



NICHOLAS BREAKSPEAR CATHOLIC SCHOOL

JOB DESCRIPTION

APPENDIX 1

Each person is a unique creation of God. All of us are gifted. Every aspect of what we think and do should be based upon the Gospel values of Peace, Justice, Truth and Love.

We are committed to safeguarding and promoting the welfare of children

**ROLE: Head of Business Studies and
Economics**

Post Holder:

TLR: 2b

You are accountable to the Governing Body through the line management structure shown in the Staff Handbook.

Part 1

You are required to maintain and develop the Catholic character of the School in accordance with the direction given by the Governors and expressed in the Mission Statement. You are required to support the Headteacher in implementing the Mission Statement and in maintaining the distinctive Catholic nature of the School.

Part 2

You are required to carry out the duties of a teacher as set out in the current School Teacher Pay and Conditions of Service Document. This requires you to carry out such particular duties as the Headteacher may reasonably delegate.

Part 3. Specific Head of Department Accountabilities

3.1 Developing the Catholic Ethos

- To promote Gospel values of trust and respect, in accordance with the Mission statement.
- To ensure the curriculum reflects the Catholic nature of the School.



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3.2 Providing strategic leadership

- To communicate a clear curriculum vision which encourages ownership, collaboration and commitment from the department members.
- To complete yearly Exams Analysis Documents and Department Development Plans to identify areas of focus and development.
- To complete termly Middle Leader's Reports.
- To lead regular department meetings.
- To meet regularly with line manager.

3.3 Ensuring the Curriculum meets the needs of all students

- To manage the development and enhancement of Schemes of Work which enable all students to become effective learners.
- To keep abreast of curriculum developments and share these with relevant members of staff.
- To support students with the transition process to Key Stage 4 and 5 by providing accurate curriculum information and by presenting at relevant options evenings.
- To lead on Enrichment opportunities.
- To manage departmental budget and resources effectively to support the curriculum.

3.4 Developing teaching to support student progress

- To ensure high standards of teaching and learning for all students in all lessons.
- To develop the practice of teachers within the department through the performance appraisal process and regular learning walks.
- To ensure the department marking/feedback policy is followed by all staff and that the feedback process enables all students to make progress.
- To ensure the setting of meaningful and purposeful homework, in line with homework timetables.
- To ensure any non-specialists are supported.

3.5 Monitoring and evaluation of the academic progress within the department to ensure students meet their full potential

- To devise and implement student assessments, in line with school policy, which enable student underachievement to be identified and acted upon at an early stage.
- To ensure staff are confident with relevant assessment criteria and mark schemes, and to support accurate assessment feedback through moderation.
- To oversee the regular monitoring of the academic progress of students within the department.
- To coordinate effective intervention strategies which support students so that they make the progress that is expected of them.

3.6 Maintaining a secure and safe learning environment for all students

- To establish clear routines that promote excellent behaviour.
- To support all department staff in following the school behaviour policy.
- To support department staff in addressing any issues relating to behaviour.
- To actively lead the implementation of the Health and Safety policy.
- To maintain a visible presence during the school day, in classrooms and communal areas as required.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form.

All members of staff are expected to be flexible and to assist with duties outside their normal area of responsibility from time to time.

The nature of the work demands that discretion and confidentiality are of utmost importance at all times.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

This job description will be reviewed annually as part of the appraisal process.

Staff Signature..... Date.....

Line Manager..... Date.....

PERSON SPECIFICATION

Attribute	Essential	Evidence
Educational Qualifications	<ul style="list-style-type: none"> • Qualified to A-level or equivalent • GCSE Maths & English A*-C 	
Experience	<ul style="list-style-type: none"> ▪ Recent demonstrable evidence of effective teaching or teaching practice 	A
Attribute	Essential/Desirable	Evidence
Educational Qualifications	<ul style="list-style-type: none"> ▪ QTS ▪ First Degree or equivalent 	A A
Skills/Knowledge/Aptitudes	<ul style="list-style-type: none"> ▪ Excellent classroom practitioner ▪ Commitment to the school's Values and Ethos ▪ Ability to enthuse and motivate students and staff ▪ Commitment to school improvement through self-evaluation ▪ Accurate and productive use of assessment ▪ Good subject and curriculum knowledge ▪ Promotion of good progress and outcomes by students ▪ Ability to communicate effectively at all levels both orally and in writing ▪ Ability to operate effectively as part of a team ▪ Excellent IT skills ▪ Ability to work in a way that promotes the safety and wellbeing of young children. 	R A/R A/R A/I A/I A/I A/I A/I A/R A A/R/I
Personal Qualities	<ul style="list-style-type: none"> ▪ Integrity ▪ Excellent interpersonal skills ▪ Commitment, enthusiasm and energy ▪ Commitment to equal opportunities and the inclusion of all ▪ Interested in personal and professional development ▪ Hardworking and willingness to get involved in the whole school life ▪ Ability to be flexible and work effectively under pressure ▪ A good sense of humour and perspective ▪ A willingness to give generously of personal time to support school events and activities 	R I/R I A/I I A/I R/I R/I A/I

Evidence:

A = Application

R = Reference

I =

Interview