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# Head of Business Studies/Computing

**Title of Post:** Head of Business Studies/Computing

**Salary:** Pay Spine + TLR 2c

**Responsible to:** Deputy Headteacher (Curriculum)

**Responsible for:** Departmental Staff

## **Post Concept**

The purpose of the post is to create a role in School with direct responsibility for the teaching, learning, organisation and management related to Business Studies & Computing within the School curriculum. Integral to the role are responsibilities for the management, evaluation, review and development of work in those subjects, the leadership of departmental staff (where appropriate) and the maximisation of student performance. The purpose of the post will be fulfilled principally through work with students, teachers, ancillary staff (where appropriate), parents and others with a legitimate concern for the contribution of the subject made within School. The post should be discharged in addition to duties as a subject teacher, form tutor and other general professional duties as set out in the Conditions of Employment of School Teachers.

## **Main Duties and Responsibilities**

1. To make a substantial teaching commitment to the subject areas for which he/she is responsible throughout the School and across the full ability range.
  2. To ensure the construction, implementation and development of all subject courses appropriate to the age ability and aptitudes of students by:
    - Writing and reviewing the subject schemes of work, monitoring their implementation, through the use of a range of strategies as defined within School self-evaluation arrangements.
    - Keeping abreast of new subject developments, reviewing and managing the work of the department in the light of these, to lead curriculum development.
    - Ordering and maintaining adequate resources.
    - Monitoring and evaluating the existing subject curriculum offers, resources, policies and student performance and standards.
    - Ensuring homework is set and marked, through regular monitoring.
  3. To agree and ensure that systems of assessing and reporting student progress and attainment both within the School system and internal departmental assessments are carried out (including the setting of examination papers and tests).
  4. Where appropriate, to contribute to the professional development of departmental staff, delegating and reviewing responsibilities within the department. This will include participation in School arrangements for Performance Management.
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5. To act as a channel of communication and consultation both within and between subject areas, reporting back from relevant meetings and courses and promoting the interest and views of the subject staff.
6. To fulfil a role in maintaining an orderly working environment across the subject areas, including being the first reference point for issues of student behaviour.
7. To oversee, support and guide the professional activities of newly qualified and student teachers within the subject areas.
8. To be responsible for all management and administrative matters relating to the subject areas including:
  - ensuring all external examinations requirements are met.
  - management of departmental resources, in consultation with departmental staff.
  - conducting departmental meetings, ensuring a written record of decisions made is kept.
  - maintaining departmental records and Departmental documentation, including Departmental Policies and Departmental Handbook.
9. To provide leadership through the implementation of an effective Subject Improvement Plan
10. Where applicable to oversee and direct the work of technical assistants.
11. To ensure students' work is displayed to advantage within classrooms and in the wider School environment.
12. To be responsible for dealing with visitors to the department.
13. To stimulate extra-curricular interest in the subject area.
14. To ensure LA subject guidelines are implemented, including safety regulations.
15. To participate in the appointment of staff where appropriate.
16. To participate in subject liaison where appropriate.
17. To attend appropriate meetings as set out in the School Time Budget policy.

### **Notes**

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
  2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post-holder must use Directed Time in accordance with the School's published Time Budget Policy and have regard to a Teacher's Conditions of Employment.
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3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<b>Person Specification</b>		
<b>Evidence to be provided on the Application Form and/or supporting statement</b>		
	<b>Essential</b>	<b>Desirable</b>
Commitment to safeguarding and promoting the welfare of young people	/	
Educated to Degree Level	/	
Qualified Teacher Status	/	
A successful track record as a subject teacher in secondary phase of education	/	
<b>Evidence to be provided during the selection activities and/or in supporting statement</b>		
<b><i>Candidates should be able to demonstrate a good knowledge, experience and understanding of the following:</i></b>		
Outstanding outcomes and how to achieve these outcomes on a subject basis		
The process of strategic planning and subject improvement planning		
Inspiring confidence, motivating and empowering others		
Ensuring the development of young people and their welfare is at the heart of all decisions		
Effective leadership and management of staff, including professional development and appraisal		
The role of the Governing Body of a high performing school		
Identifying strengths and weaknesses in individuals and systems, effectively managing change and holding staff to account		
Working under pressure, making effective decisions, meeting deadlines and delegation		
Creative thinking and problem solving		