

## JOB OUTLINE

**POST TITLE:** Subject Lead Business Studies

**RESPONSIBLE TO:** Assistant Head Teacher

**LEVEL:** MPR/UPR plus TLR2c

**CORE PURPOSE:** To lead, develop and manage the delivery of Business Studies at Key Stage 4 within the school in order to secure high quality learning and teaching and improved achievement and attainment for all students.

**JOB DESCRIPTION:** The duties outlined in this job description are in addition to those covered by the latest 'School Teachers Pay and Conditions' document. The job description will be reviewed regularly to reflect or anticipate changes on the job, commensurate with the salary and areas of responsibility.

### The post holder will:

- Help to deliver the Trust vision and translate into practice
- Ensure that all the School policies are implemented
- Foster a learning culture with high expectations in a safe and secure learning environment
- Be responsible for the self-evaluation of their subject and produce and lead on the subject development plan taking responsibility for all aspects within it

## SPECIFIC RESPONSIBILITIES

### Strategic Direction

- To deliver their vision for the subject and ensure all teachers within their subject buy into it
- To lead on standards and student outcomes within Business Studies
- To develop and sustain high quality teaching and learning throughout Business Studies
- To create and own the curriculum *Intent* for Business Studies, working with the team to ensure effective Implementation which produces clear *Impact*
- To ensure that the curriculum offering within Business Studies meets the needs of the students
- To lead on all aspects of Business Studies, keeping up to date with new and relevant information
- To ensure an effective vocational opportunity are available for all students studying these subjects
- To lead good pedagogy practice within Business Studies and sharing where appropriate with other subject areas
- To develop and support staff within the subject to ensure they are effective in the classroom.

### Teaching and Learning

- To monitor standards of achievement through regular monitoring, review and evaluation
- To ensure that students in Business Studies are set challenging targets and that they are shared with students and reviewed on a regular basis
- To ensure that the quality of lesson plans, the use of assessment and homework set are of the highest quality

- To develop positive approaches to teaching and learning so that students have every opportunity to become confident and positive learners, enthusiastic about their own progress and place in society
- To support colleagues within Business Studies so that appropriate standards of behaviour are established and maintained
- To develop, implement, monitor and review schemes of work regularly to ensure that they are up to date and consistent with the School's framework
- To develop the delivery of the specialism with Business Studies
- To develop, implement, monitor and review the use of new technologies within Business Studies
- To ensure that all aspects of the student achievements in Business Studies are monitored and evaluated and this information is used to inform priorities and targets for improvement
- To monitor the progress of all students and classes in Business Studies – including those able and talented, with special educational needs and liaise with the staff to ensure the right support is put in place
- To analyse student data and work with staff within the subject to ensure students achieve their potential
- With the Heads of Year, identify students who are underachieving and where necessary create and implement effective plans to support those students.

### **Management of the School**

- To undertake any professional duties delegated by the Head of School
- To apply best value for money principles to secure resources for Business Studies and ensure they manage the budget effectively
- To seek extra funding to support the development within Business Studies
- To ensure that the accommodation provides a positive and safe environment which promotes well being and high achievement for all in the School
- To use every opportunity to create a positive and memorable learning environment within Business Studies
- To support the Senior Team in any performance management needs within their subject area

### **Community and Partnerships**

- to work closely and in partnership with the Senior Leadership Team to ensure the successful ongoing development of the School
- Seek curriculum links with businesses, HE/FE, other schools particularly to promote the School specialisms

### **Developing Self and Working with Others**

- to assist in the appointment of staff following the Safer Recruitment Policy
- to support the induction of new staff within Business Studies
- to create and maintain good working relationships among all members of the School community
- to promote appropriate personal and professional development of all staff in the within Business Studies, providing an example through their own development
- to work with the SENCO to ensure that Individual Education Plans, behaviour and other contracts are implemented to match students' needs within Business Studies

### **VARIATION IN THE ROLE**

Given the dynamic nature of the role and structure of Hurworth School, it must be accepted that as the school's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are therefore not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

## **EQUALITY AND DIVERSITY**

The School is committed to equality and diversity for all members of society and will take action to discharge this responsibility, but many of the actions will rely on individual staff members embracing their responsibilities with commitment, and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the School's initiatives on Equality and Diversity by development and training designed to enhance practices and the experiences of staff, students and visitors to the School and wider Trust, with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.

This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment, the employee will be subject to rechecking as required from time to time by the Trust.

## PERSON SPECIFICATION

### Subject Lead Business Studies

#### Key

**AF** Application form including personal statement

**S** Selection Process including interview

**R** Employment References

**C** Certificates

**D** Enhanced Disclosure and Barring Services Criminal Check

	Criteria	Essential/ Desirable	Stage Identified
	<b>Qualifications &amp; Education</b>		
1	A relevant Degree or equivalent	E	AF,C
2	QTS and 2 years minimum recent and continuous experience	E	AF,C
	<b>Experience &amp; Knowledge</b>		
3	A teacher of BUSINESS STUDIES	E	AF
4	Experience of leading an initiative or project	E	AF,S
5	Successful track record in areas relating to application and job description	E	AF,R,S
6	Evidence of being at least a consistently 'good' practitioner	E	AF,R,S
7	Evidence of recent CPD for a leadership post within the last 2 years	D	AF
	<b>Skills</b>		
8	Articulate and communicate a shared vision	E	S
9	The ability to develop short, medium and long term strategies that progressively impact on the intended outcome	E	AF,R,S
10	Understand clearly data tracking for students, development planning and implementation	E	AF,R,S
11	The ability to create solutions and see tasks and plans through to completion	E	AF,R,S
12	Effective communication skills	E	AF,S
13	The capacity to build positive working relationships	E	AF,R,S
14	The ability to lead and enthuse colleagues whilst also commanding respect	E	AF,R,S

	<b>Criteria</b>	<b>Essential/ Desirable</b>	<b>Stage Identified</b>
15	The ability to work on own initiative and effectively within a team	E	AR,R,S
16	Thorough understanding of current education policies and practice relating to subject area	E	AF,R,S
	<b>Personal Attributes</b>		
17	Care about and understand young people	E	AF,R,S
18	Determination to promote equality of opportunity	E	AF,R,S
19	Be able to prioritise tasks and agendas	E	AF,R,S
20	Be able to work under pressure, cope with criticism and to be sensitive to the needs of others	E	AF,R,S
21	Recognise that continuous professional development is the foundation for improvement	E	AF,R,S
22	High professional and personal standards in both work and conduct	E	AF,R,S
	<b>Special Requirements</b>		
23	Ability to form and maintain appropriate relationships and personal boundaries with children	E	D
24	Suitability to work with children/young people	E	D
25	The ability to communicate at ease and provide advice in accurate spoken English	E	S

Employment references will be requested prior to the selection process and any issues arising from these will be discussed at interview. All appointments to satisfactory references.

Last Reviewed: April 2024