

Job Description

Post:	Subject Coordinator of Business Studies & Inspirational Futures
Reporting to:	Director of Faculty
Responsible for:	Subject teachers; Support Staff
Terms:	TLR 2b

General Responsibility

All school staff are expected to:

- Work towards and support the school's strategic vision and the objectives.
- Adhere to school policies and procedures as set out in the staff handbook or other documentation available to all staff.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

Main Purpose/Key Performance duties

- Being responsible and accountable for the quality of teaching and learning within the subject.
- Being responsible for the outcomes and progress rates of all students within the subject.
- Supporting the faculty's behaviour, discipline and rewards practices.
- Liaising with the faculty lead on CPD for subject
- Promoting the overall effectiveness of the department's work so furthering the aims of the school.
- Keeping abreast of the latest ideas in the subject and proffering advice on school policy to the director of curriculum
- Liaising with the director of curriculum to manage budgets and resources within the faculty.
- Line manage relevant staff as part of the school's performance management policy.

Specific Responsibilities to post

- Administrative matters within the department
- The provision of syllabuses and schemes of work and their regular review the selection of text books and other appropriate materials, within the subject.
- Supporting the faculty policy on homework and marking in line with school policy.
- The organisation of tests, examinations and assessments within the constraints of school, subject area, GCSE and other demands.
- The provision and overall supervision of examination entries relating to the subject and the provision of details of internal examinations.
- The moderation of colleagues' assessments, both formative and summative.
- The setting of pupils where appropriate.
- Contributing to the Faculty Improvement Plan (FIP): its creation, implementation, monitoring and review.
- Contributing to faculty meetings, arranging agendas and circulating minutes. Participating in working parties and other meetings.

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- Communicating with parents on matters related to the subject area.
- The duties of the Form Tutor as described in the Role of Form Tutor.
- Other activities considered necessary to fulfil the responsibilities of the post.
- Such duties of a similar nature as may reasonably be directed by the Headteacher.

This job description is intended as a guide only and not as an exhaustive list of duties relating to this post. The post holder may be asked to carry out tasks that are not specifically described in detail on this job description but which are deemed appropriate for the post holder to fulfil. The job description may vary, after consultation, to reflect the changing needs of the school by either by the Headteacher or another member of the Senior Leadership Team.