

Prepare | Aspire | Succeed



Signed

Name
(in capitals)

Date

Please return one signed copy to Judith Woods, HR Manager, and retain the other copy for your records

POST: Head of Business Studies

RESPONSIBLE TO: Headteacher / SLT Link

JOB PURPOSE In the subject(s) for which you are responsible through your leadership/ management of colleagues and your influence on classroom resources and practice, safeguard student welfare, engage their interests in the subject, promote effective learning and establish high standards of behaviour and achievement.

To be successful in this role the postholder will need to:

1. Work within and actively promote, not least by one's professional behaviour, school/departmental policies and procedures.
2. With colleagues, strive to create a department in which high expectations are manifest and students feel cared for, happy and safe.
3. Engage positively with students, parents and staff to embed school values and attitudes and promote high levels of achievement.
4. Lead, manage and support departmental colleagues, in a way that allows them to give of their best and develops a sense of 'team'.
5. Ensure that appropriate schemes of work and teaching/learning/assessment strategies are in place for all year groups and being followed by departmental colleagues.
6. Maintain a high standard of classroom performance.

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Headteacher Mr S Jones, MA

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Job Description and Person Specification

7. Take responsibility for the quality of teaching and learning within the department and the progress/achievement of students.
8. Ensure that appropriate independent learning is regularly set and assessed.
9. Ensure that the department meets its responsibilities for regularly monitoring, recording and reporting student progress. Ensure this process is carried out accurately and in line with departmental/whole School deadlines.
10. Take a lead in analysing student progress data and oversee the use of academic interventions within the department where data indicates the need for additional support.
11. Liaise regularly with SLT members to whom they are responsible.
12. Attend all meetings relevant to the job purpose and convene departmental meetings.
13. Take a measure of responsibility for departmental teaching rooms with a view to creating an environment which stimulates student learning.
14. Deploy departmental budgets in a way most likely to meet the job purpose.
15. Take responsibility for the day to day management of Health and Safety within the department.
16. Take a lead in establishing/maintaining high standards of behaviour in classes within the department using the school's rewards and sanctions policy.
17. Take responsibility for care and security of departmental resources.
18. With colleagues, ensure the departmental website is kept relevant and up to date.
19. Keep abreast of educational developments in your subject and consider their benefits for students.
20. In association with SLT members to whom you are responsible, annually evaluate the progress made towards the job purpose.
21. Regularly monitor and evaluate departmental performance and use this to:
 - a. inform the Departmental SEF;
 - b. inform an annual Departmental Improvement Plan.
22. Meet obligations with respect to the school's system of Teacher Appraisal.
23. Be committed to one's own professional improvement and that of colleagues within the department. This may involve a contribution to ITT.
24. Advise the Headteacher about staffing requirements and assist, when required, in the appointment of staff.
25. Be aware of the issue of work/life balance with respect to staff for whom you have a measure of responsibility.

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26. As a senior Subject Leader you will be expected to contribute to leadership and management issues outside your departmental area.
27. Such other duties/responsibilities as may from time to time be reasonably required.

The Governing Board of The Cottesloe School is committed to safeguarding and promoting the welfare of the students. This role involves contact with children and all employees are expected to share this commitment, to follow the school's safeguarding policies and procedures and to behave appropriately towards children at all times whilst undertaking school activities and in their personal lives.

The school's policy is to renew DBS checks for all staff, volunteers and governors every five years. Staff have a duty to inform the Headteacher of any change in their DBS status and to make the Headteacher aware of any incidents that may impact on their ability to work with children and young people.

The postholder will ensure that school policies are reflected in all aspects of their work, in particular those relating to safeguarding children, equal opportunities, health and safety, data protection, code of conduct and professional behaviour.

The postholder will be required to undergo criminal, teacher status, qualification, medical and reference checks as part of the safer recruitment process and must be willing to participate in further training as the job requires. All staff are expected to take responsibility for safeguarding and promoting the welfare of students at the School.

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable a suitably qualified applicant with a disability (as defined under the Act) to meet the requirements of the post.

This job description sets out the duties of the post at the time it was drawn up and should be seen as describing in more detail aspects of the duties set out in the Education (School Teachers' Pay and Conditions) Act. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.

PERSON SPECIFICATION

This acts as selection criteria and gives an outline of the types of person and the characteristics required to carry out the post. Please make sure when completing your application form that you give clear examples of how you meet the essential and desirable criteria.

1 = Application form 2 = Interview 3 = Reference 4 = Proof of qualification 5 = Practical

	Essential	Desirable	How Measured
TRAINING/QUALIFICATIONS:			
Degree or equivalent in relevant subject	✓		1, 4
Qualified Teacher Status	✓		1, 4
Evidence of continuing professional development		✓	1, 2

Job Description and Person Specification

	Essential	Desirable	How Measured
Knowledge of safeguarding procedures	✓		1, 2
SKILLS AND COMPETENCIES:			
Ability to deliver consistently high quality lessons, evaluate impact and develop future planning accordingly	✓		1, 2, 3, 5
Excellent ICT skills to support the curriculum and work organisation	✓		1, 2, 3
Ability to analyse and use data to inform target setting	✓		1, 2, 3
Ability to communicate effectively and develop good working relationships with students, parents and staff with accurate spoken and written English	✓		1, 2, 3
Ability to participate in self-evaluation which leads to impact	✓		1, 2
EXPERIENCE:			
Highly effective classroom teacher in the relevant subject area	✓		1, 2, 3, 5
Proven experience of National Curriculum at all Key Stages	✓		1, 2, 3
Up to date knowledge of PSHCE	✓		1, 2, 3
Effective in managing student behaviour and maintaining discipline	✓		1, 2, 3, 3
Excellent personal organisation and time management	✓		1, 2, 3
Involvement in whole-school initiatives/development		✓	1, 2
Willingness to be involved in the wider life of the School		✓	1, 2
Understanding of SEND needs		✓	1, 2