

## **Job Title: Head of Department: Business**

**Responsible to: SLT line manager,**

**VISION AND PURPOSE: Develop and implement a vision for the Business Department aligned with school values and objectives, creating a positive and inclusive culture. Plan, evaluate, and develop a broad, balanced curriculum (KS4-KS5) that ensures high-quality teaching and learning.**

### **Main Duties:**

- To be accountable for student progress and development within the subject area.
- To develop and enhance the teaching practice of others where appropriate.
- To ensure the provision of an appropriately broad, balanced, relevant and adapted curriculum for students, in accordance with the aims of the academy.
- To be accountable for leading, managing and developing the subject/curriculum area.
- To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the curriculum.

### **Operational/ Strategic Planning**

- To lead the development of appropriate resources, schemes of work, marking policies, assessment and teaching and learning strategies.
- To assist in monitoring and following up student progress
- To ensure that health and safety policies and practices, including risk assessments, throughout the department are in-line with national requirements and are updated where necessary, therefore liaising with the Academy's Health and Safety Manager / relevant staff.
- To be a member of the appropriate academy management structures/meetings and take a corporate responsibility for the leadership of the academy.

### **Curriculum Development:**

- To lead curriculum development.
- To provide a broad, balanced and inclusive curriculum to meet the needs of all students.
- To keep up to date with national developments and relevant research in the subject area.
- To liaise with the SLT/exam officer to maintain accreditation with the relevant examination and validating bodies.

### **Staffing:**

- To effectively lead and deploy teaching/support staff.
- To work with the SLT to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To undertake performance management reviews and to act as reviewer for staff within the area where appropriate.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Department liaising with the cover manager/relevant staff.

- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with academy procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the Academy's development programmes as appropriate.
- To be responsible for the day-to-day management of staff within the Department and act as a positive role model.

#### **Quality Assurance: (in liaison with line manager)**

- To lead effective quality assurance processes across the department.
- To establish consistent standards of practice within the department.
- To monitor and evaluate the curriculum effectively, including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.

#### **Management Information:**

- To analyse and evaluate performance data to inform curriculum planning and delivery.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for the department.
- To produce reports on examination performance, including the use of progress and attainment data.
- To provide the Governing Body with relevant information relating to the Department's performance and development.

#### **Performance Management**

Participating in the Academy's arrangements for performance management, professional development and the Academy's arrangements for quality assurance and internal verification.

#### **In addition to the above requirements, all staff are required to promote the ethos of the Academy by:**

- Being a positive leader of the academy ethos, demonstrating a "can-do" solution focused mentality.
- Being a strong presence wherever they are in the academy.
- Modelling high standards in expectations and practice.
- Following academy policy and promoting policy in all areas and at all times.

#### **Notes**

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

The job description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title.

#### **Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

