



ST. MARY'S
MENSTON

Job Description

Job Title: Subject Leader for Business Studies

Purpose of the Role:

To provide professional leadership and management for a subject or key stage within a faculty in order to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all students.

The Job Description should be read alongside the range of professional duties of Teachers as stated in the latest Teachers' Pay and Conditions Document, under the National Conditions of Service for School Teachers and the CES Contract of Employment. The postholder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.

Main Duties:

Teaching and Managing Pupil Learning

- Ensure curriculum coverage, continuity and progression for all students through clearly written and regularly reviewed schemes of work. Monitor implementation in the classroom through regular monitoring in line with whole School systems.
- Ensure teachers are clear about teaching objectives and provide guidance on methodology.
- Ensure teaching and learning in Business Studies is of a consistently high standard and that best practice is shared across the department
- Develop and sustain students' literacy and numeracy skills through the subject.
- Consider how the subject can promote citizenship, spiritual cultural, mental and physical development and preparation for adult life.
- Provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different students, including the allocation of students to teaching groups.
- Establish and implement clear policies and practices for assessing, recording and reporting on student achievement at an individual and group level, utilising this information to recognise achievement and to assist students in setting stretching targets
- Ensure that information about students' achievements in previous classes and schools is used effectively to secure good progress in the subject.
- Provide staff and students with clear direction, expectations and targets in relation to standards of student achievement and the quality of teaching; establish clear targets for student achievement, and evaluate progress and achievement in the subject by all pupils, including those with special educational and linguistic needs.
- Evaluate the teaching of Business Studies in the school, utilising this information to identify effective practice and areas for improvement, taking appropriate action to improve the quality of teaching.

ST MARY'S MENSTON
A CATHOLIC VOLUNTARY ACADEMY

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Planning and Setting Expectations/Pupil Achievement

- Set expectations and targets for staff and students in relation to student achievement and monitor progress towards these targets.
- Plan the use of ICT within schemes of work, monitor the quality of this aspect of lessons and ensure that ICT skills are regularly assessed in accordance with School guidelines.
- Raise achievement, whereby students are inspired to reach their potential and staff aspire to continuously develop and raise standards, setting stretching targets for students and staff.

Assessment and Evaluation

- Establish and implement clear practices for assessing recording and reporting on student achievement, in line with School policy.
- Analyse data, ensuring effective progressive plans are in place for individual and groups of students
- Ensure data analysis results in an effective action plans that are well communicated and understood, monitored and evaluated, resulting in appropriate outcomes.
- Analyse and interpret national, local and school data and set clear objectives and interventions from this analysis.

Relationship with Parents and the Wider community

- Establish good and effective communication with parents.
- Develop links with the local community to extend and enhance the work of the department.
- Establish a partnership with parents to involve them in their child's learning of the subject, as well as providing information about curriculum, attainment, progress and targets

Manage Own Performance and Development

- Keep abreast of new curriculum thinking, teaching methods and examination syllabuses.
- Knowledge of development at all key stages.
- Know and understand the implications of the Code of Practice for SEN for teaching and learning in the subject.

Managing and Developing Staff and Other Adults

- Help staff achieve constructive working relationships with students.
- Support colleagues in their management of student behaviour by using school policy and procedures.
- Devolve responsibilities and delegate tasks appropriately, recognising and utilising the strengths of others.
- Sustain motivation; promote enthusiasm, openness to new ideas, commitment and a happy and homogenous team.
- Be concerned for the professional development of colleagues.

- Provide full and regular feedback to team members, through departmental meetings, briefings and memos of matters discussed at meetings held for curriculum managers. Ensure the Department is represented at these meetings.
- Promote links and co-operation with other departments. Encourage departmental involvement in School wide initiatives and in the development of whole School policy.
- Ensure that senior colleagues and governors are well informed about subject policies, plans, priorities, targets and professional development needs.
- Assist in the selection of staff within the curriculum area.
- Be responsible for supporting training, monitoring ECTs and students placed within the Faculty. Manage career entry profiles.
- In the role of reviewer (team leader) make pay recommendations for colleagues through performance management process.

Managing Resources

- Advise senior leaders of staff and resource needs for the subject.
- Ensure the effective and efficient management and organisation of learning resources.
- Use accommodation to create an effective and stimulating environment for the teaching and learning of the subject.
- Ensure that there is a safe working and learning environment in which risks are properly assessed.
- In consultation with the team, formulate the subject's Strategic and Action plans and implement the processes by which they will be monitored and evaluated.
- Ensure that the departmental handbook is kept up to date.

Strategic Leadership

- Develop and implement policies and practices for the subject that reflects the school's commitment to high achievement.
- Analyse current performance of students in the subject and devise strategies for improving standards further.
- Establish, with the involvement of your line-manager, plans for developing and resourcing the subject to bring about continuous improvement in teaching and learning student achievement.
- Monitor the progress being made towards targets established in subject planning.
- Evaluate the effects of the department's work on standards of learning and teaching.

Accountable to: Faculty Leader

Accountable for: Nominated staff members of the faculty

Further Conditions of Service:

- To undertake the responsibility of a form tutor as and when required as specified in the generic job description.
- To undertake any other responsibilities as may reasonably be directed by the Headteacher.

- To support and maintain the Catholic ethos of the school as stated in the School Mission Statement.
- Adhere to school policies.
- To be fully aware of and understand the duties and responsibilities with regards to Child Protection and Safeguarding in schools and attend appropriate whole school staff training if and when required.