



JOB DESCRIPTION

JOB TITLE:	KS4/KS5 BUSINESS STUDIES LEAD
JOB HOLDER:	
LOCATION:	CHASE TERRACE ACADEMY, BURNTWOOD, WS7 2DB.
LINE MANAGER:	HEAD OF COMPUTER SCIENCE, BUSINESS STUDIES AND IT
TLR:	TLR 2.1

STATEMENT OF PURPOSE

The post holder will set up, develop and promote Business examination courses. As a key member of the IT and Business team, the post holder will contribute to the wider priorities of the department through this role in promoting the progress of students on these courses and will work closely with the Head of Department and SLT link as appropriate.

To ensure high quality teaching and effective use of resources is in place to raise standards of student progress and achievement.

MAIN DUTIES AND RESPONSIBILITIES

The post holder will fulfil the following responsibilities, in addition to the main duties and responsibilities detailed within the relevant teacher job description.

- To be accountable to the Head of IT for the standards of teaching and learning and student progress in Business courses at key stage 4 and 5
 - To lead, manage and develop strategies for improved performance in Business.
 - To produce and update schemes of work and lead curriculum development in Level 2 and 3 Business courses.
 - To identify and deploy appropriate resources to support the teaching of Business and ensure they are used efficiently and effectively.
 - To stay abreast of future curriculum changes and implement them when required.
 - Review and develop assessment and curriculum plans, to ensure appropriate assessments are set and marked with relevant and effective feedback given to students.
 - To monitor and improve the completion of coursework for all courses including adherence to assessment timelines.
 - To coordinate resources and relevant paperwork and ensure that all monitoring and record keeping is completed, streamlined and tracked closely.
 - To use national, local and school management data (at departmental level and using SISRA) to monitor the standards of achievement across Business courses at key stages 4 and 5 and to lead on strategic planning for improvement. Use data effectively to identify pupils who are underachieving and, where necessary, create and implement effective plans of action, with resources to support students in intervention sessions.
 - To work closely with the whole school vocational lead.
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- To secure and sustain effective teaching of the subject, evaluate the quality of teaching and standards of pupil progress and set targets for improvement. To support the Head of Department in addressing staff underperformance when necessary.
- To increase recruitment on to Key Stage 4 and 5 courses including through the enhancement of the Key Stage 3 curriculum.
- To ensure that out of classroom learning opportunities are maximised and links are built with external providers.

Whilst every effort has been made to explain the responsibilities of the post, each individual task may not have been identified. All staff will be expected to accept reasonable flexibility in working arrangements and comply with any reasonable request from their line manager, undertaking work or tasks of a similar level that is not specified in this job description.

NOTES

1. The content of this job description will be reviewed with the post holder on an annual basis, in line with the academy's appraisal policy. Any significant change in level of accountability that could result in a change to the grade, must be discussed with the post holder and the relevant trade union, before submitting for re-evaluation.

This academy is committed to safeguarding and promoting the welfare of young people. The successful applicant will be required to demonstrate a commitment to the academy's Equal Opportunities Policy and to undertake a criminal record check with the Disclosure and Barring Service.

Signature Date

(Job Holder)
