

# MOULSHAM HIGH SCHOOL



## JOB DESCRIPTION

**FACULTY:** Business Studies, Economics and Computing

**JOB TITLE:** Head of Faculty

**PAY SCALE:** L6-8

**LINE MANAGER:** Deputy Headteacher (Quality of Education)

### **The Role Of The Head Of Faculty At Moulsham High School**

Our Heads of Faculty are pivotal to the success of Moulsham High School and are regarded as senior leaders. There are 9 Heads of Faculty in total and they are of the highest quality. Each one is line managed by a member of SLT. Heads of Faculty also meet collectively with all of SLT after school on a three-weekly basis.

### **The Role Of The Head Of Business Studies And Computing**

The Business, Economics and Computing faculty at Moulsham High School is successful, forward thinking and innovative. The faculty's objective is to prepare students for the ever-changing world of work by implementing initiatives, all aimed at raising standards and expanding opportunities at Key Stages 4 and 5.

This role represents a fantastic platform for further promotion to Assistant Headteacher and beyond. In line with the school's ethos the faculty is staffed solely by subject specialists. There are 4 business studies teachers in total and 2 computer science specialists. The faculty is based in 5 classrooms which are adjacent to each other. Each room is wireless networked and equipped with at least 1 SmartScreen. All classrooms contain suites of at least thirty computers. In addition, each teacher is provided with their own laptop.

### **The Business Studies, Economics and Computer Science Provision**

At Key Stage 4 both the Edexcel Business GCSE and BTEC Level 2 in Enterprise are offered. The faculty also offers AQA G.C.S.E. Economics and OCR G.C.S.E. Computer Science.

The Sixth Form is vital to the academic and social life of the school and Economics and Business play an important role in this. A Level Business (Edexcel) is offered along with the BTEC Level 3 National Diploma in Business. The AQA A Level Economics and OCR Computer Science qualifications are also offered.

All KS3 students receive two hours of computing a week.

## KS4 Outcomes 2024

	<b>Cohort Size</b>	<b>% Grades 9-7</b>	<b>% Grades 9-5</b>	<b>% Grades 9-4</b>
<b>Business Studies</b>	61	40.98	78.69	90.16
<b>Economics</b>	30	26.67	86.67	86.67
<b>BTEC Enterprise</b>	47	19.15	51.06	80.85
<b>Computer Science</b>	22	72.73	72.73	90.91

## KS5 Outcomes

Academic expectations remain high. There is close communication with the Sixth Form Team to ensure that all students can achieve their ALPs targets.

	<b>Cohort Size</b>	<b>% A*-B 2024</b>	<b>% A*-C 2024</b>	<b>% A*-E 2024</b>
<b>A Level Business Studies</b>	46	32.61	69.57	100
<b>A Level Economics</b>	19	52.63	78.95	100
<b>A Level Computer Science</b>	11	54.55	100	100
<b>BTEC Level 3 Business</b>	27	25.93	96.3	96.3

### The Bridge Academy Trust

Moulsham High School is one of 4 secondary schools in the Bridge Academy Trust. This provides many opportunities for collaboration and professional development. For example there are half-termly Subject Network meetings at which good practice is shared and common challenges discussed.

### The Vacancy

The post of Head of Business Studies, Economics and Computing has become vacant due to the current postholder securing a position closer to home in January 2024.

The successful candidate will be expected to teach business studies up to and including A Level. The ability to also teach economics up to and including A level is desirable but not essential.

## Head Of Faculty Job Description

The Head of the Business Studies, Economics and Computing Faculty is **responsible** for:

- Providing strategic leadership so that colleagues are aware of and can act upon both national and Trust/school-based developments within business studies, economics and computing.
- Consulting with senior and faculty colleagues to ensure that developments in business studies, economics and computing are consistent with the school's broader aims and policies and are in the best interests of all students.
- Ensuring that the core values of the school (Enjoy, Enrich, Achieve) are fully expressed by the business studies, economics and computing faculty.
- Ensuring that the curriculum in business studies, economics and computing is coherently sequenced across all key stages and year groups, thereby enabling every student to achieve their target grades.
- Monitoring that there is regular standardisation and moderation of work in all year groups to ensure that assessment is accurate and consistent.
- Ensuring that school policies are implemented within the faculty – including those relating to behaviour and safeguarding.
- Ensuring that the faculty's self-evaluation is effective both in terms of staff performance and the academic standards reached.
- Producing the annual Faculty Improvement Plan to address the priorities identified for further development.
- Managing the faculty and its resources, including the deployment of all staff, the appropriate delegation of tasks and the effective use of all finances.
- Ensuring that there is effective tracking of all students' progress across each key stage so that through accurate identification, any underperformance is supported by effective intervention programmes whose impact is closely monitored.
- Ensuring that in each examination key stage, appropriate revision resources and interventions are in place to fully support each student in achieving their best possible outcome.
- Ensuring that all staff in the faculty follow the agreed performance management systems and that appropriate training is provided to meet identified needs. This includes the accurate and continuous evaluation of staff performance, and if necessary, following the capability procedure.
- Ensuring that all staff in the faculty have opportunities for appropriate professional development.
- Ensuring, along with the TLR postholders within the faculty, that there is a vibrant extra-curricular programme for students and regular house events.

- Assisting in the appointment of staff to the faculty as required.
- Ensuring that the faculty is fully represented at and well prepared for any evening events required (e.g. Prospective Sixth Form Evening).
- Ensuring that regular and appropriate homework contributes to learning according to the school's Homework Policy.

The Head Of The Business Studies, Economics and Computing Faculty is **accountable** for:

- The standards (this includes attainment and progress outcomes) reached by all students across Key Stages 3-5. This includes ensuring that regular data analysis occurs and that there is effective intervention in place to make sure those students who are underachieving make rapid progress to reach their target grades.
- The standard and quality assurance of teaching and learning throughout the faculty, ensuring that 'best learning' takes place in every lesson.
- Ensuring that the dialogue about and development of high-quality teaching and learning is at the forefront of everything the faculty does.
- The effective and appropriate use of resources.

The Head of the Business Studies, Economics and Computing Faculty is **expected** to:

- Have a highly competent understanding of what outstanding teaching and learning looks like. If required, the Head of Faculty will mentor staff causing concern within the faculty through the Teacher Development Programme.
- Contribute to the collective ethos of the school by requiring high professional standards from colleagues and appropriate behaviour from students.
- Contribute to the development of the school.
- Ensure the learning environment in the faculty is of a high quality and tidy and safe.
- Ensure that the faculty is represented on all relevant school working groups.
- Carry out regular learning walks and book checks to assist with quality assurance in support of the faculty.
- Help in maintaining a calm and purposeful atmosphere around the school, in and out of classrooms but especially within the faculty area.
- Raise any concerns with their SLT line manager as necessary.
- Lead the staff within the faculty by example, with motivation and enthusiasm, on all new school initiatives.

- Attend all relevant meetings appropriate to the role, as specified by the school.
- Meet regularly to monitor, evaluate, and discuss developmental areas with the TLR postholders within the Maths Faculty.
- Celebrate the success of staff, subjects, and pupils within the Maths Faculty regularly, communicating these achievements and events, links and resources to all stakeholders and wider audiences (website, Twitter, online as well as letters, postcards etc).
- Carry out, following consultation, any other reasonable task determined by the Headteacher.

## **N.B**

All staff at Moulsham High School are expected to:

- Participate in the performance management and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager.
- Comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the postholder.

The Local Governing Committee is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The school's Child Protection and Safeguarding policies can be found on the school website: [www.moulshamhigh.org](http://www.moulshamhigh.org)

This post is subject to an enhanced DBS check and is not suitable for anyone who has been barred in any way from working with children.

(October 2024)

# MOULSHAM HIGH SCHOOL



## PERSON SPECIFICATION

### HEAD OF BUSINESS, ECONOMICS AND COMPUTING FACULTY

(L6-8)

In due course we would expect all the qualities and attributes listed below to be acquired by the successful candidate. Those marked 'Essential' must be demonstrable at the point of interview.

Qualities and Attributes	Essential	Desirable
<b>Qualifications</b>		
Good quality honours degree.	√	
PGCE, or equivalent, in Secondary Education	√	
Qualified Teacher Status	√	
<b>Experience</b>		
Proven success in teaching business studies up to and including A Level.	√	
Proven success in teaching economics up to and including A Level.		√
Proven success in teaching Level 2 and Level 3 business BTEC qualifications.		√

<b>Knowledge / Skills</b>		
Strong subject knowledge.	√	
The ability to shape a vision for the future of the faculty and to achieve this through the construction and implementation of a carefully considered action plan.	√	
A highly competent understanding of what makes outstanding teaching and learning and the ability to put this into practice on a day-to-day basis.	√	
Well-developed behaviour management skills.	√	
An ability to forge good working relationships with staff and students, continuing the existing strong team ethos within the faculty.	√	
Highly efficient organisational skills.	√	
An understanding of the qualities of a good scheme of work	√	
Knowledge and understanding of current curriculum developments in business studies.	√	
An understanding of how to monitor the quality of teaching and	√	

learning within the faculty and the ability to provide staff with appropriate support as required.		
An ability to analyse and interpret internal data to monitor student progress	√	
Familiarity with relevant national data (ISDR, L3VA, ALPS) and the ability to use this to plan for future provision in maths.		√
The ability to use 4Matrix to monitor the progress of all students across KS4.		√
Familiarity with the most effective intervention strategies to use with underperforming students and the ability to implement these and monitor their impact.	√	
Ensure that whole school policies are implemented consistently, including those relating to safeguarding, child protection and student behaviour.	√	
<b>Personal</b>		
Ability to prioritise and meet deadlines	√	
Commitment to continued personal development	√	
Commitment to contribute to extra-curricular activities and educational visits		√
<b>General</b>		
Good attendance and punctuality record.	√	
Professional dress.	√	

(October 2024)