**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.
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| **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.
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| **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.
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| **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.
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| **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.
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| **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.
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| **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.
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| **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 |  |