



Notley High & Braintree Sixth Form Job Description & Person Specification Head of Faculty – Business & Economics

Job Title:	Head of Faculty – Business & Economics
Scale:	Leadership 5 - 7
Responsible to:	Headteacher
Responsible for:	Business & Economics faculty

Job Purpose:	As Head of Faculty, you will lead the Business and Economics teams and, for the right candidate, will also have oversight of Computer Science through line management of the Subject Leader for Computer Science.
Duties & Responsibilities:	<p>The Head of the Business Studies and Economics is responsible for:</p> <ul style="list-style-type: none"> • Providing strategic leadership so that colleagues are aware of and can act upon both national and Trust/school-based developments within business studies, economics and computing. • Consulting with senior and faculty colleagues to ensure that developments in business studies, economics and computing are consistent with the school's broader aims and policies and are in the best interests of all students. • Ensuring that the core values of the school (Enjoy, Enrich, Achieve) are fully expressed by the business studies, economics and computing faculty. • Ensuring that the curriculum in business studies, economics and computing is coherently sequenced across all key stages and year groups, thereby enabling every student to achieve their target grades. • Monitoring that there is regular standardisation and moderation of work in all year groups to ensure that assessment is accurate and consistent. • Ensuring that school policies are implemented within the faculty – including those relating to behaviour and safeguarding. • Ensuring that the faculty's self-evaluation is accurate. • Producing the annual Faculty Improvement Plan to address the priorities identified for further development. • Managing the faculty and its resources, including the deployment of all staff, the appropriate delegation of tasks and the effective use of all finances. • Ensuring that there is effective tracking of all students' progress across each key stage so that through accurate identification, any underperformance is supported by effective intervention programmes whose impact is closely monitored. • Ensuring that in each examination key stage, appropriate revision resources and interventions are in place to fully support each student in achieving their best possible outcome. • Ensuring that all staff in the faculty follow the agreed performance management systems and that appropriate training is provided to meet identified needs. This includes the accurate and continuous evaluation of staff performance, and, if necessary, following the capability procedure. • Ensuring that all staff in the faculty have opportunities for appropriate professional development.



	<ul style="list-style-type: none"> • Ensuring, along with the TLR postholders within the faculty, that there is a vibrant extra-curricular programme for students and regular house events. • Assisting in the appointment of staff to the faculty as required. • Ensuring that the faculty is fully represented at and well prepared for any evening events required (e.g. Prospective Sixth Form Evening). • Ensuring that regular and appropriate homework contributes to learning according to the school's Homework Policy. <p>The Head Of The Business Studies, Economics and Computing Faculty is accountable for:</p> <ul style="list-style-type: none"> • The standards (this includes attainment and progress outcomes) reached by all students across Key Stages 3-5. This includes ensuring that regular data analysis occurs and that there is effective intervention in place to make sure those students who are underachieving make rapid progress to reach their target grades. • The standard and quality assurance of teaching and learning throughout the faculty, ensuring that 'best learning' takes place in every lesson. • Ensuring that the dialogue about and development of high-quality teaching and learning is at the forefront of everything the faculty does. • The effective and appropriate use of resources. <p>The Head of the Business Studies, Economics and Computing Faculty is expected to:</p> <ul style="list-style-type: none"> • Have a highly competent understanding of what outstanding teaching and learning looks like. If required, the Head of Faculty may mentor staff causing concern within the faculty through the Teacher Development Programme. • Contribute to the collective ethos of the school by requiring high professional standards from colleagues and appropriate behaviour from students. • Contribute to the further development of the school. • Ensure the learning environment in the faculty is of a high quality, tidy and safe. • Ensure that the faculty is represented on all relevant school working groups. • Carry out regular learning walks and book checks to assist with quality assurance in support of the faculty. • Help in maintaining a calm and purposeful atmosphere around the school, in and out of classrooms but especially within the faculty area. • Raise any concerns with their line manager as necessary. • Lead staff within the faculty by example, with motivation and enthusiasm, on all new school initiatives. • Attend all relevant meetings appropriate to the role, as specified by the school. • Meet regularly to monitor, evaluate, and discuss developmental areas with the Subject Leader for Computing. • Celebrate the success of staff, subjects, and pupils within the Faculty regularly, communicating these achievements and events, links and resources to all stakeholders and wider audiences (website, Twitter, online as well as letters, postcards home etc). • Carry out, following consultation, any other reasonable task determined by the Headteacher.
<p>General:</p>	<ul style="list-style-type: none"> • Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager. • Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency and security of information as appropriate. Take personal responsibility for all personal data within own working environment.



- Ensure that all duties and services provided are in accordance with the Trust's Equality & Diversity Policy.
- Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.

PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	• GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths.	E
	• Relevant degree.	E
	• PGCE, or equivalent in Secondary Education.	E
	• Qualified Teacher Status.	E
	• Experience working in a Secondary School.	E
Knowledge & Experience	• Strong subject knowledge.	E
	• The ability to shape a vision for the future of the faculty and to achieve this through the construction and implementation of a carefully considered improvement plan.	E
	• A highly competent understanding of what makes outstanding teaching and learning and the ability to put this into practice on a day-to-day basis.	E
	• An understanding of the qualities of a good scheme of work.	E
	• Knowledge and understanding current curriculum developments in business studies, economics and computing where required.	E
	• An understanding of how to monitor the quality of teaching and learning within the faculty and the ability to provide staff with appropriate support as required.	E
	• Familiarity with relevant national data and the ability to use this to plan for future provision (ISDR, L3VA, ALPS).	D
• Familiarity with the most effective intervention strategies to use with underperforming student and the ability to implement these and monitor their impact.	E	
Skills and attributes	• Well-developed behaviour management skills.	E
	• Highly efficient organisational skills.	E
	• An ability to forge good working relationships with staff and students, continuing the existing strong team ethos within the faculty.	E
	• An ability to analyse and interpret internal data to monitor student progress.	E
	• Ensure that whole school policies are implemented consistently, including those relating to safeguarding, child protection and student behaviour.	E
	• The ability to communicate effectively both verbally and written.	E
	• The ability to manage own time well so that all the deadlines are met.	E
Personal qualities	• Confidence and drive	E
	• A Sense of humour and the ability to maintain perspective	E
	• A commitment to continued personal development	E
	• A commitment to contribute to extra-curricular activities and educational visits	D
Other	• Committed to equality and diversity.	E
	• Commitment to own continuous personal and professional development.	E



	<ul style="list-style-type: none">• Committed to our Health and Safety policies and procedures.• Compliance to Data Protection Act 2018 and GDPR principles/ requirements.• Committed to safeguarding and promoting the welfare of children and young people.	E E
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The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated March 2026.