

## **JOB DESCRIPTION**

### **Job Title**

**SUBJECT LEADER BUSINESS AND ECONOMICS**

### **Leadership responsibility point**

TLR 2c

### **Overall Purpose**

**To lead the teachers and other staff in the Department, to ensure that successful teaching and learning takes place: thus extending the leadership of SLT.**

### **This postholder reports to:**

**SLT Line Manager**

### **Key Accountabilities**

#### **For:**

- Providing a strategic vision for the Department
- Raising standards of student attainment and achievement within the whole curriculum area by monitoring and supporting student progress
- Developing a broad, balanced and inclusive curriculum
- Ensuring that appropriate schemes of work, including related assessment processes, are in place and regularly reviewed in line with the School Policy
- Promoting a collegiate approach so that the staff work as an effective team building, with other leadership post holders, a Leadership Team within the Department
- Monitoring teachers' classroom practice and students' work, to ensure that Schemes of Work are being followed and appropriate marking and assessment for learning is taking place
- Managing and deploying available resources (Teachers, Support staff, Capitation, Departmental rooms etc)
- Ensuring that appropriate professional development takes place in the department

## **Key Tasks**

- To ensure the smooth day-to-day running of the Department
- To keep up to date with national developments in the subject area, and teaching practice and methodology
- To ensure that students are entered for appropriate examinations
- To lead performance management for the whole department, including other team leaders
- To ensure that an environment conducive to learning is established in the Departmental classrooms that allows for effective teaching and learning
- To establish practices that support colleagues in classroom and behaviour management and to act as a role model in their implementation
- To check that appropriate work has been set for classes when teachers are absent
- To work with the Head and SLT line manager in the recruitment of staff in the Department
- To construct an annual Departmental Improvement Plan, reflecting the SIP
- To monitor student data and to ensure that appropriate intervention strategies that raise overall standards as implemented
- To report annually to SLT on Departmental examination performance
- When invited, to report to the Governors' Curriculum Committee
- To incorporate the SEF questions in the Department's Self Review process
- To manage departmental meetings and gained time to develop the skills and teamwork of the team
- To construct the departmental budget plan
- To advise on functional skills

## **Generic responsibilities**

- Responsibilities carried by all teachers in the school comply with the School Teachers Pay and Conditions (published annually).
- Catholic School (CES) contractual obligations outline expectations regarding support for the school's essential ethos
- Expectations regarding the role expectations for all Form Tutors are contained within the school handbook
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- Internal assessment and examinations

## SUBJECT LEADER – PERSON SPECIFICATION

<b>Attribute</b>	<b>Essential</b>	<b>How Identified</b>
Physical	<ul style="list-style-type: none"> <li>• Excellent record of attendance</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• References</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• Good honours degree in subject or directly related subject</li> <li>• Qualified Teacher Status</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• References</li> </ul>
Knowledge and skills	<ul style="list-style-type: none"> <li>• Outstanding Classroom practitioner</li> <li>• Knowledge of current curriculum developments in subject and their implications</li> <li>• Good knowledge and understanding of current educational thinking</li> <li>• Proven ability to use interventions strategies to raise attainment of learners</li> <li>• Ability to inspire and motivate others</li> <li>• Ability to use data to track and monitor student learning and achievement</li> <li>• Interactive use of ICT systems for teaching and learning</li> <li>• Model the values and expectations of the school</li> <li>• Challenge poor performance and offer constructive feedback</li> <li>• Engage your community in systematic and rigorous self evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• References</li> <li>• Interview</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Evidence of active contribution to the development of the subject within recent experience, e.g. sharing and embedding good practice, supporting the departmental team</li> <li>• Excellent record of student performance in public examinations</li> <li>• Leadership experience</li> <li>• Proven track record in raising standards and achievement</li> <li>• Experience of delivering INSET</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• References</li> <li>• Interview</li> </ul>
CPD	<ul style="list-style-type: none"> <li>• Evidence of commitment to personal CPD</li> <li>• Ability to lead the development of others</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• A passion for education and making a difference</li> <li>• Excellent communicator</li> <li>• Excellent team leader / member</li> <li>• Drive and determination</li> <li>• Ambition</li> <li>• Energy, enthusiasm, sense of humour</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• References</li> <li>• Interview</li> </ul>

