

Rickmansworth School

Job Description: Head of Department - Business and Economics

Salary: MPS/UPS incl. Fringe + TLR2b

Hours: Full-Time- (Part time applications will be considered)

Purpose of role: The Head of Business and Economics is responsible for supporting the Senior Leadership Team (SLT) to achieve the school's vision and meet its overall priorities. This includes delivering inspiring, well-structured and engaging lessons that enable all students to make strong progress in line with the school's high expectations. The Head of Business and Economics will lead and develop the department, fostering a positive and effective learning environment whilst ensuring the highest standards of teaching and learning. Additionally, the Head of Business and Economics will be expected to fully contribute to the broader school community, fulfilling all responsibilities as a dedicated member of staff.

Main Responsibilities

Within the Subject / Department:

- Provide leadership and guidance for staff, students, and parents within the Business and Economics department
- Lead by example, demonstrating expertise in subject knowledge and upholding the highest standards of teaching and professional conduct
- Delegate responsibilities appropriately to ensure effective departmental management.
- Foster a positive and productive work ethos by encouraging teamwork and recognising the contributions of all staff members
- Ensure that relationships and behaviour standards between staff and students fully support student learning and development
- Implement and participate in the School's appraisal policy to support continuous professional development
- Promote innovative and effective work habits, creating an environment where both staff and students can realise their full potential
- Ensure assessments are inclusive and aligned with the School's policy, recognising the full range of student abilities
- Encourage the sharing and implementation of best practice, staying up to date with pedagogical developments in Business and Economics teaching
- Manage the department's budget in line with School policies and frameworks
- Ensure adequate health and safety training is provided to department staff
- Lead trip / visit to contribute to the School's personal development programme
- To lead Departmental Meetings and represent the Department at Strategic Middle Leader Meetings
- Model excellent learning and teaching and support others in the department to do so
- Lead curriculum change through effective curriculum design and implementation
- Use assessment data to develop and implement an intervention programme for exam students

Within the School:

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- Manage the Business and Economics department in alignment with the School's strategic aims and priorities
- Provide a strategic vision for the development of Business and Economics, supporting curriculum development at Key Stage 4/5 and contributing to the overall department development plan
- TLR holders are expected to provide regular and consistent leadership support to their teams as required. This includes but is not limited to maintaining availability and visibility necessary to guide and intervene effectively in the support of behaviour management

Teaching and Learning:

- Oversee students' learning in accordance with Business Key Stage 4 and Economics Key Stage 5 curriculum, ensuring alignment with School policies
- Take responsibility for the quality of teaching and learning within the department
- Be accountable for academic results in Business and Economics, measured by both raw grades and value-added outcomes
- Ensure a clear, cohesive pathway of learning for students, with a curriculum that supports progression at Key Stages 4 and 5, while addressing the needs of all abilities
- Ensure all levels of planning for learning are in place to promote progress in line with School expectations
- Implement and maintain robust quality assurance procedures to monitor and evaluate teaching effectiveness
- Track student progress over time and ensure interventions are in place for students needing additional support
- Contribute to whole-school priorities through long, medium, and short-term planning, fostering independent learning
- Lead departmental self-evaluation and update the SDP accordingly
- Inspire a passion for Business and Economics by acting as a role model and demonstrating enthusiasm for the subject

Monitoring and Assessment:

- Ensure students' work is assessed consistently and in line with School guidelines
- Provide constructive feedback to individual students or groups as necessary
- Use assessment information to inform planning for future learning
- Submit reports, grades, and written comments on students as required
- Ensure accurate lesson registration through the School's electronic system

Subject Knowledge and Understanding:

- Stay updated on the latest subject knowledge, including curriculum changes, level descriptors, and examination specifications
- Continuously improve and disseminate knowledge of pedagogy to enhance the quality of Business and Economics teaching

Achievements and Standards

- To work with the SLT and with Directors of Learning for students to achieve their best
- Track and monitor individual students and different cohorts of students and make appropriate interventions to tackle under-achievement of students' work
- Monitor the quality of achievement through student work scrutiny
- To ensure appropriate assessment and marking takes place within the Department and that School policy is being adhered to
- Take responsibility for overall behaviour management within the Department to ensure a safe, secure and structured learning environment

Quality of Provision

- Ensure schemes of learning are in place that meet the academic needs of all students
- Lead departmental self-evaluation processes
- Update the School Development Plan in response to departmental and whole-school self-evaluation and the Self-Evaluation Form
- Observe, monitor and review the quality of teaching
- Promote collaboration and the sharing of good practice among staff
- Maintain and monitor a stimulating learning environment that supports student progress
- Ensure access to up-to-date learning resources for students and staff
- Promote cultural entitlement through a broad range of enrichment activities, including school trips where appropriate
- Ensure effective deployment of teaching staff, support staff and resources

Professional Standards and Development:

- Set an example as a role model for the School community
- Provide cover for absent colleagues as per the School's policy
- Actively engage with the School's Health and Safety policy
- Support and uphold School policies while maintaining high professional standards
- Build effective working relationships with colleagues, ensuring high standards across the School
- Pursue professional development opportunities that benefit both personal growth and the wider School community
- Engage with the broader life of the School, promoting a positive learning culture
- Ensure awareness of professional standards and align personal practice accordingly
- Support the SEN Code of Practice, considering the needs of vulnerable groups
- Organise and minute subject meetings to ensure clear communication within the department

Professional and Personal Development and Wellbeing

- Develop a strong team ethos across the department
- Provide opportunities for staff to reflect on and discuss their professional development and wellbeing
- Ensure staff have access to a broad range of teaching experiences to develop their practice
- Support the induction of new staff, including allocation of mentors
- Facilitate access to appropriate CPD that meets individual, departmental and whole-school priorities
- Contribute to the recruitment and selection of new staff
- Maintain effective communication through timely agendas, well chaired meetings and accurate minutes
- Provide ongoing support for staff within the department
- Promote and uphold professional standards in line with DfE expectations and school policies and procedures

Pastoral:

- Every staff member at Rickmansworth School holds a pastoral responsibility, with a focus on the well-being and achievement of students

Communication:

- Liaise with relevant staff members (Subject Leader, Form Tutor, Director of Learning, SENDCo) if there are concerns about a student's achievement or behaviour, following agreed procedures outlined in the School's Behaviour Policy
- Respond to requests for information regarding students' academic progress or behaviour.
- Collaborate with Learning Support Assistants and Technicians to support all students in achieving their potential
- Attend Parents' Consultation Evenings and other scheduled meetings
- Maintain accurate student registers during lessons and form tutor periods

- Disseminate relevant information from the Student Bulletin and other School sources

Tutoring:

- Monitor the academic progress of each student in the tutor group
- Ensure students adhere to the School's Behaviour Policy, Code of Conduct, and maintain high standards of behaviour and appearance
- Regularly check students' use of planners and encourage strategies for organisation and completion of home learning
- Serve as the primary contact for parents and teachers regarding matters concerning the tutor group
- Attend assemblies and manage students' behaviour during these events
- Carry out duties as a form tutor as outlined in the Staff Handbook

General Duties:

- Participate in the School's appraisal process
- Ensure equality principles are followed in all relationships with staff and students
- Participate in supervisory duties before and after school and during break times as per the published rota
- Adhere to all School policies and procedures
- Contribute to achieving the goals set out in the School Development Plan and Department Development Plan
- Undertake any reasonable duties within the scope of the role and in accordance with the conditions of the Schoolteacher's Pay and Conditions document
- Actively participate in the School's self-evaluation process
- Work within the School's Health and Safety policy and safeguarding protocols to maintain a safe working environment
- Adhere to Teachers' Professional Standards and engage in ongoing professional development

Alterations:

- The Headteacher may alter this job description after discussing any alterations and giving reasonable notice

Other Duties:

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job specification from time to time.

This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed annually and can be added to at the discretion of the Headteacher.

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 Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding, promoting the welfare of children and young people and uphold the values as set out in the School's Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination.

Applicants must declare any criminal convictions and submit to a check with the Disclosing and Barring Service as the post is exempt from the Rehabilitation of Offenders Act 1974.



Person Specification - Head of Department - Business and Economics

E - Essential
A - Application process

D - Desirable
I - Interview process

	Essential / Desirable	Assessed via?
Experience:		
Excellent teaching skills	E	A/I
Ability to teach business and economics to KS3/4	E	A/I
Ability to teach to business and economics KS5	E	A/I
Ability to use ICT and new technologies to support learning	D	I
Experience of more than one School	D	A
Qualifications and Training:		
Degree in related subject	E	A
PGCE or equivalent	E	A
Knowledge:		
Up to date knowledge of 11 – 19 curriculum	E	A/I
A sound understanding of pedagogical practice in relation to Teaching and Learning in a School setting	E	I
A good understanding of strategies to raise student attainment	E	I
Aptitudes:		
The ability to provide consistent leadership through high visibility and accessibility, ensuring effective guidance and direct intervention in behavior management to support team members	E	I
Skilled classroom practitioner	E	I
Highly effective communication skills	E	A/I
Ability to form strong working relationships	E	I
Ability to lead and manage an effective team	E	I
Capacity and willingness to evaluate own and others performance	D	I
Willingness to innovate and develop self and others	D	I
The ability to develop strong relationships with all students	E	A/I
Willingness to contribute to the wider life of the School	E	I
Values:		
The belief that every student can and will achieve their very best	E	A/I
A clear educational vision and passion for business and economics in an educational setting	E	A/I
Good organisational skills	E	A/I
Highly motivated and willing to go beyond the confines of the classroom to “give more” to the students	E	I
Ability to work to deadlines and manage pressure	E	A/I
Record of good attendance and punctuality	E	A
Engage with and actively promote Rickmansworth School’s sustainability goals	E	A/I
Safeguarding and welfare of the School community:		
The ability to maintain appropriate relationships with all members of the School community	E	A/I
The ability to manage student and colleagues behaviours in a positive way	E	A/I
Be clear on their motivation to work with young people	E	I
Uphold the values as set out in the School’s Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination	E	A/I

