriate	*	
Able to evaluate achievements of the team and deliver improvements	*	



Confident ICT user – as a teaching and learning tool, and for administrative purposes and the ability to organise and develop effective systems	*	
Commitment to high achievement	*	
Commitment to own professional development	*	
Drive, dynamism and energy and the ability to work under pressure	*	
Interest/skills in cross curricular work		*
Interest in A Level teaching		*
Extra –curricular interests and commitment		*
Whole-school perspective. Career development potential		*
Able to demonstrate a flexible approach to the delivery of the role. The role holder may be required to perform work not specifically identified in the job profile, but which is in line with the general scope, grade and responsibilities of the role.	*	
Qualifications, Knowledge and Experience	Essential	Desirable
Excellent classroom practitioner, able to use a variety of teaching and learning strategies	*	
Experience of target setting and data analysis to monitor student performance		
Experience of being an active participant in implementing an initiative or change	*	
Familiar with a range of strategies to improve pupil outcomes, engagement, behaviour, attendance	*	
Experience of people management, coaching and counselling		*
Experience of KS5 teaching		*
Experience of delivering financial education at KS4 or KS5		*
Experience of teaching Business Studies/Enterprise at KS4		
Experience of BTEC Enterprise/Business Studies assessment processes		*
Evidence of high-quality outcomes at KS4 or KS5 in Business/Economics/Enterprise/ Finance Education	*	
PGCE qualification	*	
Safeguarding and Promoting the Welfare of Students	Essential	Desirable
An appropriate motivation to work with children and young people	*	
Ability to maintain appropriate relationships and personal boundaries with children and young people	*	
Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	*	

