

All Saints Catholic High School

Head of Department Business Studies

MPS/UPS

Suitable for experienced colleagues

Required from: 1 September 2024



Core Duties

1. Set high expectations which inspire, motivate and challenge pupils

- establish a safe, caring and stimulating environment for our pupils
- set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions
- demonstrate consistently the positive attitudes, values and behaviour which are expected of our pupils.

2. Promote good progress and outcomes by pupils

- be accountable for pupils' attainment, progress and outcomes
- be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these
- guide pupils to reflect on the progress they have made and their emerging needs
- demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching
- encourage pupils to take a responsible and conscientious attitude to their own work and study.

3. Demonstrate good subject and curriculum knowledge

- have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils' interest in the subject, and address misunderstandings
- demonstrate a critical understanding of developments in your subject(s) and curriculum areas
- demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject Job Description

4. Plan and teach well structured lessons

- impart knowledge and develop understanding through effective use of lesson time
- promote a love of learning and children's intellectual curiosity
- set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired
- reflect systematically on the effectiveness of lessons and approaches to teaching
- contribute to the design and provision of an engaging curriculum within your subject area(s).

5. Adapt teaching to respond to the strengths and needs of all pupils

- know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively
- have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these

- demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development
- have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.

6. Make accurate and productive use of assessment

- know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
- make use of formative and summative assessment to secure pupils' progress
- use relevant data to monitor progress, set targets, and plan subsequent lessons
- give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback.

7. Manage behaviour effectively to ensure a good and safe learning environment

- have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with our behaviour policy
- have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them
- maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.

8. Fulfil wider professional responsibilities

- make a positive contribution to the wider life and Catholic ethos of our school
- develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- deploy support staff effectively
- take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
- communicate effectively with parents with regard to pupils' achievements and well-being.

Note

The above job description may be reviewed during the academic year. It may also be amended at any time, but before this happens you will be given appropriate opportunities to discuss any proposed amendments.

Person Specification

Appointment of **INSERT JOB TITLE: Criteria for Selection**

A = Application I = Interview E = Essential D = Desirable R = Reference

	A, I, R	E	D
Qualifications, Training and Experience			
Supportive of the ethos of a Catholic Secondary School	A, I	✓	
Qualified teacher status	A	✓	
A degree or equivalent	A	✓	
Recent participation in relevant professional development	A	✓	
Professional Knowledge and Understanding good knowledge and understanding of the following areas relevant to the secondary phase and their implications for a Catholic School:			
Students' educational and social development	A, I	✓	
The distinctive nature of a Catholic School	A, I		✓
Effective teaching and learning strategies	A, I	✓	
A thorough knowledge and understanding of current educational issues, in your subject area	A, I	✓	
Skills, qualities and abilities Applicants should be able to demonstrate from their experience an ability to:			
Prioritise, plan and organise	A, I, R	✓	
Communicate effectively	A, I	✓	
Motivate and inspire students, staff, governors and the wider school community	A, I	✓	
Act as a role model for students and staff	A, I	✓	
Deal sensitively with people and resolve conflicts	I	✓	