



WOODBIDGE HIGH SCHOOL

2nd IN THE BUSINESS & ECONOMICS DEPARTMENT

Subject: BUSINESS STUDIES

Scale: TLR 2b

N.B. The department offers A Level Business Studies, GCSE Business Studies, A Level Economics, BTEC Level 2 Business and BTEC Level 3 Business. The job description below is indicative of the portfolio of the role, with the leadership of the BTEC courses as an example. Precise qualification leadership is negotiable, depending on experience and expertise.

Impact upon the educational progress of pupils

1. To manage the development and review of appropriate schemes of learning and resources at BTEC, and contribute to the development of KS4 & 5 courses.
2. To research and develop new courses consistent with school aims, department aims and national education agendas and directives.
3. To ensure that appropriate Assessment, Recording and Reporting procedures for BTEC are in place to assess, record and report on the development, progress and attainment of pupils.
4. To support the Head of Department in leading, managing (including appropriate delegation) activities relating to continuous improvement that arises from evaluation of performance data within Business Studies and to be accountable for the impacts of these improvements.
5. To support the implementation of the school's Learning and Teaching policy.

Leading, developing and enhancing the teaching practice of others

6. To provide inset to colleagues within the department and across the whole school as required.
7. To contribute to the school's NQT and BT professional development programme.
8. To make regular judgements about the quality of teaching and learning within the department and to assist the Head of Department to implement strategies for further improvement as a result of these judgements.

Accountability for leading, managing and developing Business Studies at department level and across the curriculum

9. To contribute to school planning with specific reference to the subject needs of Business Studies.
10. To keep up to date with the specialist subject and developments in pedagogy and how they can be applied to learning in the Business Studies department.
11. To contribute to inspection and data return requirements and to share this knowledge and expertise with department colleagues.
12. To support the department's work on Departmental Self-Review and to lead and facilitate monitoring activities that will accurately inform this.
13. To attend appropriate meetings.
14. To support colleagues with behaviour management, including support with Departmental detentions, and to make the connections with behaviour for learning and classroom pedagogy. To liaise with department for praise and rewards.

Line Management Responsibilities

15. To manage members of the department, including appropriate professional development activities, routine organisation and deployment and strategic team building and capacity enhancing activities.
16. To lead performance management reviews within the Business Studies department.
17. To depute as required for the Head of Department.

Other

18. To carry out duties in the Core Job Description attached.

SELECTION CRITERIA

1. Education & Training

- Qualified teacher status
- Evidence of further study or training
- Good Honours graduate

2. Experience

- Experience of working in a promoted post within Business Studies
- Experience of working in a mixed, multi-ethnic comprehensive school
- Experience of teaching at KS3, 4 & 5 preferably including AS/A2
- Experience of teaching Business Studies up to A Level, with the ability to teach A Level Economics and BTEC Level 3 qualifications a distinct advantage.

3. Abilities

- The ability to plan, develop, review and evaluate challenging and motivating courses
- The ability to initiate and implement strategies for raising standards of achievement in Business Studies for pupils of all abilities The ability to work to and meet deadlines
- The ability to manage and motivate staff and to work in co-operation with others
- The ability to deliver INSET to colleagues

4. Other requirements

- A commitment to teaching in a mixed multi-ethnic comprehensive school and to vocational and academic education
- A commitment to promoting pupil achievement through a variety of extra-curricular activities.
- A good record of health and attendance.
- A willingness to attend occasional evening meetings and out of school activities.