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| **Glebe School: Head of Business Studies & ICT**  **Specialist Learning Trust**  *An ambitious, inspirational trust, providing outstanding learning and support*  **Job Description – January 2022** |

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| **Key responsibilities** | * As a subject leader, you will be an outstanding classroom practitioner who   consistently demonstrates the highest standards of delivery and is fully committed  to raising attainment across all key stages   * Implement a school strategy for Business Studies & ICT and develop these subjects across the school curriculum, including school wide accreditations * Lead on developing an innovative Business Studies & ICT curriculum * Develop curriculum maps and schemes of work, appropriate to the needs of students to maximize achievement * Deliver GCSE/Level 1 and 2 Business Studies and ICT for Key Stages 3-5 * Ensure lessons are planned and differentiated to the needs of the pupils * Identify and adopt the most effective approaches for students with a wide variety of different needs * Set targets for raising achievement in Business Studies and ICT * To be accountable for pupil progress and development within teaching groups against targets set by the school using prior attainment data * Accurately track the progress and achievements of pupils within teaching groups and provide feedback to enable them to progress at least in line with expectations * Ensure pupils receive regular verbal and written feedback as set out by the school * Report to the SLT termly on progress and attainment and to Trustees annually with an evaluation of Business Studies and ICT across the school * Lead INSETs, where appropriate, on the delivery of Business Studies, ICT and internet safety * To be a tutor (if required) for a group of students in the school * Participate in professional development and keep abreast of developments and future initiatives in the field of Business Studies and ICT teaching * To act as a role model to others, demonstrating high standards of professionalism in all aspects of leadership * Responsible for maintaining high standards of classroom and behavioral management * To co-ordinate trips, visits and other activities to support the Business Studies and ICT curriculum * To introduce and lead regular school enterprise events * To widen the school’s partnership with business’s in the local community and to work with the school transition lead in improving the work experience offer for pupils |
| **Leadership**  **responsibilities** | * Develop and support the implementation of Business Studies and ICT policies * Devise and deliver a departmental development plan * Disseminate good practice in Business Studies and ICT across the whole school * Review and implement effective accredited courses appropriate to the students’ needs * To embed, monitor and evaluate a careers programme throughout the school curriculum * Lead school accreditations for Business Studies and ICT * Work with the SLT and teaching team to implement appropriate interventions for Business Studies and ICT * Oversee Business Studies and ICT resources to ensure the school has the required equipment/resources to support the curriculum * Monitor and manage a departmental budget * Lead the team of staff who teach Business Studies and ICT in the school, including class based teaching assistants * Monitor, assess and develop these staff, including undertaking observations and providing effective feedback * Contribute positively to the deployment and development of staff to make the most effective use of their skills and experience within the Business Studies and ICT department * Work with the SLT and other subject leads to quality assure work across the school * Work with other subject leads to introduce a new careers programme for the school * Implement an effective work experience offer for Business Studies and ICT * Participate in whole school planning and policy making * Implementation of whole school policy and practice * Contributing to the whole school and wider community development * Attending senior staff and other school committees and meetings * Liaison with appropriate agencies outside of school, e.g. LA advisors and inspectors, industry, business and the wider community * To lead on other responsibilities as directed by the Headteacher |
| **General duties & teaching responsibilities** | * You will demonstrate good or outstanding performance against the national teaching standards * Responsible for attainment and progress in curriculum subjects taught at Glebe, in line with agreed targets * Ensure teaching and learning meets all statutory requirements as defined by Ofsted/ DFE, and other external bodies * Help to create and manage a positive, caring, supportive, purposeful and stimulating environment which is conducive to children’s learning * Plan and prepare lessons in order to deliver the curriculum, ensuring effective breadth and balance * Identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations * Teach lessons that are creative, engaging and inspiring for the pupils * Implement the school’s marking and feedback policies and procedures * Help to maintain a safe orderly environment and discipline among the students, safeguarding their health and safety * Organise and manage groups or individual students, ensuring differentiation of learning needs, reflecting all abilities * Plan opportunities to develop the social, moral, emotional and cultural aspects of students’ learning * Develop and maintain a regular system of monitoring, assessment, record-keeping and reporting of student’s progress * Ensure lessons cater to the needs of the pupils and that pupils’ educational health care targets are monitored and met * Ensure the classroom is well organised, tidy and that classroom display is conducive to learning and celebratory of pupils’ achievements * Ensure effective use of support staff within the classroom * To participate in staff meetings and deliver presentations and training as required * To communicate and consult with parents over all aspects of their child’s education – academic, social and emotional. Attend parent/carer meetings * To do break and lunch duties as required * Work as a team player reporting directly to a member of the SLT * To maintain an up to date knowledge of key curriculum areas linked to the role |
| **Other specific duties/**  **requirements** | * To promote actively the school’s Vision, Values and policies to students, staff and other members of the school community * To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example * To continue personal development and to engage actively in the performance review process * To comply with and enforce all school policies * To comply with and enforce all policies and regulations relating to Child Protection and Safeguarding * To comply with the School’s Health and Safety policy and undertake risk assessments where required * To understand and comply with data protection regulations * To show a record of excellent attendance and punctuality * To adhere to the school’s Staff Code of Conduct and dress code * To undertake any other duties as reasonably requested by the Headteacher * Satisfactory references and an enhanced DBS are required |