

HAYDON SCHOOL
JOB DESCRIPTION – FACULTY HEAD OF BUSINESS AND ECONOMICS.

Post Title	Head of Social Science Faculty, Leader of Business and Economics
	Haydon is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment
Purpose	<p>To create a climate of learning in which expectations are clear</p> <ul style="list-style-type: none"> ● To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress ● To be accountable for student progress and development within Business and Economics. ● To develop and enhance the teaching practice of others ● To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing body and Headteacher of the school ● To be accountable for leading, managing and developing the curriculum areas. ● To effectively manage and deploy teaching/support staff, financial and physical resources within the faculty to support the designated curriculum portfolio. ● To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. ● To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress ● To lead the development of an engaging and enriching extra-curricular program for all students.
Reporting to:	Member of the Senior Leadership Team.
Responsible for:	The provision of a full learning experience and support of students. Subject post-holders teaching staff and other relevant personnel within the faculty and curriculum area
Liaising with:	The Senior Leadership Team, other Heads of Department, Student Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff, staff, parents, LEA.
Working time:	195 days per year. Full time
Salary/Grade:	TLR 2C
Disclosure level	Enhanced
IN (CORE) DUTIES	

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<p>Operational/Strategic Planning</p>	<ul style="list-style-type: none"> ● To actively engage in research with regard to teaching and learning ● Chairing regular team meetings ● To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department. ● The day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources. ● To actively monitor and follow up student progress. ● To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety COSHH etc. ● To lead colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School. ● To lead and manage the business planning function of the Faculty, and to ensure that the planning activities of the Faculty reflect the needs of students within the subject area, SIP and the aims and objectives of the school ● Foster and oversee the application of ICT, including the development of materials for remote learning. ● To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Faculty are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager. ● To liaise with the other faculty head of social sciences and post holders within Business and Economics to ensure consistency and sharing of good practice. ● To monitor and support the engagement and delivery of extra-curricular sport. ● Support with the provision of external coaches, through actively seeking funding and partnerships with satellite clubs and NGB initiatives and ensuring their successful delivery. ● Lead in the effective development of ECT / SKITT provision within the Department.
<p>Curriculum Provision:</p>	<ul style="list-style-type: none"> ● To lead the provision of educational enhancement (booster classes, trips, visits, web based learning etc) ● To liaise with the Senior Leadership Team to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation. ● To oversee the faculty examinations policy and compliance with external examination and internal assessment procedures with particular reference to any statutory requirements. ● To directly lead Business and Economics
<p>Curriculum development:</p>	<ul style="list-style-type: none"> ● To lead curriculum development for the whole curriculum area. ● To keep up to date with national developments in the subject area and teaching practice and methodology. ● To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. ● To liaise with the Senior Leadership Team to maintain accreditation with the relevant examination and validating bodies.

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	<ul style="list-style-type: none"> ● To ensure that the development of subject materials is in line with national developments. ● To line manage teachers of Business and Economics, and to oversee the development of these curriculum areas in the School. To take on other specific responsibilities relating to the development of the faculty.
<p><u>Staffing</u></p> <p>Staff development</p> <p>Recruitment/Deployment of staff</p>	<ul style="list-style-type: none"> ● To work with the designated Senior Leader to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. ● To undertake Performance Management Review(s) and to act as reviewer for a group of staff who you line manage. ● To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department. ● To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures. ● To promote teamwork and to motivate staff to ensure effective working relations. ● To participate in the schools ITT programme ● To liaise with support staff responsible for examination cover, data etc. to ensure deadlines are met and effective use is made of student data. ● To be responsible for the day-to-day management of staff within the designated department and act as a positive role model. ● To advise Senior Leaders where appropriate with regards to capability. ● To delegate roles and responsibility to staff within the subject area and monitor progress. ● To support and guide staff within the Faculty appropriately ● To advise on performance ● To continue personal development in the relevant areas including subject knowledge and teaching methods ● To ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. ● To lead in the promotion teamwork and to motivate staff to ensure effective working relations. ● To ensure the effective efficient deployment of classroom support ● To participate in the schools ITT programme ● To run training for other staff.
<p>Quality Assurance:</p>	<ul style="list-style-type: none"> ● To ensure effective operation of quality control systems. ● To establish the process of the setting of targets within the department and to work towards their achievement ● To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department. ● To contribute to the School procedures for lesson observation ● To implement School quality procedures and to ensure adherence to those within the department. ● To monitor and evaluate the curriculum area/department in line with agreed School procedures including evaluation against quality standards and performance criteria. ● To seek/implement modification and improvement where required.

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	<ul style="list-style-type: none"> ● To ensure that the Departments quality procedures meet the requirements of Self Evaluation and the Strategic Plan. ● To have oversight of student data and reports
Management Information:	<ul style="list-style-type: none"> ● To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system. ● To make use of analysis and evaluate performance data provided To identify and take appropriate action on issues arising from data, systems and reports, setting deadlines where necessary and reviewing progress on the action taken. ● To produce reports within the quality assurance cycle for the department. ● To produce reports on examination performance, including the use of value-added data. ● In conjunction with the relevant Senior Leader, to manage the Departments collection and analysis of data. ● To provide the Governing Body with the relevant information relating to the Departmental performance and development.
Communications:	<ul style="list-style-type: none"> ● To help ensure that all members of the department/ faculty are familiar with its aims and objectives ● To ensure effective communication as appropriate with the parents of students. ● To liaise with partner schools, higher education, industry, Examination boards, Awarding bodies and other relevant external bodies relevant to Business and Economics. ● To represent the Faculties views and interests.
Marketing and Liaison:	<ul style="list-style-type: none"> ● To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases. ● To contribute to the development of effective links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Evenings and other events in partner schools and the wider community. ● To actively promote the development of effective subject links with external agencies.
Management of Resources:	<ul style="list-style-type: none"> ● To lead on the maintenance, storage and supply of all resources in the Department which allow for an engaging and broad curriculum across all key stages. ● To cooperate with other departments/ faculties to ensure a sharing and effective usage of resources to the benefit of the school and the students. ● To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the departmental budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
Pastoral system:	<ul style="list-style-type: none"> ● To monitor and support the overall progress and development of students within the key stage. ● To help monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.

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	<ul style="list-style-type: none"> ● To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description. ● To contribute to PSHEE and citizenship according to school policy. ● To ensure the behaviour management system is implemented in the department so that effective learning can take place.
Teaching:	To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
Additional Duties:	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
Other Specific Duties:	
<p>You are to carry out the duties of a <u>school teacher</u> as set out in Pay and Conditions Document 1994 and subject to any amendments due to government legislation. This includes any duties as may be reasonably directed by the Headteacher.</p> <ul style="list-style-type: none"> ● To support the school in meeting its legal requirements for worship. ● To promote actively the school's corporate policies. ● To continue personal development as agreed ● To actively engage in the staff review and development process. ● To undertake any other duty as specified by STPCB not mentioned in the above <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>	
<p>This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>	

DATE: MAY 2022