

Job Description

Job Title	Curriculum Leader for Economics and Business	Salary	MPS/UPS + TLR 1B Outer London
School	Oaks Park High School		
Reports to	Senior Curriculum Leader/SLT Line Manager		
Responsible for	As Curriculum Leader of a large department you will be expected to have direct responsibility for line managing a number of teaching staff.		
Liaising with	Headteacher/Deputy/Assistant Headteachers, Team Leaders, support staff, LBR staff, outside agencies and parents/carers.		
Main Purpose of the Role			
<ul style="list-style-type: none"> • Provide effective leadership of the Business Studies and Economics team. • Lead and contribute to the delivery of high outcomes. 			
Key Responsibilities and Duties			
<ul style="list-style-type: none"> • Promote high standards of teaching and learning throughout the department. • Raise standards of student attainment and achievement within the whole curriculum and monitor and support student progress. • Be accountable for student progress and development within the subject area. • Develop and enhance the teaching practices of others. • Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students to include extra curricular provision, in accordance with the aims of the school and curricular policies determined by the Governing Body and Headteacher. • Be accountable for leading, managing and developing the subject/curriculum area. • Effectively manage teaching • Ensure that the department carries out termly self-evaluation, an overall annual self-evaluation and contributes to the overall evaluation of the school. • Ensure that a programme of lesson observations and work scrutinies are undertaken within the department, as required by school policy. • Set and mark appropriate written work according to department and school policy. • Oversee the implementation of the school's Teaching & Learning Policy. • Analyse performance data and use the results as a basis for improvement. • Provide support to colleagues in the implementation of the school's Behaviour Policy. • Lead on quality assurance of extra-curricular activities, including visits for the department. • Be responsible for the organisation of teaching throughout the department. • Develop appropriate Schemes of Work across the Key Stages. • Plan, prepare and teach assigned lessons to students according to their educational needs. 			
Skills and Competencies			
<ul style="list-style-type: none"> • Excellent interpersonal and communication skills, with the ability to build positive relationships with students, parents, and staff. • Strong organisational and time management skills to effectively manage the department. • Knowledge and understanding of relevant legislation and safeguarding guidelines. • Ability to work collaboratively as part of a team, sharing information and best practices with colleagues. • Resilience and the ability to remain calm and composed when dealing with challenging situations or sensitive issues. • IT proficiency, with the ability to effectively use relevant software and systems. 			



Professional Development

- Opportunities for professional development and growth within the role of Curriculum Leader including attending relevant training courses, conferences, and workshops.
- Collaboration and sharing of best practices with other Curriculum Leaders within the school.
- Regular performance reviews and feedback to support personal and professional growth
- Support from the school leadership team and access to mentoring or coaching if required

The Headteacher reserves the right to amend this job description at any time to respond to the needs of the school, including adding reasonably expected duties as necessary.

Person Specification

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Criteria	Essential	Desirable
Education and Qualifications	Bachelor's degree in education or related field.	Masters degree in Educational Leadership
	Qualified Teacher Status (QTS)	
Experience	Minimum of 5 years teaching experience	Previous experience in a leadership role.
	Experience in a secondary school setting.	
	Proven track record	
Leadership Skills	Strong leadership and management skills	
	Ability to motivate and inspire a team.	
Communication Skills	Excellent verbal and written communication skills.	Experience in communicating with parents and stakeholders.
	Ability to communicate effectively with students.	Experience in delivering presentations or workshops.
	Ability to communicate effectively with colleagues/parents.	Experience in managing challenging conversations
Interpersonal Skills	Strong interpersonal and conflict resolution skills.	Ability to build positive relationships with students, parents and staff.
	Empathy and understanding of student needs.	Experience in making accurate judgements.
Organisational Skills	Effective organisational and time management skills	Experience in organising events or extracurricular activities.
	Ability to handle multiple tasks simultaneously.	Familiarity with educational software and technology.
Knowledge and	Understanding of the national	Knowledge of safeguarding



Understanding	curriculum and educational policies.	procedures and child protection laws.
	Awareness of current educational trends	Familiarity with mental health and well being issues in students
Flexibility	Ability to adapt to changing circumstances.	Willingness to work flexible hours, including evenings for events.
Commitment to Professional Development	Commitment to ongoing professional development.	Membership in relevant professional organisations.
	Willingness to stay current with educational research and best practices.	
Team Player	Ability to work collaboratively with colleagues.	Experience in leading or contributing to a team.
	Willingness to support colleagues and contribute to the overall school community.	
Additional Responsibilities	Undertake other various responsibilities as directed by the Headteacher.	

Oaks Park High School is committed to safeguarding and promoting the welfare of children and young people. As such, all staff and volunteers are expected to share this commitment. Shortlisted candidates are required prior to interview, to disclose any unspent convictions, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974. Non disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily prevent you from employment depending on the offence(s). References from the previous and current employer (Headteacher if the candidate currently works in a school) will be requested and appointments can only be made upon receipt of satisfactory references and a newly applied for Enhanced Disclosure and Barring Service check from the Disclosure and Barring Services.

Signed..... Print

Name.....

Date.....