

Head of Economics and Business Studies Job Description

Job Purpose:

Leadership and management of the Economics and Business Studies department and all relevant personnel within the department.

Responsibilities:

- To liaise with the assigned member of the Senior Leadership Group.
- To ensure the effective day-to-day management of the curriculum, including deployment of staff and resources and making appropriate arrangements for classes in the event of staff absences, for effective continuation of students' learning.
- To take appropriate action in order to build and maintain effective teamwork within the curriculum area especially through the establishment of good communication systems, the encouragement of the sharing of good practice and innovative use of meeting and training times.
- Lead, manage and support staff and pupils within the subject area to sustain motivation and commitment to high standards of learning and care.
- Ensure effective communication/ consultation with pupils and parents across the department.
- To lead the development and implementation of appropriate syllabuses, schemes of work and resources, to ensure the provision of a broad, balanced, relevant and differentiated KS5 curriculum.
- To monitor the quality of teaching and learning across the department to achieve high standards and ensure consistency.
- Develop teaching and learning strategies to promote student-led learning and develop independent, resilient and confident students.
- To ensure that knowledge of developments in the curriculum and current understanding of how students learn most effectively is personally maintained and disseminated to other teachers.
- In response to performance data, put intervention strategies in place across the department to support students in fulfilling their potential.
- To promote and monitor within the department, school policies related to issues of literacy, numeracy and the use of ICT; homework; lesson planning; record keeping and matters of health and safety, including the maintenance of attractive teaching environments.
- To ensure that teachers are aware of the needs of all students and groups and to make provision for this in their planning.

OPGS is committed to the safeguarding of all members of the school community

- To ensure opportunities are explored to develop students' awareness and use of Economics and Business beyond the classroom.
- To oversee the department's contribution to the school Enrichment Programme.
- To support the Senior Leadership Group by playing a full part in the life of the school community, supporting the school aims, ethos, policies, procedures and routines.
- To participate in the selection process for departmental appointments and ensure effective induction of new staff in accordance with school procedures.
- To manage the department budget.
- Be a positive, professional role model. Lead by example through the teaching of high quality lessons.
- Identify own personal and professional development needs and work towards achieving these goals

Each individual task may not have been identified and outlined within the main duties and responsibilities above. It would be expected that a Subject Leader would carry out any reasonable request made to undertake work of a similar level that is not specified in this job description. The job description will be reviewed annually.