

Hodge Hill Girls' School Job Description 2024-25

The school is committed to safeguarding and promoting the wellbeing of all children and expects our staff and volunteers to share this commitment



HODGE HILL GIRLS SCHOOL

JOB DESCRIPTION

CONTRACT: Part time and Permanent (0.8fte)

NAME:

SALARY SCALE: MPS - UPS3 + TLR2a

JOB DESCRIPTION: Effective from: Sept 2025

JOB TITLE: Subject Leader for Business Studies

- *This job description should, be read and implemented in conjunction with the National Professional Standards for Qualified Teacher Status. Your professional development should continue to demonstrate Upper Pay Range Standards and evidence substantial and sustained progress to the next level of performance related pay*

JOB PURPOSE:

- To assist the head teacher in the leadership and management of teaching and learning in the school, to achieve the outcomes required by Government regulations and the school improvement plan adopted by the governing body.
- The teacher will be required to take particular responsibility for the Subject Leadership of Business throughout the school within the Faculty of Computing and Business and support the teaching and organisation of BTEC as Quality Nominee)

PROFESSIONAL DUTIES - CLASS ROOM TEACHER:

- To undertake the duties and responsibilities of a classroom teacher as required by the head teacher (see extract from School Teachers' Pay and Conditions Document attached).
- To plan, teach, mark and assess subject and related courses across the Key Stages to examination level.
- Work with the Pastoral Team to meet individual needs and support learning
- To share in the development of the whole school website and process of developing e-learning.
- To develop and maintain a stimulating and challenging working environment in the teaching base utilising available support to maintain current displays which enhance learning.

PROFESSIONAL DUTIES - SUBJECT/FACULTY LEADER:

- To lead, manage and develop Business and make an impact on the educational progress of pupils other than the teachers assigned classes or groups of pupils.
- To deputise for the Faculty Leader as required and also to represent the Faculty Leader in agreed

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roles as an important aspect of professional development

- To lead the writing and implementation of Business action plans which reflect the changing processes of teaching and learning to raise pupil progress and support personalised learning within the faculty and whole school vision.
- To develop, monitor and evaluate key Business documentation, which reflects the vision and policies of the faculty and the whole school.
- To manage the Business budget, prioritise resources and plan for change in liaison with the Faculty Leader.
- To lead the development of working practices, which support subject progression between Key Stages change in liaison with the Faculty Leader.
- To lead the development of alternative courses where required.
- To lead Business development of activities and resources which extend and enhance the curriculum eg Curriculum and Pupil progress Days and Out of Hours Learning
- To implement the school assessment, recording and reporting policy as it relates to teaching and learning in Business
- Co-operate in the planning and teaching of cross curricular strands
- To lead, develop and enhance the teaching practice of other staff in Business
- To lead the development of staff within Business, ensuring an awareness of a range of teaching and learning styles and to share responsibility for the staff development budget, training and wider opportunities for curriculum development with the Faculty Leader
- To take responsibility for monitoring and evaluating the quality of teaching and learning within the subject in liaison with the Faculty Leader
- To liaise with the Faculty Leader in the deployment of subject staff to support whole school, department and personal development
- To support the organisation and teaching practice of BTEC as Quality Nominee for the centre

NB Some rotation of roles and responsibility may be, negotiated for personal/professional development

PROFESSIONAL DUTIES - APPRAISAL:

- Take responsibility for own professional development and use the outcomes to improve teaching and pupils' learning and share expertise with colleagues.
- To participate in Appraisal in accordance with the generic school plan for Appraisal.

PROFESSIONAL DUTIES - GENERAL:

- To safeguard the pupils in your care and in the course of your work around schoolworking within the guidance and statutory requirements for Safeguarding, Equal Opportunities, Anti-Bullying, Anti-Racist and Whistle Blowing Policies
- To promote Fundamental British Values, community cohesion and citizenship
- To teach second or additional subjects when required in consultation with line manager and Curriculum Deputy.

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- To teach second or additional subjects when required in consultation with line manager and Curriculum Deputy.
- To act as a Form Tutor, deliver elements of PSHCE and Citizenship and share in the pastoral responsibilities of the school.
- To liaise with members of the Pastoral team directly as a Form Tutor and as a Faculty Leader for subject referrals to support individual and group needs.
- To ensure that Health and Safety regulations are observed and to take responsibility for reporting any deficiencies.
- To undertake any other professional duties as defined in the School Teachers Pay and Conditions Document.

LINE MANAGEMENT - RESPONSIBILITY TO AND FOR:

- Required by the School Teachers' Pay and Conditions Document to carry out the professional duties of a teacher under the reasonable direction of the head teacher of the school, and to report for the purposes of day to day management to the Computing and Business Faculty Leader.
- Responsible for the management, direction and supervision as appropriate of designated employees and other people as specified by the head teacher eg members of Business.
- Senior Leaders are expected to have an awareness of all relevant Data Protection Legislation, interpret and manage the risks associated with processing personal data, and encourage staff to adopt safe and consistent working practices when handling personal data.

CONDITIONS OF EMPLOYMENT:

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory Orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation), also any local agreements, local authority circulars and guidelines giving interpretations of teachers' conditions of employment.

SPECIAL CONDITIONS:

- A teacher on the upper pay scale shall meet the performance threshold standards as specified in the School Teachers' Pay and Conditions Document.
- The duties required of a teacher under this job description shall be such as require the exercise of a teacher's professional skills and judgement.

REVIEW AND AMENDMENT:

- This job description is normally subject to annual review. It may, be amended at the request of the Head Teacher or the post holder but only after full consultation with the post holder.

Job Description issued, after consultation, by _____

(Signature of Head Teacher or designated member of the leadership team)

Agreed after consultation, by _____

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Date: _____

¹ For guidance on a definition of line management and examples of the way in which a teacher can be expected to assist with the management of conditions of service and employment, see the authority's annual advice on the School Teachers' Pay and Conditions Document.