**JOB DESCRIPTION**

**JOB TITLE: Head of Economics and Business Studies**

**SALARY:**

**DATE: September 2024**

**Aim**

The Head of Economics and Business will lead the delivery of both subjects, working strategically with their team to develop consistently good and outstanding teaching throughout the faculty by:

* Leading, developing and implementing teaching and learning initiatives and strategies in the department which improve the teaching practice of all members of staff and therefore raise student standards and progress.
* Providing professional leadership and management for the department.
* Ensuring the efficient and effective use of resources in the department.

**In order to promote and achieve the school vision and purpose, the Head of Economics and Business Studies will:**

* Maintain expert knowledge of teaching and learning and disseminate this to other teachers;
* Maintain knowledge and understanding of the school aims, priorities, targets, self-evaluation and action plans;
* Understand and promote the benefits and effective use of ICT;
* Understand and promote links between economics and business studies and the wider curriculum, leading on some enrichment activities;
* Assist in supporting ITT students and ECTs;
* Lead staff as a whole, in groups or as individuals, towards improvement.

**The Head of Economics and Business Studies will develop the quality of teaching and learning at Nobel by:**

* Ensuring that effective schemes of learning are in place and are fit for purpose;
* Developing the use of coaching/mentoring techniques and styles to develop the teaching practice of all teaching staff;
* Contributing to cross-curricular and subject specific CPD;
* Engaging in professional dialogue with specific colleagues which emphasises improvements in teaching and learning and highlights areas for development, resulting in a positive impact on student learning;
* Undertake rigorous and effective performance appraisal, in line with school policy.
* Observing lessons and giving feedback;

**The Head of Economics and Business Studies will take responsibility for their own professional development and use the outcomes to improve their teaching and students’ learning by:**

* Maintaining subject and pedagogical knowledge through reading, CPD and research to inform their own practice;
* Demonstrating impact in teaching and on students’ learning;
* Prioritising and managing their own time effectively, balancing the demands made by teaching, the HOD role and involvement in school development;
* Achieving their own challenging professional objectives;
* Taking an active part in curriculum leadership Team Meetings to share good practice and promote consistency.

**Purpose**

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school’s polices and the National Teaching Standards 2013.

**Job Context**

The primary responsibility of all teachers is to ensure that all students within their teaching and form groups attain to their maximum potential. The objectives are to ensure:

* consistently high standards of learning and teaching
* continual progress in educational achievement
* positive attitudes to learning and school
* personal and social development

Working Time: 195 days / 1265 hours per year - Full time

| **Area** | **Responsibilities** |
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| **Line Management** | * Responsible to: Headteacher; SLT link; as appropriate. |
| **Teaching & Learning** | * Plan and prepare lessons in line with subject schemes of work, using appropriate teaching methods and resources. * Lead on the development of Schemes of Work and Subject/Faculty policies. * Undertake rigorous form tutoring sessions, making planned and effective use of all teaching and tutoring time. * Ensure the effective and efficient deployment of classroom support. * Ensure students are fully prepared for external examinations. |
| **Pastoral** | * Set high expectations for students’ behaviour, establishing and maintaining a good standard of discipline. * Undertake student supervisory duties and cover for absent colleagues in line with school procedures. * Maintain discipline in accordance with the school Behaviour for Learning Policy. * Encourage good practice with regard to punctuality, behaviour, health & safety, standards of work and homework. * Make every reasonable effort to ensure the Home School Agreement is adhered to. * Provide guidance and advice to students on educational and social matters, especially in the role as form tutor, if applicable. |
| **Assessment** | * Assess and record each student’s progress through observation, questioning, testing and marking. * Make effective use of national, local and school data to set clear targets for students’ achievement and to monitor progress. * Meet tracking and reporting deadlines. * Lead on subject/faculty monitoring of student assessment and keep, SLT HOYs & Form tutors informed about student progress. * Ensure effective assessment of students for external examinations, as required. |
| **Reporting/**  **Communication** | * Ensure familiarity with reporting requirements and prepare and present informative reports for parents. * Communicate as appropriate with parents of students and external bodies concerned with student welfare. * Take part in activities such as Parents’ evenings, Review Days, Open Evenings, Faculty meetings, staff meetings and other meetings/events as required. |
| **Form Tutorship (if applicable)** | * Promote high aspirations by monitoring the academic progress of form members and their attitudes to learning. * Provide pastoral care of the form group, which supports the aims and values of the school, encouraging positive attitudes towards the Year and House systems. * Establish and maintain high standards of behaviour and discipline in accordance with the schools Behaviour for Learning policy. * Monitor and support academic progress, attitude to learning and the behaviour of form members, intervening when needed and communicating with parents/carers when required. * Participate in family focused events, e.g. Form Tutor Evening and New Intake Evening. |
| **Performance Appraisal** | * Participate fully in the school’s Performance Appraisal arrangements. * Review own professional development and identify training needs. * Take part in lesson observations to share good practice and as part of the school’s self-evaluation. * Act on advice and feedback given and be open to support to improve own performance. |
| **Other** | * Attend assemblies. * Take registers for classes. * Provide suitable cover work in good time for planned absences. * Establish effective working relationships and set a good example through personal and professional conduct. * Any other duties requested by line manager, or Headteacher. * To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example. * To promote actively the school’s corporate policies and to comply with the school’s Health and Safety Policy and undertake risk assessments as appropriate. |

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**PERSON SPECIFICATION: Head of Business and Economics**

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| **Essential** | **Desirable** |
| **SKILLS AND EXPERIENCE** | |
| Education to degree level in relevant subject plus teaching qualification | Further qualification or evidence of continuing professional development |
| Expertise in the teaching of subjects up to Post 16, including evidence of excellence in own work as practitioner | Involvement in sharing expertise e.g. through student teacher mentoring or in-service training |
| Willingness and ability to engage in necessary administration and supervision, e.g. related to examination entries | Understanding or experience of value-added analysis and/or target setting |
| Excellent knowledge and understanding of current issues in subject | Experience of speaking to large groups of students and/or parents |
| Good oral and written communication skills |  |
| Good IT skills | High level competence in ICT |
| **PERSONAL QUALITIES** | |
| Ability to communicate well with students, parents and staff | Good time-management skills |
| Willingness and ability to work at all levels from involvement in policy-making to fine, practical detail | Perseverance |
| Enthusiasm and good sense of humour | Potential to go onto Assistant Headship or beyond |
| Flexibility |  |