

## **Director of Business Education - T Level Business Administration**

### **Job Description**

**Job Title:** Director of Business Education – T Level Business Administration

**Location:** Southborough High School

**Reporting to:** Assistant Headteacher (Curriculum & Assessment)

**Salary:** Upper Pay Scale (dependent on experience) + TLR 2/3

**Contract:** Permanent, 0.6

### **Job Purpose**

The Director of Business is responsible for the **strategic leadership, development, delivery, and quality assurance** of the **T Level Business Administration programme**, ensuring outstanding outcomes for students and strong alignment with employer and industry needs.

The postholder will lead curriculum design, staff development, employer engagement, and student progression, positioning the school as a centre of excellence for T Levels in Business.

The postholder will also line manage the delivery of all other Business and Economics courses in Key Stages 4 and 5.

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### **Key Responsibilities**

#### **Strategic Leadership**

- Provide **visionary leadership** for T Level Business Administration, aligned with school improvement priorities and national T Level requirements
- Lead on the **long-term development and sustainability** of the Business curriculum at Key Stages 4 and 5
- Contribute to whole-school leadership discussions relating to curriculum, employer engagement, and post-16 strategy

#### **Curriculum & Quality Assurance**

- Design, implement, and continuously improve a **high-quality T Level Business Administration curriculum**

- Ensure compliance with awarding body, DfE, and Ofsted expectations for T Levels
- Monitor student progress, achievement, and destinations; implement intervention strategies where needed
- Lead internal quality assurance, standardisation, and assessment moderation

### **Teaching & Learning**

- Model **outstanding teaching practice** within Business and professional studies
- Coach and support teachers and support staff delivering the T Level programme
- Embed employability skills, professional behaviours, and industry-relevant learning throughout the curriculum

### **Employer Engagement & Industry Placements**

- Develop and maintain strong partnerships with **local and regional employers**
- Oversee the planning, delivery, and quality of **industry placements**, ensuring meaningful employer involvement
- Act as the main point of contact between the school and business partners

### **Student Outcomes & Progression**

- Ensure students are well prepared for **employment, apprenticeships, and higher education**
- Lead careers education and employer input specific to Business Administration
- Track and improve retention, attendance, and student engagement

### **Line Management & Team Leadership**

- Line manage teaching and support staff within the Business / T Level team
- Lead professional development and performance management
- Promote a culture of collaboration, high expectations, and continuous improvement

### **Safeguarding & Professional Standards**

- Uphold safeguarding, equality, and inclusion policies at all times
  - Act in accordance with Teachers' Standards and leadership expectations
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### **Person Specification**

#### **Essential Criteria**

#### **Qualifications**

- Qualified Teacher Status (QTS)
- Degree or equivalent qualification in Business, Management, or a related field

#### **Experience**

- Successful teaching experience in Business or a related subject
- Experience of curriculum leadership or coordination
- Experience working with post-16 learners
- Evidence of improving student outcomes

#### **Knowledge & Skills**

- Strong understanding of Business Administration and employability skills
- Knowledge of vocational or technical education pathways

- Ability to design and evaluate high-quality curricula
- Strong leadership, communication, and organisational skills
- Ability to work effectively with employers and external partners

### **Personal Attributes**

- Strategic thinker with a clear vision for technical education
  - High expectations for students and staff
  - Resilient, adaptable, and solution-focused
  - Passionate about social mobility and student progression
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### **Desirable Criteria**

- Experience delivering or leading a **T Level or vocational qualification**
- Experience of employer engagement or industry placement coordination
- Leadership qualification (e.g. NPQML / NPQSL)
- Experience contributing to inspection or quality assurance processes

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*NSM*

*Final*

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