



Job Description – Lead Teacher of Business and Economics

Accountable to: Head of Faculty, Leadership Team link, Headteacher, Governing Body

Accountable for: Members of subject staff, support staff and classroom assistants.

Purpose: To be responsible for:

- the quality of teaching, learning and pupil progress in your subject, analysing outcomes and planning for improvement
- ensuring the schemes of work are up-to-date
- keeping abreast of initiatives and new policies related to subject
- examination entries for your subject in liaison with the Head of Faculty
- promoting and safeguarding the welfare of children and young persons across the subject.

Duties and Responsibilities (as delegated by Head of Faculty)

Schemes Of Work

- To ensure schemes of work are developed and reviewed, responding to data, observations and pupil feedback.
- To ensure that courses meet all statutory requirements and meet the needs of all students in an innovative and engaging way.

Effective Teaching

- To set exemplary standards in teaching and learning for members of the team to model.
- Monitor and enhance effective teaching amongst up to four team members – to include lesson observation and feedback at least annually.

Pupil Progress

- To ensure pupil progress is monitored and analysed and to report on this to the Head of Faculty as required.
- To draw up plans to improve pupil progress with subject staff.
- To monitor the implementation of those plans.
- To monitor pupil progress through work sampling, report sampling and moderation and to take necessary action based upon this process.
- To ensure that progress and targets are effectively communicated by team members to parents through the reporting system.

Coursework and Examinations

- To co-ordinate the collection of coursework marks and managing A' Level administration in your subject.
- To ensure that appropriate examinations and tests are set at all levels.
- To support the management of examinations through liaison with the examinations team.

Pupil Behaviour

- To assist the Head of Faculty in ensuring that student behaviour in lessons is of the expected standard.

Subject Management

- To assist in carrying out the process of subject self review and the drawing up of the Faculty Improvement Plan, using data, faculty observations and pupil feedback to guide improvements
- To co-ordinate teaching and learning sessions as appropriate and necessary for members of the Faculty
- To engage pupils in gaining feedback about teaching and learning (including your own) in order to inform the Faculty Improvement Plan.
- To assist the Head of Faculty in managing resources and maintaining the teaching environment in your subject area.
- To seek and act upon 360 degree feedback from colleagues on performance as Subject Lead Teacher.
- Any other duties as appropriate.

Duties and Responsibilities as a Teacher

To be read in conjunction with the School Teacher's Pay and Conditions Document Part XII.

- To teach effective lessons and be responsible for this to the Headteacher through the Head of Faculty
- To ensure that lessons are well prepared, all work marked regularly, and homework set according to agreed policy.
- To maintain records of pupil attainment, and to be aware of standards achieved, so enabling assessments to be provided whenever necessary.
- To produce effective reports on pupil progress and targets for improvement.
- To ensure high standards of behaviour from students.
- To work as a member of a team, seeking to implement its aims and objectives, extending knowledge and understanding of the curriculum, recognising the need for change, and contributing where necessary to the writing/development of new material and schemes of work.
- To attend all team meetings (subject and pastoral).
- To discuss with the team leader and colleagues those aspects of pupils' performance which are a cause for concern, and to seek advice, guidance or support where appropriate.
- To promote the general progress and personal and social well-being of any assigned group of pupils through the school's tutorial and PSHE programme.
- To participate in performance management – identifying areas for development and accessing appropriate training and professional development.
- To provide work for classes (whenever possible) when absent.
- To communicate and consult with the parents of pupils through attendance at Parents' Evenings.
- To have regard to the school health and safety policy.
- To promote and safeguard the welfare of children and young persons across the subject.

This job description, which is subject to review, has been agreed between the Post-holder, the team leader and the Leadership Team link (on behalf of the Headteacher).

Signed Printed Date
Subject Lead Teacher

Signed Printed Date
Head Of Faculty

Signed Printed Date
Senior Leadership Link