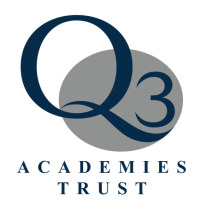
**Job Description**

**Lead Professional (Head of Department) Business**

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| **Title:** | Lead Professional of Business |
| **Project Team:** | Teaching Staff |
| **Reports to:** | Head of School, Vice Principal, Assistant Vice Principal |
| **Salary:** | MPR/ UPR |
| **Allowance:** | TLR 1b |
| **Responsible for:** | Learning Consultants in Curriculum Area, Curriculum in respective area |

**Purpose**

* To ensure provision of a broad, balanced, relevant and differentiated curriculum.
* To be accountable for raising standards of attainment and achievement across all three key stages.
* To be accountable with the Curriculum Director for raising standards of attainment and achievement across all three key stages.
* To develop and enhance the teaching practice of others.

**Accountabilities**

* Produce reports to the Head of School reviewing departmental progress.
* Analyse summative data to inform the departmental SEF.
* Help establish common standards of practice within the department, including marking and assessment. Support in the administration and verification of internal and external examination entries in order to maximise student achievement.
* Lead the development of aspects of the curriculum, including resources and teaching strategies.
* Create, review and improve Schemes for Learning.
* Revisit Schemes for Learning in the light of educational reforms where necessary.
* Plan, prepare and deliver lessons in accordance with Schemes for Learning.
* Be responsible for adding value to every learner in each year and teaching group, benchmarked against national criteria and data.
* Ensure the systematic use of data and analysis of Interim Reports to identify students' needs and to monitor their progress and implement timely intervention where needed.
* Lead on the correct and effective use of data to identify under performance. This will involve looking at forecast data, identifying under-performers and communicating this information to your line manager and to class teachers.
* Produce standardised assessments.
* Co-ordinate educational enhancement of the subject (including booster classes and visits).
* Lead, monitor and evaluate learning and teaching.
* Observe lessons within year groups and arrange for relevant staff to observe other practitioners regularly to ensure that teaching is of high quality.
* Ensure that all learning takes place within a creative and disciplined atmosphere.
* Provide or arrange the necessary training for teachers.
* Work as part of an exceptional area that ensures creative and innovative learning and teaching occurs in every lesson.

**Teaching and Learning**

* Use a variety of learning and teaching strategies to deliver outstanding lessons to all students ensuring pace and challenge are maintained.
* Understand and integrate the use of New Technologies into learning experiences in order to raise levels of achievement.
* Plan lessons and extended learning opportunities in line with Schemes for Learning.
* Ensure learning objectives and outcomes are communicated to every learner in line with Academy policy.
* To differentiate appropriately, taking into account individual learner needs.
* Make use of extended learning opportunities for use outside of Academy lessons.
* Utilise effectively, Learning Support staff in lessons.
* Participate in the Academy’s Quality Assurance Programme and its agreed framework.
* Work efficiently and creatively using the full range of resources available, including other adults and mentors.
* Provide a positive learning climate within lessons to promote a meaningful staff – student relationship and interaction.
* Adhere to the Academy’s Positive Behaviour Policy and ensure implementation in everyday life at Q3.
* Regularly evaluate the progress of students in relation to their prior attainment and use data to inform teaching and learning.
* Report, as required, in line with the Academy’s Reporting for Learning Policy to a variety of stakeholders including students, parents, line managers and the Executive Team.
* Mark work in accordance with the Academy’s Assessment for Learning Policy providing both formative and summative feedback on a regular basis.
* To take responsibility for individual professional development and use the outcomes to improve learning and teaching.
* To demonstrate a thorough and up-to-date knowledge of learning and teaching taking into account wider curriculum developments, which are relevant to your work, e.g. National and Department for Education initiatives.
* To be aware of the Academy’s Anti-bullying Policy and support students as necessary***.***
* To maintain good order and behaviour for learning among students, with particular regard to Health and Safety, both on the Academy premises and when engaged in authorised activities elsewhere.

**Component 1 – Wider Professional Effectiveness**

* Participate in and engage with Academy Inset and Professional Development, whether in-house or external.
* Lead on a whole-school responsibility to be decided at interview
* Through the mechanisms of Appraisal and Quality Assurance, demonstrate improvement in your role as a result of Professional Development and Inset.
* Disseminate the outcomes of Inset to other staff and ensure that the Executive Team are aware of such innovation and cutting edge development.
* Effectively contribute to the Academy improvement planning process.

**Component 2 – Role Model**

* Ensure that ‘no student is left behind’, in their academic and personal development.
* Conform to the Academy’s Dress Code for staff and demonstrate exceptional standards of presentation, conduct and time keeping.
* Build team commitment amongst students and staff alike.
* Engage and motivate students and staff to do their best by doing your very best.
* Demonstrate a positive approach to your professional duties and improve the quality of student learning.

**Additional Components**

* To consistently uphold the Academy’s aims and strive to attain Academy Targets.
* To work in a cooperative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the Academy.
* To work with students within the framework of the Academy in a courteous, positive, caring and responsive manner.
* Play a full part in the life of the Academy’s community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
* Be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
* Demonstrate both enthusiasm and high standards of professionalism to all Academy stakeholders.
* It is the responsibility of each employee to carry out their duties in line with all Academy Policies promoting a positive approach to a harmonious working environment.
* The job purpose and key task statements above are indicative and by nomeans exclusive. The need forflexibility amongst staff is therefore considered important.
* To undertake any other duties deemed reasonable by the Senior Leadership Team for the post at this level.
* To embrace the Academy’s Family Dining Programme; leading sessions when directed.

**Health and Safety Responsibilities**

* All staff have a responsibility to be aware of, comply and act upon the Health and Safety Policies of Q3 Academy and undertake risk assessments as appropriate. Full details can be accessed via the staff website.
* Q3 Academies Trust operates as designated no smoking sites.

**Q3 Academies Trust is committed to safeguarding and promoting the welfare of children. All post holders are subject to a Satisfactory Disclosure & Barring Service Check (DBS). Satisfactory employment references as well as identification and qualification checks will be required before commencing duties.**

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