



## Subject Leader of Business

Salary / grade range	MPR/UPR +TLR 2B (£5,351)
Location	Co-op Academy Priesthorpe
Contract	Permanent, full time (0.8 FTE will be considered)
Reports to	Faculty Leader

### Purpose of role:

To provide professional leadership and management of all staff delivering Business.

To lead, manage and review the curriculum delivered by departmental staff in order to secure high quality teaching, effective assessment, effective use of resources and improved standards of learning and achievement for all students.

In addition to the responsibilities of class teacher, as set out in the Teachers' Standards 2012, the post holder will also undertake the following duties and responsibilities:

### Key accountabilities (and specific duties / responsibilities):

#### Leadership (Strategic direction and quality assurance)

- Support the Academy Leadership Team in implementing whole school practice
- Model and facilitate highly effective Teaching and Learning
- Promote a stimulating learning environment which encourages high expectations from both staff and students
- Review curriculum offer annually and adapt, as appropriate, to meet student needs
- Encourage Continued Professional Development programme within staff, sharing excellent practice as part of this process
- Lead subject specific self-evaluation and improvement planning
- Oversee the development of numeracy and literacy.

#### Management (implementation) including Performance Management

- Undertake an annual Department Self Evaluation to identify key focus areas within Department Development Plan, in line with whole school priorities
- Set priorities and objectives on an annual basis, in line with whole Academy priorities, via a Computing Development Plan, monitoring and evaluating its impact in line with key milestones.



- Devise and oversee a Continued Professional Development programme for Business staff, in consultation with Line Manager
- Represent the views of the Department in different forums
- Ensure all colleagues are involved in Department consultation
- Provide constructive support, advice, and guidance for teachers within the Department
- Have systems in place for the effective evaluation of lessons, teaching methods and teacher performance
- Ensure curriculum plans are developed and maintained within the Department such as long, medium and short term plans
- Prepare and revise material for options booklets and academy prospectus
- Keep an accurate up to date inventory of all subject resources
- Be involved in the appointment and induction of new staff
- Foster and support excellent student engagement in learning across the Department
- Ensure effective approaches to marking and feedback are embedded within the Department
  - Ensure Health & Safety procedures are adhered to and that the Department has up to date risk assessments
- Liaise with external providers to support Learning for Life sessions

## Monitoring

- Monitor the quality of achievement across the Department through data sweeps and assessment moderation
- Track and monitor the achievement of individuals and groups of students and make appropriate interventions to tackle under-achievement
- Monitor lesson planning, delivery, and the quality of student outcomes within the classroom. Identify, manage, and support teaching that requires improvement within this process
- Monitor outcomes within the Department Development Plan and update Department Self Evaluation Form, as per the academy calendar.
- Oversee Department spending and monitor value for money
- Monitor the marking of work across the Department and implement work sampling on a regular basis
- Ensure the Department has an accurate database of individual student data
- Ensure students are set individual targets, which are regularly reviewed

## Evaluation

- Analyse baseline data and exam results to ensure students and staff are working towards aspirational targets.
- Analyse results and produce a written evaluation for the Technology Faculty Leader.
- Ensure appropriate Curriculum plans are in place which meet the academic needs of all students.
- Update Department Development Plan in light of Department Self Evaluation, whole school Self Evaluation and the Academy Development Plans.
- Evaluate impact of CPD on quality of Teaching and Learning across the Department

Strategic Direction and Development of Co-op Academy Priesthorpe



The post holder will be expected to support and promote the development and progress of the academy, its students, and staff. All middle leaders are expected to:

- Facilitate open and clear lines of communication with all stakeholders
- Contribute to the academy's development and implementation of policies, including inclusion
- Contribute to the Academy Development Plan and Self Evaluation Form
- Support staff in achieving the academy's priorities and targets
- Ensure parents are well informed about the academy and their child's progress

### Teaching and Learning

All middle leaders are expected to lead by example, both in terms of their leadership and management role and also in the classroom, teaching effectively, securing high quality outcomes, and promoting excellent standards of behaviour and discipline. They are also expected to:

- Contribute to the monitoring of the quality of teaching and student development
- Develop positive community links to enhance teaching and learning and student personal development
- Liaise with appropriate colleagues to ensure that individual needs of students are identified and met
- Promote an inclusive environment and support the development of strategies to improve attendance

### Leading and Managing Staff

The post holder will promote positive and professional working relationships between all staff within the Department. They will also be expected to:

- Lead developmental activities, delegate appropriately and evaluate outcomes
- Support the implementation of the academy's Personal and Professional Development Policy
- Ensure that all staff understand and follow the academy's quality assurance processes
- Ensure that standards and targets are appropriate and that accountabilities are clear
- Ensure that staff understand the academy's educational agenda and that a coordinated, comprehensive response to student need is made

### Effective Deployment of Staff and Resources

The post holder will make a significant contribution to the effective deployment and development of staff to make most effective use of their skills, expertise, and experience. They will also be expected to:

- Ensure that staff within the Department have a clear understanding of their roles and responsibilities
- Provide advice on establishing priorities for expenditure and the cost-effective use of resources
- Ensure staff work within the academy's Quality Assurance framework

### Child Protection and Safeguarding

Ensure that the child protection policies and procedures adopted by the Governing Body and Co-op Academies Trust are fully implemented and followed by all staff.



- Ensure that sufficient resources and time are allocated to enable staff to discharge their Child Protection related responsibilities effectively.

### Our Policies

All staff will fully support and champion, Safeguarding, Child Protection, Equality and Diversity and the Prevent agenda at all times, as appropriate.

### Other

- Teaching and Coaching Group responsibilities

### NOTES

This job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying each of them out.

The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time, after consultation with the post holder.

### Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• To be educated to degree level in relevant subject</li> <li>• QTS</li> <li>• Evidence of further study</li> </ul>		A A A
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience of leading projects/initiatives in an academy setting</li> <li>• Successful teaching, delivering consistently highly effective classroom experiences for students</li> <li>• Experience of successfully leading a subject area</li> <li>• Experience of leading diverse teams</li> </ul>	D D	A, I A, I A, I A, I
<b>Skills, Ability, Knowledge</b> <ul style="list-style-type: none"> <li>• Knowledge of the content, structure, and processes of external qualifications, including changes to examination systems</li> </ul>		A, I A, I



<ul style="list-style-type: none"> <li>• To be able to represent the academy on or off site and understand the importance of the academy within the community</li> <li>• To be able to use initiative and have well developed incisive analytical and problem-solving skills.</li> <li>• To be able to monitor and evaluate procedures effectively</li> <li>• Communicate effectively with students, parents, and other colleagues at all levels orally and in writing</li> <li>• Work under pressure</li> <li>• Organise and develop effective systems</li> <li>• Take initiative and work independently</li> <li>• Knowledge of impact of data in raising achievement</li> </ul>		<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Is committed, resilient, robust, and resourceful</li> <li>• A record of reliability and integrity</li> <li>• Willingness to participate in further training and CPD</li> <li>• Display an ability to respond enthusiastically and appropriately to new challenges</li> <li>• Show initiative and take an evaluative and creative approach</li> <li>• Reliability, honesty, and commitment to maintaining confidentiality where appropriate</li> <li>• Handle sensitive matters with discretion and in confidence</li> <li>• Self-motivated and the ability to enthuse and motivate others</li> <li>• Professional approach</li> <li>• Ability to establish working relationships with a wide of people</li> <li>• Understanding for the needs of students across different abilities, age, and social backgrounds</li> </ul>		<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check with appropriate childrens and/or adults barred list check if necessary. A person who is included in the childrens or adults barred list commits an offence if they engage in regulated activity from which they are barred.



# Academies Trust

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.