

Coast and Vale Learning Trust

Lady Lumley's School

Job Description: Subject Leader Business

Grade: TLR 2.1

RESPONSIBLE TO: Senior Leader

RESPONSIBLE FOR: Leadership & Management of Business

JOB PURPOSE: To secure and account for effective learning, appropriate achievement and educational, social and personal progress of all students in Business, consistent with the aims of the school and the unique needs of each individual learner.

KEY RESPONSIBILITIES:

- 1) Establish and lead the strategic development of Business subjects consistent with the agreed aims and policies of the school, including the production, monitoring and review of development plans.
- 2) Secure and sustain effective learning for students through leading the well-planned and effectively organised teaching within Business including the professional development of staff.
- 3) Lead, manage and support staff and students to sustain motivation and commitment to high standards of learning and care.
- 4) Plan and be accountable for the effective deployment of allocated resources within Business to secure high quality learning experiences.
- 5) Maintain an up-to-date knowledge and understanding of teaching in relation to Business and advise the Headteacher and governors of suitable developments for the effective teaching in or management of Business.
- 6) Ensure the effective assessment of students across Business to facilitate the tracking of performance and promote learning through formative assessment.
- 7) Ensure the maintenance of appropriate records in Business to demonstrate progress made by students.
- 8) Monitor the progress of students learning through lesson observation and the analysis of assessment data and intervene to promote improved progress where appropriate.
- 9) Maintain a subject development plan which supports clear aims, policies, self-evaluation information and results data.
- 10) Organise the Department's programme of meetings, including the circulation of agendas and minutes and to ensure the productive use of meeting time.

- 11) Maintain an environment within the Department that promotes high quality teaching and learning.
- 12) Monitor health and safety matters within the Department and adhere to the school's Health and Safety Policy.
- 13) Take responsibility for the Performance management of other staff as directed by the Headteacher.
- 14) Attend Subject Leader meetings.
- 15) Ensure equality of opportunity for staff and students within Business.
- 16) Report to the Headteacher in accordance with school procedures.
- 17) Safeguarding and Promoting the Welfare of Students:

Working with the Designated Child Protection Person the post holder will:
 - Identify and record any child protection concerns.
 - Contribute information as required for Common Assessment or Multi-Agency meetings
 - Act at all times in line with the school's Child Protection procedures.
- 18) To fulfil all of the requirements and duties set out in the current Pay and Conditions Documents relating to the conditions of employment of teachers.
- 19) To meet the National Standards for Subject Leaders.
- 20) To achieve any performance criteria or targets related to the management post arising from the School's Performance Management arrangements.