



Ernest Bevin College
Job Description
Head of Business and Economics

Title: Head of Business and Economics	Salary Scale : MPS/UPS + TLR 2c
Supported by and reporting to: Member of the Leadership Team	Assisted By: Teaching and Non–Teaching Staff

Teaching standards as of Sept 2012, together with the statements specific to this post as below:

Personal and Professional Conduct	<ul style="list-style-type: none"> • As set out in the standards
Leadership and Management The Head of Business and Economics will take lead responsibility for providing leadership and management for the department to secure: <ul style="list-style-type: none"> • High quality teaching • Effective use of resources • Improved standards of learning and achievement for all 	<ul style="list-style-type: none"> • As set out in the standards • Ensuring colleagues have the highest possible expectations at all times • Helping staff to achieve constructive working relationships with students and parents • Establishing clear expectations and constructive working relationships among staff involved in individual subject areas as well as a the department as a whole, including through team working and mutual support; devolving responsibilities and delegating tasks, as appropriate • Appraising staff as required by the school policy and use the process to develop the personal and professional effectiveness of the appraisee(s) • Supporting the professional development of the department members and assisting in the planning and delivery of the department curriculum areas and other training activities • Enabling teachers to achieve expertise in their subject teaching • Working with the SENCO and any other staff with special educational needs expertise, to make sure that education, health and care plans are used to set subject-specific targets and match work well to students’ needs • Making sure that the Principal, senior managers and governors are well informed about each subject area’s policies, plans and priorities, the success in meeting objectives and targets, and subject-related professional development plans • Providing motivational leadership through the high quality of his / her own classroom/management practice • Leading, managing and supporting colleagues on a daily basis • Monitoring, maintaining, and expanding Information Technology facilities, equipment and software. To ensure all equipment and software is up to date, fit for purpose both annually and as and when the need arises. • Working effectively with the Network Services department link. • Monitoring and implementing strategies to raise attainment. • Proactively tackling issues of underperformance • Maintaining effective control of the departmental budget • Working effectively with the Line Manager • Ensuring that Network Services provide a high quality support to staff
Strategic Planning Within the context of the college’s aims and policies, the Head of Business and Economics should develop and implement policies, plans, targets and practices by:	<ul style="list-style-type: none"> • As set out in the standards • Developing and implementing policies and practices for each curriculum area which reflect the college’s commitment to high achievement through effective teaching and learning. • Creating a climate which enables staff to develop and maintain positive attitudes towards the subject they teach and confidence in teaching it. • Establishing a clear, shared understanding of the importance and role of each subject area in contributing to students’ spiritual, moral, cultural, mental and physical development, and in preparing students for the opportunities, responsibilities and

	<p>experiences of adult life</p> <ul style="list-style-type: none"> • Using data effectively to identify students who are underachieving in each subject, and creating and implementing effective plans to support those students where necessary • Analysing and interpreting relevant national, local and school data, as well as research and inspection evidence, to inform policies, practices, expectations, targets and teaching methods • Monitoring the progress made in achieving each curriculum area's plans and targets, evaluating the effects on teaching and learning, and using this analysis to guide further improvement • Producing, implementing and monitoring Subject Development Plans which reflects the intentions of the College Improvement Plan and covers each curriculum area. • Providing curriculum and management support, covering the spread of GCSE, A level and vocational qualifications, for the effective delivery of the Business Studies and Economics at key stage 4 and 5: schemes of work; assessment and classroom methodologies to reflect students' needs and external requirements • Liaising with college managers / staff to develop the college further • Developing internal and external links in order to enhance students' learning, with a particular focus on business links for vocational qualifications. • Ensuring that all students have equal opportunities to succeed.
<p>Teaching and Learning The Head of Business and Economics should use the processes of review and evaluation in order to sustain effective teaching and learning. Target setting will be used to ensure that individual students are accountable for their achievements by:</p>	<ul style="list-style-type: none"> • As set out in the standards • Ensuring curriculum coverage, continuity and progression in each subject area for all students, including more able students, students with special educational needs and students with English as an additional language • Developing, co-ordinating and monitoring appropriate subject courses which meet the needs of students for each curriculum area. • Reviewing and developing schemes of work (using the college framework) for efficient delivery of Business and Economics to ensure cross-curricular issues (e.g. SMSC,) are appropriately addressed • Ensuring consistency through adopting agreed college guidelines • Monitoring and evaluating the quality of teaching in lessons through the College Quality Assurance procedures • Making sure that teachers are clear about the teaching objectives in lessons, understand the sequence of teaching and learning in the subject, and communicate such information to students • Providing guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different students • Working with colleagues on curriculum and teaching differentiation in order to raise attainment • Ensuring that all colleagues provide regular performance feedback to their students according to the college marking policy: regularly displaying student progress charts and by using college systems of tracking • Holding regular moderation meetings to ensure that students work is assessed against national standards • Ensuring effective development of students' literacy, numeracy and IT skills through each subject area. • Establishing and implementing clear policies and practices for assessing, recording and reporting on achievement, and for using this information to recognise achievement, set targets, and secure good progress. • Setting expectations and targets for staff and students in relation to standards of student achievement and the quality of teaching • Evaluating the teaching of each subject area in the school, use this analysis to identify effective practice and areas for improvement, and take action to improve further the quality of teaching • Ensuring effective development of students' individual and collaborative study skills • Working with staff to establish a partnership with parents to involve them in their child's learning of the subject, as well as providing information about curriculum, attainment, progress and targets • Developing effective links with the local community, including business and industry,

	<p>to extend the curriculum, enhance teaching and to develop students' wider understanding with a particular focus on vocational courses.</p> <ul style="list-style-type: none"> • Developing, publicising and monitoring appropriate enrichment programmes • Providing parents with information about the progress of their children as required
<p>Efficient and effective deployment of staff and resources</p> <p>The Head of Business and Economics should ensure that staff and resources are effectively deployed by:</p>	<ul style="list-style-type: none"> • Establishing staff and resource needs for each subject and advise the Principal and senior managers of likely priorities for expenditure, and allocate available subject resources with maximum efficiency to meet the objectives of the school and subject plans and to achieve value for money • Deploying, or advising the Principal on the deployment of staff involved in each subject area to make best use of subject, technical and other expertise • Ensuring the effective and efficient management and organisation of learning resources, including IT equipment and software. • Maintaining existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school, including emerging technologies. • Using space to create an effective and stimulating environment for the teaching and learning of the subject • Making sure that there is a safe working and learning environment in which risks are properly assessed in relation to the use of IT equipment

The above responsibilities and duties will be undertaken in addition to the duties of a schoolteacher contained in the School Teachers' Pay and Conditions Document. This job description does not direct the particular amount of time to be spent on carrying out the above duties and responsibilities and no part of it may be so constructed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendments at any time after consultation with the post holder.

April 2022



**Ernest Bevin College
Person Specification
Head of Business and Economics**

Reporting to: Member of the Leadership Team

Assisted by: Teaching and Non – Teaching Staff

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • QTS 	<ul style="list-style-type: none"> • Further accredited study
EXPERIENCE	<ul style="list-style-type: none"> • Varied and successful teaching experience across 11-19 range • Experience of school leadership and management • Broad Post-16 experience 	<ul style="list-style-type: none"> • Experience in more than one school
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • An excellent classroom practitioner • A thorough understanding of current developments and initiatives in 11-19 and post 16 education • The ability to monitor, review and evaluate the work of the College against OFSTED criteria • Ability to exploit opportunities for success and remove barriers to achievement for students and staff • Personal teaching consistently good and outstanding • Awareness of responsibility towards the safeguarding of students 	<ul style="list-style-type: none"> • Ability to seek areas for improvement and to implement change
PERSONAL QUALITIES AND CHARACTERISTICS	<ul style="list-style-type: none"> • Commitment to own learning and development • Ability to maintain good working relationships and play appropriate roles within the team • Energy, enthusiasm and stamina • Ability to work under pressure, meet deadlines, and establish positive relationships with students, parents, staff and outside agencies • Commitment to the promotion of equal opportunity • Awareness of responsibility towards the safeguarding of students • Confidence in working with staff to develop and embed effective learning skills • Demonstrate commitment to providing exciting, challenging, innovative and inspirational learning opportunities across the department and will encourage collaboration with colleagues to share good practice, plan educational experiences and help drive improvement in teaching and learning across the school. 	

<p>SPECIFIC TO THE POST</p>	<p>The ability and enthusiasm to:</p> <ul style="list-style-type: none"> • raise the profile of Design Technology and Art across the school • raise the uptake of Design Technology and Art at examinations level • keep up to date with current pedagogy and developments in education • have a methodical approach in the use of student data and progress tracking to raise attainment within Design Technology and Art • implement Performance Management procedures • contribute to whole-college management and to extra-curricular activities that fall beyond normal school hours • maintain an attractive and stimulating classroom environment, and to contribute to displays in the college as a whole • to use ICT and the college VLE in raising the quality of teaching and learning • work with other leaders and teaching staff to ensure that there is effective teaching of reading, writing, communication and numeracy within the department • ensure appropriate syllabuses are established and reviewed and directing staff in the development of schemes of learning that reflect the full range of educational experiences offered to students and support good or better progress • build capacity within staff to support students to develop effective learning skills; Ensuring that homework of appropriate challenge and sufficient amount is set according to college policy • draw up and implement department policies that reflect whole college policies • foster a climate within the department of positive attitudes to learning, good behaviour and a sense of community 	
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