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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 committedto 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
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| **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
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| **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
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| **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
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