

## Job Description Head of Department - Business

<b>Role</b>	<b>Head of Department – Business</b>
<b>Job Purpose</b>	Overall responsibility for the professional leadership and management of the Department to ensure high standards of teaching and learning are delivered; target outcomes for pupils are achieved; resources are used safely, efficiently and effectively; and the curriculum is managed and developed in accordance with school policy and best practice pedagogy.
<b>Accountable to:</b>	The Head, via the designated line manager
<b>Accountabilities</b>	<p><b>1) Teaching and learning</b></p> <ul style="list-style-type: none"> <li>• Promote excellence in teaching and learning to create the best opportunity for all pupils develop their potential, achieve identified targets and leave school equipped for life beyond it.</li> <li>• Exemplify in own practice the skills of teaching and learning typified by lead professionals and ensure that good practice is shared and adopted throughout the department.</li> <li>• Review schemes of work for use by members of the Department, ensuring that they are modified as necessary to maximise the effectiveness of teaching and learning in the subject.</li> <li>• Monitor pupils' work and the classroom practice of the departmental team to ensure that high standards are maintained.</li> <li>• Keep up to date with developments in subject area, technology and education in general to ensure that best practice is adopted within the Department.</li> <li>• Ensure the department's delivery and development of the curriculum is effective in meeting the needs of all pupils.</li> <li>• Contribute to the broader life of the school by supporting and leading curricular and Co-curricular events such as school productions and activity days.</li> <li>• Liaise and contribute to Junior School enterprise activities.</li> <li>• Lead on the teaching of subject-based lessons on taster and experience days</li> </ul> <p><b>2) Leadership &amp; management of others</b></p> <ul style="list-style-type: none"> <li>• Lead and manage the department, recruiting, inducting, developing, deploying, motivating and appraising members of the department to ensure that they have clear expectations of their roles, and that high performance standards are achieved and maintained and that identified target pupil outcomes are achieved.</li> </ul>

- Empower members of the department to develop their leadership potential to ensure continuous improvement within the department.
- Manage day to day requirements such as examination entry and departmental timetables, delegating as appropriate, to ensure the efficiency of the Department.
- Chair departmental meetings to ensure that they are used effectively to review performance and that actions are recorded and implemented.

### 3) Co-curricular activities

- Actively promote interest in the subject outside the immediate physical and timetabled confines of the Department.
- Ensure that there is a full, vibrant and balanced programme of departmental co and Co-curricular trips, clubs and activities available to students in all year groups.

### 4) Management of resources

- Monitor and control the department's allocated budget and purchasing arrangements, to ensure the efficient and effective use of all resources.
- Identify future resourcing needs and aspirations for the department for consideration in the school budget planning process, presenting sufficient information at the appropriate time to enable budget decisions to be made efficiently.
- Take responsibility for and lead on Health and Safety in the Department:
  - i. Ensure that all resources are fit for purpose and used in accordance with health and safety guidelines provided by the school and GDST.
  - ii. Ensure that risk assessments for all planned departmental activities and potential eventualities are completed, reviewed, updated as necessary and communicated as appropriate.
  - iii. Complete and return annual health and safety self-evaluation forms for the Department and ensure that action plans arising are completed.
  - iv. Develop, maintain and communicate health and safety policy for the Department, ensuring that health and safety is discussed and minuted at every department meeting

### 5) Monitoring, evaluation & assessment

- Ensure that within the Department individual pupil progress is regularly assessed, recorded and reported and used to inform future teaching in accordance with the school marking policy.
- Monitor and ensure that all departmental staff are monitoring pupil progress through the use of performance and benchmarked data eg ALIS and MIDYIS to ensure that high standards of learning are achieved and maintained.
- Working with the Deputy Head Academic, Academic Leadership Team, other Heads of Department and members of the Pastoral Leadership Group as appropriate to develop and implement appropriate interventions where a risk has been identified that expected pupil

	<p>outcomes may not be achieved.</p> <p><b>6) Policy/Strategic direction and development</b></p> <ul style="list-style-type: none"> <li>• Contribute to whole school policy-making and strategic planning as required by the Head.</li> <li>• Prepare, monitor and update annual departmental plans in consultation with colleagues.</li> <li>• Take the lead in ensuring that school policies and strategies are embedded in schemes of work and departmental plans</li> <li>• Create and, as necessary, modify the Departmental Handbook.</li> <li>• Complete an annual Results Analysis for both GCSE and A Level results, to be discussed in a results analysis meeting with the Academic Leadership Team.</li> </ul> <p><b>7) Training &amp; development of self and others</b></p> <ul style="list-style-type: none"> <li>• As a lead professional, set personal targets and take responsibility for your own continuous professional development.</li> <li>• Be proactive in identifying training needs within the department, ensuring that they are appropriately met, and that all members of the department are active in their own personal and continuous professional development.</li> <li>• Contribute to the review process for departmental staff.</li> <li>• Engage with Initial Teacher Training and mentoring of trainee teachers.</li> </ul> <p><b>8) Marketing and external links, including public occasions</b></p> <ul style="list-style-type: none"> <li>• Actively promote the department within the school community to encourage pupils' interest in the subject area.</li> <li>• Contribute to the positive promotion and marketing of the school and the GDST in the local and wider community.</li> <li>• Lead the department's contribution to marketing events and external links.</li> </ul>
<p><b>General requirements</b></p>	<p>All school staff are expected to:</p> <ul style="list-style-type: none"> <li>• Work towards and support the school vision and the current school objectives outlined in the School Development Plan.</li> <li>• Contribute to the successful implementation of the EPQ programme in the Sixth Form as requested and be prepared to supervise the research work and project.</li> <li>• Contribute to the school's programme of Co-curricular activities.</li> <li>• Support and contribute to the school's responsibility for safeguarding students.</li> <li>• Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors</li> <li>• Work within the school's information security policies to ensure the secure processing of data about staff, students and visitors</li> <li>• Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.</li> <li>• Maintain high professional standards of attendance, punctuality,</li> </ul>

	<p>appearance, conduct and positive, courteous relations with students, parents and colleagues.</p> <ul style="list-style-type: none"> <li>• Engage actively in the performance review process.</li> <li>• Adhere to policies as set out in School and GDST guidance</li> <li>• Undertake other reasonable duties related to the job purpose required from time to time.</li> <li>• Cover for absent colleagues and invigilate internal examinations as required.</li> <li>• Undertake a share of staff duties.</li> <li>• Attend key school events including Open Days, Results Days and Sixth Form Choices evening</li> <li>• Be a positive role model to staff and pupils.</li> <li>• Adhere to the School's dress-code.</li> </ul>
<b>Review and amendment</b>	This job description should be seen as enabling rather than restrictive and will be subject to regular review.

## Person Specification: Head of Department

### Skills Required

Teaching skills: Heads of Department should be exemplary teachers, modelling first class pedagogy, achieving outstanding pupil outcomes and inspiring their staff and pupils alike to achieve at the highest level	Essential
Leadership skills: the ability to lead and manage people to work towards a common goal	Essential
Decision making skills: the ability to solve problems and make decisions	Essential
Teamwork: the ability to work collaboratively with others, showing initiative and imagination	Essential
Communication skills: the ability to make points clearly and understand the views of others	Essential
Self-management skills: the ability to plan time effectively and organise oneself well.	Essential
First class organisational and administrative skills, with the ability to remain calm under pressure and work to deadlines	Essential
Ability to create a happy, challenging and effective learning environment	Essential

### Knowledge Base

Excellent professional knowledge and understanding	Essential
Excellent subject knowledge	Essential
Understanding of national and examination curricular requirements of the subject.	Essential
Up to date with professional developments in the subject and other aspects of education	Essential
Good working knowledge of common ICT applications, with a clear understanding of the potential for ICT in enabling more innovative and effective approaches to learning and teaching	Essential

### Qualification/Attainment

Qualified teacher status	Essential
Good honours degree in an appropriate subject	Essential
Post graduate qualifications such as a Masters degree/post-graduate diplomas	Desirable

### Experience

Experience as a subject teacher covering KS4-5, with a track record of consistently enabling pupils to achieve high standards (if the subject is only taught in the Sixth Form then appropriate experience in KS5 essential and experience of other key stages desirable)	Essential
Experience of teaching A level and GCSE Business in the subject for at least two cycles.	Essential
Experience of teaching Economics	Desirable
Recent continuing professional development embedded in own practice	Essential
Experience of organising or participating in Co-curricular activities.	Desirable
Experience of participating in or leading a whole school initiative	Desirable

Experience of a management role e.g. as deputy Head of Department	Desirable
Experience of pastoral care and pupil management, for example, as Form Tutor	Desirable

### Attitude/approach

Personal integrity, honesty, energy, stamina, enthusiasm, professionalism	Essential
A willingness to give generously of own time to support school events and activities and to offer Co-curricular opportunities	Essential
High expectations of oneself, as well as of others	Essential
Approachability, adaptability and flexibility	Essential
Aware of the value of single-sex education	Essential
Ability to listen and make reasoned and informed judgements	Essential
Holds a strong vision, and has the necessary skills and attributes in order to fulfil that vision	Essential
Commitment to GDST values including 'Girls First'	Essential

### Personal Attributes

Enthusiastic, positive and hard-working	Essential
A passion for education	Essential
Ability to inspire, motivate and support pupils	Essential
Calm, flexible, approachable attitude	Essential
Ability to solve problems, make good judgements and take decisions	Essential
Ability to work under pressure, on own initiative, accurately and with attention to detail	Essential
Commitment to the improvement and development of own performance	Essential
Drive and stamina to provide excellent opportunities for all girls in the School	Essential
Self-motivation and a willingness to accept responsibility	Essential
Willingness to play a part in the overall developments of the School	Essential
Commitment to maintaining the caring and supportive ethos of the School	Essential
Commitment to the safeguarding of children and young people	Essential