

Job Description

Job Title: Head of Business Studies

Contract Type: Full-time, Permanent

Remuneration: MPS/UPS & TLR2c £3,527 & £5k Golden Hello

Core Purpose and Scope

The holder of this post is expected to carry out the professional duties as described below, as circumstances may require and in accordance with the Trust's policies, under the direction of the Senior Leadership Team and Principal. The post-holder is required to fully support the vision, ethos and policies of the Trust.

THAT Vision & Values

As a Trust, our Vision and Values are achieved through:

- Excellent teaching and learning that promotes inclusivity;
- Regular opportunities for collaborative CPD to ensure best practice across academies;
- A proactive network for joint working across academies, for staff at various career stages;
- The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;
- The unique character of each academy is valued and contributes to the THAT whole Trust ethos;
- Shared whole trust values of dignity, respect and ambition.
- High aspirations for all involved with the Trust;
- Each academy is a hub for its local community and families;
- Facing outwards and working in collaboration with other organisations and stakeholders;
- A centralised team that allows academies leaders to focus on their core purpose of education.

Values and Behaviour

Teaching & Support Staff play a vital role in making the education of the students their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

Personal and professional conduct

The post holder should always conduct themselves professionally, treating students and staff with mutual respect, regardless of personal beliefs, in accordance with Trust ethos, policies and practices.

Purpose of the Job:

The Head of Business will provide strategic leadership and direction for the Business Studies department, ensuring high-quality teaching, effective curriculum design, and outstanding student outcomes. The postholder will drive continuous improvement, lead and support staff, and promote an engaging, relevant, and aspirational learning experience that prepares students for future academic and career success in the world of business.

Key responsibilities:

- Lead the planning, development, and delivery of a high-quality Business curriculum across all key stages.
- Monitor and improve teaching standards within the department through coaching, mentoring, and performance reviews.
- Use data effectively to track student progress, identify gaps, and implement targeted interventions.
- Ensure lessons are engaging, challenging, and aligned with the school's teaching and learning expectations.
- Oversee departmental resources, budgeting, and procurement to support effective learning.
- Coordinate assessments, examinations, and coursework in line with exam board requirements.
- Drive departmental improvement through strategic planning and evidence-based initiatives.
- Support the professional development of staff and facilitate regular team meetings.
- Promote high standards of behaviour, engagement, and aspirations among all learners.
- Contribute to whole-school initiatives and collaborate with senior leaders to support school priorities.

Administration:

- Maintain accurate departmental records, including assessment data, curriculum plans, and staff development logs.
- Prepare reports for senior leadership, governors, and external stakeholders as required.
- Oversee the organisation of internal assessments, mock exams, and exam entries.

- Manage departmental timetables, room allocations, and resource inventories.
- Coordinate ordering, budgeting, and financial tracking for departmental resources.
- Ensure all policies, schemes of work, and curriculum documents are regularly updated and compliant.
- Schedule and record minutes for departmental meetings.
- Lead the organisation of trips, events, and enrichment activities related to Business studies.
- Monitor and maintain accurate records of student interventions and outcomes.

Management:

- Lead, motivate, and support the Business department to deliver high-quality teaching and learning.
- Provide coaching, mentoring, and performance management for departmental staff.
- Oversee curriculum design, development, and implementation across all key stages.
- Monitor teaching standards through lesson observations, learning walks, and work scrutiny.
- Analyse student performance data to drive improvement and close attainment gaps.
- Lead departmental improvement planning and ensure alignment with whole-school priorities.
- Manage departmental budgets, resources, and staffing allocations effectively.
- Ensure compliance with school policies, safeguarding requirements, and statutory frameworks.
- Facilitate effective communication within the department and with wider leadership teams.

Additional duties:

- All staff, with the support of the Academy's designated DSL, have a responsibility for providing and safeguarding the welfare of the students and young people
- To be familiar with and support any health and safety procedures and ensure all duties and responsibilities are discharged in accordance with the Academy's health and safety at work policy

This job description does not form part of the Contract of Employment and is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the line manager.

An Enhanced DBS check will be required for this post. The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.

Person Specification

Please refer to these requirements when completing the application. The Person Specification is related to the requirements of the post as determined by the Job Description.

Essential	Desirable
Education and Qualifications	
<ul style="list-style-type: none"> Teaching qualifications, degree or equivalent 	<ul style="list-style-type: none"> Further degree Evidence of on-going professional development
Experience	
<ul style="list-style-type: none"> Outstanding teaching experience Experience teaching KS3 & KS4 Science Experience of implementing strategies to raise student attainment with evidence of success A track record of success in student behavior management Experience of promoting highly effective communications within and between teams and other stakeholders in the community 	<ul style="list-style-type: none"> Experience of working within the academy or education sector
Knowledge and Understanding	
<ul style="list-style-type: none"> Effective use of data to analyse performance and manage interventions to measure the impact this can have on achievement and attainment Good understanding of effective procedures for managing and promoting positive behavior among pupils Equal opportunity issues within the workplace and the importance of culture and ethos and how this impacts on morale, high expectation and high standards Sound understanding of equality of opportunity issues and how they can be effectively addressed in schools. Clear understanding of the role of parents and the community in school improvement and how this can be practiced and developed 	<ul style="list-style-type: none"> Knowledge of child protection and safeguarding policies Sound understanding of equal opportunity issues within the workplace and the importance of culture and ethos, and how these impacts on morale, high expectation, and high standards
Characteristics and Competencies	
<ul style="list-style-type: none"> Ability to promote the school's aims positively Ability to develop good personal relationships within a team; making an effective contribution to high morale 	<ul style="list-style-type: none">

<ul style="list-style-type: none"> • Ability to create a happy, challenging and effective learning environment • A solution-focussed mind-set and determined “no-excuses” approach to raising standards • A personable nature to build effective relationships with parents and all members of the school community • A creative and good-humoured approach to all aspects of teaching, management and leadership • Ability to keep up to date on relevant policies and procedures in line with the duties identified in the job description • Ability to work to professional standards, to develop effective working relationships, think independently and make judgements and to influence others through persuasion/discussion • Ability to be flexible and well organised to manage, at times, unpredictable and variable workloads • Ability and keenness to promote the school’s positive culture and ethos 	
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