

RESPONSIBILITIES OF BUSINESS STUDIES LEADER

To secure continuous improvement in the teaching of Business Studies in the school, producing the highest standards of pupil achievement and ensuring that all pupils develop their knowledge, understanding, skills and abilities within an orderly, challenging and motivating educational environment.

Teaching, Learning and the Curriculum

The Head of Department will:

- Establish a well-informed vision for Business Studies and its contribution to pupils' overall education including their academic, social, moral, cultural and spiritual development
- Establish short medium and long term plans for the development and resourcing of Business Studies which ensures coverage, continuity and progression for all pupils
- Establish and implement clear policies for Business Studies including schemes of work.
- Ensure that lessons well differentiated to all levels; especially when groups are of wide mixed abilities.
- Ensure that attendance, classwork and homework are checked and marked with appropriate feedback; and accurate records are maintained.

Monitoring, Evaluating and Improving

The Head of Business Studies will:

- Monitor and evaluate the teaching of Business Studies in the school, taking action as necessary to improve the quality of teaching and learning; including validating professional estimates.
- Monitor and evaluate progress and achievement in Business Studies by all pupils, taking action as necessary to raise achievement and setting clear targets for improvement, taking account of relevant local and national information.

Relationships within the Department

The Head of Business Studies will:

- Set expectations for staff teaching within the context of school policies in relation to:
- working practices and relationships to be fostered with pupils, including those relating to behaviour, discipline and attitudes;

- working practices between staff including those relating to team working and mutual support.
- Deploy staff teaching Business Studies to make the best use of their abilities.
- Lead professional development in Business Studies for example, coaching, peer support, target setting and the identification of development and training needs and provision.

Relationships External to Department.

The Head of Business Studies will:

- Manage and develop effective working relationships with the Headteacher, Senior Leadership Team and other subject leaders and staff at the school.
- Report, as required to the Headteacher, SLT, governing body and parents on pupils' progress and achievement and the department improvement plan.
- Develop effective working relationships with parents, other professionals and relevant agencies including the local community, to ensure that they play a key role in improving and sustaining pupils' achievement.
- Line manage the Careers Co-ordinator ensuring that Year 10 work experience, careers interviews and Careers Fairs are effective.

Managing Resources

The Head of Business Studies will:

- Establish resource needs for Business Studies, setting priorities for expenditure and allocating those resources to meet the objectives of the whole school and the department.
- Investigate measures to create an effective and safe working and learning environment.
- Maintain existing resources and explore opportunities to develop new resources from a wide range of sources inside and outside the school.