

Job Description - Head of Department Chris the King Catholic Voluntary Academy

Job purpose

- To lead the continuing development of high-quality learning and teaching in all key stages in Business Studies.
- To lead the positive promotion of the Catholic ethos of Christ the King Catholic Voluntary Academy
- To take active responsibility for the welfare of all students in the school community

Specific responsibilities

- Identifying priorities and developing the department's strategic vision
- The quality of teaching, outcomes and curriculum at Key Stages 3, 4 and 5 for Business Studies
- The promotion of the Catholic life in the school community

Strategic:

- To lead the continuing development of a full resources, high quality curriculum at all key stages
- To develop teaching and learning for Business Studies, according to the needs of the students, teachers and whole school
- To ensure that Business Studies is a rewarding subject with positive recognition of achievement.
- Use available data to inform the Business Studies curriculum.

Curriculum provision and development

- To keep up to date with, and actively respond to, national developments in curriculum development.
- To seek out new methodologies, share research and inspire departmental staff.
- To liaise with Examinations Officer to maintain accreditation with the relevant examination and validating bodies.

Staffing

- To liaise with Senior Leadership colleagues to ensure cost-effective staffing which enables the delivery of high-quality learning to all students in areas of the Business Studies curriculum.
- To provide help and support for the professional development of staff, including support staff attached to the department.
- To provide support, advice, praise and counselling for the department team in areas of teaching, learning and discipline
- Follow the MAT framework for performance management.
- Delegate responsibilities across the department to aid professional development.

Quality assurance

- To monitor the quality of learning in Business Studies in accordance with the Academy quality assurance policy
- To take positive action in response to issues raised by the monitoring process.
- To use and adhere to the appraisal policy.

Management information

- To ensure that the Business Studies department data is accurate and up to date.
- To analyse and evaluate performance data.
- To identify and take appropriate action on issues arising from data, systems and reports, setting deadlines where necessary and reviewing progress on the action taken.
- To provide reports on examination performance, including the use of value-added data

Communications

- To liaise with all staff to assist with provision of the spiritual and moral aspects of the curriculum.
- To attend and contribute to all appropriate meetings.
- To share the ethos, aims and vision of Business Studies community with all staff.
- To work with parents as partners to raise standards and achievement.
- To ensure the Business Studies department reports are completed accurately, effectively and on time.
- To liaise with feeder schools to ensure curriculum coherence and cohesion.
- Ensure the department is represented at all relevant meetings.

Marketing and liaison

- To form professional and collaborative working relationships with colleagues

Management of resources

- To liaise with the Finance Director(s) to set realistic spending priorities for the development of learning.
- To ensure the smooth running of the department on a day-to-day basis
- To formulate the department development plan within the framework of the school development plan
- Ensuring health and safety procedures are observed by staff and pupils.

Pastoral

- Continuously assess pupils, provide feedback, set targets and ensure they know how to approve.
- Act as a personal tutor to a group of students
- Set a good example to pupils through presentation, personal and professional conduct.

Teaching

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher
- Plan, teach and evaluate lessons to ensure a variety of tasks and learning experiences for pupils matched to their needs.
- Organise lessons effectively to ensure high-quality learning.
- To act as a role model of good practices for all staff

Additional duties

- To participate fully in community activities, developing the ethos of the school and sharing the vision

This job description contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of services.

The duties and responsibilities of the post will evolve to meet changes in financial regulations, statutory requirements or the natural development of the Academy and/or Trust. Such changes are, therefore, a normal part of the post and the post holder must be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be determined from time to time subject to the proviso that any permanent, substantial changes shall be incorporated into the job description and evaluated as such.

Person specification

Category/item	Essential	Desirable
Willing to support the Catholic tradition and spiritual ethos of the academy	X	
Has Qualified Teacher Status or QTLS	X	
Willing and able to contribute to and share in the corporate life of the academy	X	
Professional values and practice		
Is aware of the responsibilities of a teacher	X	
Have high expectations of all students and a commitment to raising their educational achievement	X	
Treats students consistently, with concern for development	X	
Demonstrates and promotes positive values, attitudes and behaviour	X	
Understands the contribution of support staff and other professionals	X	
Promotes equal opportunities	X	
Is committed to Continuing Professional Development	X	
Knowledge and understanding		
Has secure knowledge and understanding of own subject	X	
Knows and understands relevant National Curriculum Programmes of Study	X	
Is aware of pathways for progression through school, college and work-based settings	X	
Is aware of the requirements for the current and next Key Stages	X	
Effectively uses ICT for teaching and to support a wider professional role	X	
Understands the responsibilities under the SEN Code of Practice	X	
Knows a range of strategies to promote good behaviour and a purposeful learning environment	X	
Teaching		
Sets challenging teaching and learning objectives relevant to all students in their classes	X	
Uses these objectives to plan lessons and sequences of lessons showing how they will assess	X	
Takes account of and supports students' varying needs	X	
Selects and prepares resources and plans for their organisation	X	
Takes part in and contributes to teaching teams	X	
Organises and manages teaching and learning time effectively	X	
Organises and manages physical space, tools, materials, texts, resources safely and effectively	X	
Uses a range of monitoring and assessment strategies and uses this information to improve own planning and teaching	X	
Identifies and supports the more able, those failing to achieve potential and those with behavioural, emotional and social difficulties	X	
With help, identifies levels of attainment and supports EAL students	X	
Records progress and achievements systematically	X	
Uses records as the basis for reporting orally and in writing for parents, carers, other professionals and students	X	

Establishes a purposeful learning environment where diversity is valued and where students feel secure and confident	X	
Teaches clearly structured lessons which interest and motivate and promote active and independent learning	X	
Differentiates to meet students' needs, including more able, Pupil Premium and those with SEND	X	
Takes account of different interests, experiences, achievements of boys and girls, and students from different cultural and ethnic groups	X	
Other		
Willingness to support Residential Retreats/visits abroad		X
Willingness to organise and support extra-curricular activities		X
Application		
Clear and coherent completion of application form	X	
Supporting statement which addresses the job description and application requirements	X	
Effective verbal communication skills	X	
Supportive references	X	