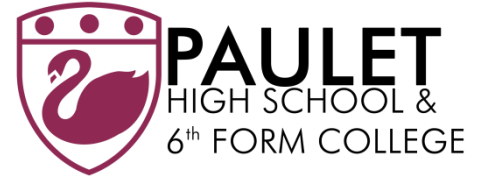


JOB DESCRIPTION



SCHOOL: PAULET HIGH SCHOOL

POST: LEAD TEACHER OF BUSINESS & COMPUTING DEPARTMENT

Responsible to: HEAD OF DEPARTMENT

TLR: 2.1

* This Job Description is addition to the CLASSROOM TEACHER Job Description

Responsible for: Leading and organising aspects of teaching and learning within the Business & Computing Department

Purpose of the Post: To support the Head of Department in raising standards of student attainment and achievement across the Business & Computing Department and to monitor and support student progress.

Impact on educational progress beyond assigned students

Working with the Head of Department and other colleagues to:

- Monitor curriculum planning, coverage and learning outcomes
- Monitor standards of student behaviour and engagement
- Plan and implement strategies to address areas for improvement
- Support the achievement of departmental attainment and progress targets

Curriculum responsibilities

Working collaboratively with other teachers in the department to:

- Act as a role model for high-quality classroom practice, modelling effective teaching strategies
- Take a lead in aspects of curriculum planning and development
- Support the Head of Department in monitoring marking and assessment across all key stages
- Organise and support extra-curricular activities, visits and events within the department

Responsibilities specific to this role within this department

- Lead, collaborate with and support colleagues in the development and delivery of the Business & Computing curriculum
- Plan, prepare and deliver engaging, high-quality lessons across Key Stage 3, Key Stage 4 and Key Stage 5
- Enrich the Business & Computing curriculum and contribute to raising its profile across the school
- Demonstrate a commitment to raising standards and improving outcomes through effective teamwork and professional dialogue
- Bring a flexible, aspirational and enthusiastic approach to all aspects of teaching and leadership within the department
- Support with the coordination and delivery of departmental meetings and CPD sessions
- Oversee the day-to-day running of the department in the absence of the Head of Department
- Liaise with SLT, pastoral leads and parents/carers on departmental matters as required
- Support with student data analysis and tracking to inform interventions and curriculum planning
- Contribute to quality assurance processes, including lesson observations, work scrutiny and student voice
- Maintain accurate departmental records and contribute to departmental improvement planning

General Duties

- To carry out a share of supervisory duties in accordance with published rotas. The role should not be regarded as simply the execution of tasks and duties merely to maintain the status quo. The need to work creatively and imaginatively to develop and enhance the role is paramount to the growth of the school.