



THE BILLERICAY SCHOOL
A MATHS AND COMPUTING COLLEGE

JOB DESCRIPTION

Head of Business Studies and Economics (TLR2c)

REPORTING TO: Associate Assistant Headteacher
[Humanities & Social Sciences]
LINE MANAGER FOR: Business Studies and Economics Department

Main Responsibilities

- To lead and manage the delivery of the Business Studies, Economics & Financial Studies curriculum.
- To ensure that there is an appropriate curriculum, in accordance with our school policy and national requirements, and that it meets the needs of all children.
- To support the delivery of Spiritual, Moral, Social & Cultural (SMSC), Fundamental British Values (FBV) and the values and ethos of The Billericay School.
- To monitor, evaluate and develop teaching and learning within Business Studies, Economics & Financial Studies in accordance with school policies.
- To be accountable for student progress by liaising with teaching and support staff to monitor and support individual children and teaching groups.
- To carry out self-evaluation across the area.
- To participate in development planning with members of the Pastoral and School Leadership Teams when appropriate.
- To teach Business Studies, Economics & Financial Studies and other subjects as appropriate, and to be part of other departmental team(s).

Main Duties:

- Strategic Planning.
 - Ensuring that the Business Studies, Economics & Financial Studies department is aware of and contributing to the School Improvement Strategy and School Development Plan.
 - Completing annual department self-evaluation and action plans.

- Ensuring curriculum stays up to date, relevant and engaging by keeping informed of changes to curriculum guidance and adapting existing practice accordingly.
- Staff deployment and management.
 - Effective communication with the departmental team and ensuring that they have clear guidance, support and all necessary resources to effectively deliver the subject.
 - Drawing up job descriptions and being part of interview panels as appropriate.
- Performance management and staff training.
 - Being a team leader and leading and organising appropriate CPD and meetings as appropriate.
- Curriculum Provision and Assessment.
 - Development of Schemes of Work, lesson plans and resources.
 - Ensuring Schemes of Work meet examination criteria.
 - Developing departmental assessment so that it measures student understanding, informs the learning process and follows the School's Assessment Policy.
- Monitoring and evaluation.
 - Following the School's QA framework and Departmental Self Evaluation Policy
 - Analysis of student achievement and progress
 - Observation and feedback
 - Action Planning
- Management of information.
 - Ensuring that data collected from the department during academic monitoring is accurate.
- Management of financial and consumable resources and classroom facilities in Departmental or faculty area.
 - Departmental capitation bids and teaching resource storage and management.
 - Inspection of classrooms and displays.
- Pastoral care and discipline.
 - Supporting staff with student discipline in line with School Behaviour Management Policy.
 - Liaison with parents as appropriate.
- Extra curricular provision.
 - Coordinating enrichment activities as appropriate.
 - Organising speakers and events as appropriate.
- Marketing and school events.
 - Providing subject and departmental information for website and leaflets/prospectuses
 - Attending Open days and Parents Evenings

Notes:

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post-holder must use Directed Time in accordance with the school's published Time Policy.
3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.