



## Rushcliffe School



Giving everyone the chance to shine brightly

### Job Description

<b>Post:</b>	Head of Subject – Business and Economics and Economics
<b>TLR:</b>	2a
<b>Responsible to:</b>	Head of Humanities Faculty

#### Safeguarding:

Rushcliffe School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment.

#### Responsibilities

- To lead strategies which maximise achievement of all pupils in Business and Economics.
- To keep the Head of Faculty fully informed on all aspects of developments in the teaching of Business and Economics.
- To quality assure Business and Economics provision.
- To be responsible for the implementation and development of the Business and Economics curriculum and lead the development of schemes of work. .
- To co-ordinate the preparation and development of all resources and teaching material required by the department, including worksheets, supporting material, extension material, tests, homework task and projects.
- To liaise with the Head of Faculty regarding the delivery of curriculum initiatives in Business and Economics.

- To liaise with teaching staff to keep them informed of all curriculum developments and to advise on schemes of works and teaching methods.
- To contribute to the wider CPD of both department and Faculty
- To ensure that the curriculum in the department is implemented in accordance with the requirements of the examination syllabus and of the agreed faculty policy.
- In conjunction with other heads of subjects, to work to the budgets determined by the head of faculty to resource the courses and equip staff, students and teaching rooms.
- To be responsible for the maintaining a system of stock and equipment control within the department and for ensuring that Health and Safety and COSHH regulations are observed.
- To act as Health and Safety co-ordinator for the department.
- To be responsible for ensuring that all teaching rooms are correctly managed and maintained.
- To be responsible for the general appearance of the subject's facilities, the displays and the displays and the display of pupil's work.
- To manage assessment, recording and reporting for the subject, in conjunction with the Head of Faculty.
- To check departmental reports to parents, in association with the Head of Faculty.
- To have responsibility for the management of pupils when in the department.
- To under take other reasonable duties with regard to the education of years 7 to 13 as required by the Head of Faculty and the Headteacher.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## Person Specification

<p>Relevant Experience</p>	<ul style="list-style-type: none"> <li>▪ Successful experience of teaching Business and Economics to KS4 and KS5.</li> <li>▪ Successful experience of curriculum development.</li> <li>▪ Successful experience of supporting the development of others.</li> <li>▪ Experience in using ICT to support pupils' learning.</li> <li>▪ Evidence of continued professional development.</li> <li>▪ Proven leadership experience</li> </ul>
<p>Qualities</p>	<ul style="list-style-type: none"> <li>▪ High level organisational skills.</li> <li>▪ An ability to enthuse and inspire to get the best out of pupils and staff.</li> <li>▪ A vision of Business and Economics as a vibrant and successful subject</li> <li>▪ An ability to work under pressure.</li> <li>▪ High level communication skills.</li> <li>▪ An ability to initiate, promote and monitor change.</li> <li>▪ High level administration abilities.</li> <li>▪ Determination and energy.</li> <li>▪ Collaborative work ethic.</li> </ul>
<p>Specialist Skills and Knowledge</p>	<ul style="list-style-type: none"> <li>▪ Ability to bring new perspectives to the development of Business and Economics in the school.</li> <li>▪ Know how Business and Economics can be differentiated to support success for all.</li> <li>▪ Know how to plan for progression and how assessment can support pupils in achieving the highest possible levels / grades.</li> <li>▪ Know how efficient KS3- KS5 progression can be facilitated.</li> <li>▪ Competence in the areas identified in National Professional Qualification of Subject Leadership.</li> <li>▪ Know how to delegate effectively.</li> <li>▪ Know how literacy across the curriculum can be facilitated.</li> </ul>
<p>Additional factor</p>	<ul style="list-style-type: none"> <li>▪ Be committed to equal opportunities.</li> <li>▪ Be willing to lead extra-curricular activities.</li> <li>▪ Have the potential for professional development and future promotion.</li> </ul>