



Job Description & Person Specification

Subject Leader for Business Studies and Economics

Job Title:	Subject Leader for Business Studies and Economics
Scale:	Main Pay Range / Upper Pay Range
Responsible to:	Head of Business Studies, Economics and Computing faculty
Responsible for:	Business and Economics staff

Job Purpose:	<ul style="list-style-type: none"> To deliver the highest quality of teaching and learning through being an effective teacher and tutor who challenges and supports all students to achieve their best by inspiring trust and confidence in students and colleagues; engaging and motivating students; analytic thinking and taking positive action to improve the quality of students' learning. To participate in subject leader responsibilities as highlighted below.
Duties & Responsibilities:	<p><u>The Subject Leader For Business Studies and Economics Is Accountable For:</u></p> <ul style="list-style-type: none"> The outcomes (this includes the attainment outcomes, and progress outcomes) reached by all students in business studies and economics, including those who are SEND or are disadvantaged. Monitoring the progress of all students within the subject area against their targets and ensuring that appropriate interventions are implemented to support students who are underperforming. Ensuring a consistently high quality of teaching throughout the subject. Producing Subject Improvement Plans and Subject Self-Evaluations. The professional development of staff within the subject area. <p><u>The Subject Leader For Business Studies and Economics Is Responsible For:</u></p> <ul style="list-style-type: none"> The day-to-day management of staff within the subject area, acting as a positive role model. Carrying out regular quality assurance through learning walks, book checks and student voice. Ensuring effective communication/consultation as appropriate with students and parents. Producing high quality schemes of work in which learning is coherently sequenced and embedded into long term memory with common assessment points. Ensuring the maintenance of accurate and up-to-date assessment records. Be an effective role model for teaching and behaviour and classroom management.



	<ul style="list-style-type: none"> • Ensure appropriate arrangements are in place for classes when staff are absent. • Evaluating, organising and monitoring the use of resources. <p><u>The Subject Leader For Business And Economics Also Assists The Head of Faculty By:</u></p> <ul style="list-style-type: none"> • Carrying out, following consultation, any other reasonable task determined by the Head of Faculty, including deputising in the event of absence if required and representing the faculty at relevant meetings e.g. HOF/SLT meetings.
General:	<ul style="list-style-type: none"> • Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager. • Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment. • Ensure that all duties and services provided are in accordance with the Trust's Equality & Diversity Policy. • Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.

PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	GCSEs or equivalent at least C/4 grade in English & Maths.	E
	First Aid Qualification.	D
	Good quality honors degree	E
	QTS	E
Knowledge & Experience	Recent experience of working in a secondary school.	E
	Proven success in teaching business studies up to and including A Level.	E
	Proven success in teaching economics up to and including A Level.	D
	Proven success in teaching Level 2 and Level 3 business BTEC qualifications.	E
	Strong subject knowledge.	E
	A highly competent understanding of what makes outstanding teaching and learning and the ability to put this into practice on a day-to-day basis.	E
	An ability to forge good working relationships with staff and students.	E
	An understanding of the qualities of a good scheme of work.	E
	Knowledge and understanding of current curriculum developments in business studies.	E



	<p>Knowledge and understanding of current curriculum developments in economics.</p> <p>Familiarity with the most effective intervention strategies to use with underperforming students and the ability to implement these and monitor their impact.</p> <p>Ensure that whole school policies are implemented consistently, including those relating to safeguarding, child protection and student behaviour.</p> <p>The ability to communicate effectively both verbally and in writing.</p>	<p>D</p> <p>D</p> <p>E</p> <p>E</p>
Skills and attributes	<p>Well-developed behaviour management skills.</p> <p>An ability to analyse and interpret internal data to monitor student progress.</p>	<p>E</p> <p>E</p>
Personal qualities	<p>Ability to prioritise and meet deadlines.</p> <p>Commitment to continued personal development .</p> <p>Commitment to contribute to extra-curricular activities and educational visits.</p> <p>Good attendance and punctuality record.</p> <p>Professional dress.</p>	<p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p>
Other	<p>Committed to equality and diversity.</p> <p>Commitment to own continuous personal and professional development.</p> <p>Committed to our Health and Safety policies and procedures.</p> <p>Compliance to Data Protection Act 2018 and GDPR principles/ requirements.</p> <p>Committed to safeguarding and promoting the welfare of children and young people.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated November 2025.