



JOB DESCRIPTION

Job Title:	Head of Business	Department:	Business
Hours of Work:	Full time with an allocation of 2 periods a fortnight		
Responsible To:	Deputy Head Academic	Responsible For:	Business

A Summary of the Role:

We are looking for an outstanding Head of Department with a passion for education. The post will suit a well-qualified individual, committed to delivering an exceptional learning experience for every pupil and leading a high-profile department in the school. Business is a successful subject at Woldingham and is a popular choice at A Level. The Department consists of a team of 3 highly committed teachers who work with a focus on equipping students with a strong knowledge base and the ability to evaluate as wide a range of perspectives as possible. We continually encourage independent thought and learning. There is also very strong culture across the Department of sharing resources and ideas. We are looking for a colleague who will be proactive in raising the profile of the department, including running- the Young Enterprise programme.

The department offers the following course:

A Level Business – Edexcel

and in the past has also delivered the Level Three Financial Studies Certificate

This job description includes:

- (1) The five personal skills expected of any Head of Department at Woldingham.
- (2) The seven objectives that a Head of Department uses to inform their working life.
- (3) The specific responsibilities that fall under each of these seven objectives.

This job description provides a *guide to and general description of* the duties and responsibilities of the Head of Department. It is not intended to be wholly definitive, as the detailed demands of particular departments, and the duties of the Head of Department can change over time.

Specific Responsibilities:

- (1) **QUALITY ASSURANCE:** To secure and maintain high standards of teaching and learning in the subject. To ensure that the quality of the educational experience provided within the department for all pupils, regardless of ability, serves as a positive advertisement for Woldingham School.
- (2) **PUPIL ASSESSMENT AND MONITORING:** To establish maintain and review practices for the close monitoring of every individual pupil's progress.

(3) LEADERSHIP OF STAFF: To support, guide and motivate all teachers within the department. To work closely with the School Leadership Team (SLT) to identify, anticipate and resolve any problems affecting the morale of the staff in the department and their ability to perform their jobs to a high standard. To take an ongoing interest in the professional development of all staff in the department.

(4) EFFECTIVE STRATEGIC THINKING: To continually evaluate the effectiveness of teaching and learning practices, schemes of work, qualifications and courses on offer in order to ensure that pupils are always being provided with the best learning opportunities available. To identify and anticipate needs in the subject and consider these in relation to the overall needs of the school.

(5) RESOURCE MANAGEMENT: To ensure that human and other resources within the department are always employed to maximum positive effect.

(6) MARKETING AND PUBLIC RELATIONS: To work closely with SLT and the Marketing Department to advertise the strengths and achievements of the department and the school.

(7) CONTRIBUTING TO WHOLE SCHOOL LIFE: To share in all aspects of school life. All staff are expected to contribute to the extra-curricular programme at Woldingham.

Under Objective 1

- To hold regular fortnightly department meetings which include routine sharing of good practice and resources.
- To clearly communicate the teaching and learning standards and objectives of your department and the whole school to members of staff under your leadership.
- To promote and foster academic excellence and a love of the subject beyond the curriculum through academic societies.
- To develop an atmosphere of intellectual enthusiasm and the open sharing of ideas and good practice within your department.
- To carry out a regular annual calendar of quality assurance activities within the framework laid down by the school.
- To respond to concerns regarding any aspect of the teaching of a member of department with swift, effective and fair quality assurance activities.
- To review academic targets set within the department and monitor staff and pupil performance.
- To ensure that the appropriate members of SLT are kept promptly and fully informed of any serious quality assurance concerns.
- To ensure that appropriate differentiation is occurring in all classes within your subject.
- To ensure that – both within and outside the classroom – those pupils that show a particular aptitude for or interest in your subject are provided with appropriate opportunities for academic extension and enrichment.
- To have a clear and practical set of strategies in place for dealing with underachieving pupils in your subject.

Under objective 2

- To ensure, through standard quality assurance activities, that assessment is being carried out according to the criteria laid down in the academic section of the staff handbook.
- To work with the Deputy Head (Academic) to use baseline data such as CEM test scores and predictions to inform teaching and learning, grade predictions for pupils, setting/banding of pupils and intervention to support underachieving pupils, to ensure that all pupils achieve their potential.
- To ensure that all reports produced by members of the department meet the criteria laid down in the academic section of the staff handbook.

Under objective 3

- To ensure that all the staff under your leadership – particularly those who are new to the school – know what is expected of them.
- To ensure that any new members of your department know where to access all the information they need, and are closely monitored and supported during their initial months.
- To support staff who are facing a challenge in a particular area of their teaching with a professional blend of firm direction and emotional support.
- To get to know the particular strengths and interests of your staff and to ensure that these are recognised, employed and developed.
- To ensure that staff CPD is a part of your annual cycle of quality assurance. To have a clear record of which INSETS and CPD opportunities your staff are attending.
- To take responsibility for, and work with SLT to successfully intervene in, any tensions that arise among the staff under your leadership.

Under objective 4

- To continually review the effectiveness of all of the following:
 - The courses offered by your current exam board in relation to those on offer from other exam boards.
 - Departmental SoWs for each year group.
 - Departmental trips, visiting speakers and other such enrichment activities.
 - Technologies, textbooks and all other non-human resources used by the department.
 - Teaching practices employed within the department.
- To communicate any proposed strategic changes to the appropriate members of SLT in a clear and concise fashion that sets out the advantages, costs and risks of any proposed change.
- To be open to new technologies and teaching practices that are proposed by others, whether from within or outside your department.
- To make use of student-voice when undertaking strategic reviews.

Under objective 5

- To nurture the staff under your leadership as laid down under objective 3.
- To review physical resources as laid down under objective 4.
- To ensure that, as far as possible within whole-school timetabling constraints, the departmental timetable is employing all staff where their particular strengths and enthusiasms will have the most positive impact.
- To anticipate future resource needs (whether staffing or non-human) as accurately and early as possible, so as to aid whole-school recruitment and budgetary processes and help ensure that your needs can be effectively met by SLT.
- To liaise closely with the Library Manager, and to keep abreast of paper and electronic resources in your field, to ensure that students have access to – and training in – research opportunities beyond the use of standard textbooks etc.

Under objective 6

- To ensure that the profile of your subject is sufficiently prominent, both within and beyond the school.
- To use academic enrichment events and/or subject-related societies to combine academic benefit for the pupils with effective marketing for your department and the whole school.
- To ensure that your department contributes fully to the positive image of the school on occasions such as Open Days - through careful preparation of the staff under your leadership, of physical displays and resources and of any activities on offer to visitors.
- To ensure that the department is well organised for the preparation and marking of entrance and scholarship papers.
- To ensure that all requests for the updating of course booklets and other materials for existing and prospective parents are responded to with due care and attention and carried out to-deadline.
- To ensure that all your staff are well prepared for parent-teacher meetings.

- To ensure that any staff absences from parent-teacher meetings are, as far as possible, flagged up in advance, and that any absences are compensated for by swift and useful communication to parents both before and after the event.
- To ensure that any communications from parents (whether direct to you or passed on from Heads of Year or SLT) are dealt with in a prompt and thorough manner.

Under objective 7

- To communicate with SLT regarding whole school developments or procedures in a way that is honest but constructive.
- To be sensitive to whole-school perspectives when engaged in dialogue concerning allocation of time or physical resources for your department.
- To take an active and positive role in whole-staff sharing of educational ideas and initiatives. To encourage the staff under your leadership to do the same.
- To undertake any additional duties, as laid down by school policies (e.g. study supervision) or as reasonably requested by the Head.

PERSON SPECIFICATION

Essential	Desirable
Operational Excellence	
<ul style="list-style-type: none"> Experienced teacher with a proven track record of success, with the ability and vision to lead a busy and forward-looking Department A well-qualified and experienced graduate with a Business, Management, or related degree. Excellent subject knowledge and a commitment to communicating this with enthusiasm through dynamic teaching Ongoing interest in developments in your subject area and the vision and willingness to innovate and improve the department's offering A willingness to contribute to the enrichment provision offered by the department, including running the Young Enterprise programme Excellent time management skills Fluent and accurate written and spoken English Excellent ICT Skills 	<ul style="list-style-type: none"> The ability to teach Economics as well as Business at A Level Experience of running the Young Enterprise scheme
Personal Behaviours	
<ul style="list-style-type: none"> A good communicator who is able to inspire an interest in the subject The ability to communicate effectively with a range of staff, pupils and parents. The ability to defuse potentially difficult communication problems An ability to engage warmly and professionally with students The ability to solve problems and make decisions. The ability to anticipate problems. The ability to place your decision-making within the wider context of whole-school needs A calm and confident presence in the classroom Excellent organisational skills The ability to work as part of a team in a busy department A willingness to be generous with time committed to school, recognising that ours is a school that never closes during term time and the work continues after the final bell of the day has rung The ability to plan time effectively, organise oneself well and balance strategic development with response to day-to-day events 	<ul style="list-style-type: none"> Creativity for developing the department Experience of implementing fresh ideas in an academic department

Ethos and Whole School Values	
<ul style="list-style-type: none"> Committed to operating as part of the School community Committed to the Sacred Heart Values Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care 	
Safeguarding and Pastoral	
<ul style="list-style-type: none"> Committed to safeguarding and promoting the welfare of children and young people. A satisfactory Enhanced Disclosure from the DBS. 	
Leadership and Management	
<ul style="list-style-type: none"> An ability to communicate enthusiasm and vision to the staff and pupils under your leadership. The ability to lead and manage people to work towards a common goal. The ability to blend firmness, patience and empathy when dealing with difficult situations. The ability to show an interest in the welfare, happiness and professional development of those under your leadership. 	<ul style="list-style-type: none"> Previous experience of a leadership role