



WOODBRIDGE HIGH SCHOOL

HEAD OF BUSINESS & ECONOMICS TLR 1A (£10,185) + OLA

JOB DESCRIPTION

Responsible to: Member of the Leadership Group

Purpose: To carry out the functions of a teacher at Woodbridge High School in accordance with the stated aims and objectives of the school and the department. These include the following list of duties and responsibilities and any other duties as may reasonably be expected.

Context: The Head of Department provides a clear vision for the department, which translates the school's ethos and aims into practice. They promote the best possible progress for all students based on excellent teaching and learning, acting as a role model for other teachers within the department. The Head of Department has high expectations regarding standards of work and behaviour. The Head of Department supports the Leadership Group and is influential in driving the school forward.

Particular Duties:

The allocation of strategic and operational responsibilities across all subject levels—including GCSE, A Level, and vocational courses—will be shaped around the strengths and experience of the successful candidate. A second TLR post will be advertised following this appointment to fill any gaps in subject leadership, ensuring both courses are effectively supported and developed.

1. Teachers and Support Staff:

- a. To lead the department and be accountable for sustaining or improving the quality of teaching and learning in all key stages and courses;
- b. To provide support for colleagues on classroom management issues and liaise with tutors and year co-ordinators as appropriate;
- c. To lead, develop and co-ordinate the promotion and monitoring of students' progress, including the use of assessment and data;
- d. To monitor the setting and marking of Preparation, Practice and Retrieval (PPR) tasks (homework);
- e. To support the induction of student teachers and ECTs into the department in consultation with the PCM and Induction Tutor;
- f. To promote the professional development of all members of the department through coaching and departmental CPD, including being a role model of subject scholarship and leading subject-specific CPD as appropriate;
- g. To plan, prioritise and subsequently evaluate action in support of the School Development Plan;
- h. To ensure that members of the department are aware of procedures in the case of absence and that appropriate work is set and suitable arrangements made when a member of the department is absent.

2. Curriculum and Evaluation

- a. To ensure that an appropriately challenging and sequenced curriculum plan is constructed and maintained for all courses taught within the department;
- b. To ensure that schemes of learning and appropriate resources are available for all courses taught in the department;

- c. To ensure that appropriate assessment systems are in place within each course within the department, and to work with the Examinations Officer on the construction and administration of internal examinations;
- d. To monitor and evaluate the courses offered to students in each key stage with the aim of providing material which engages all learners and promotes the best possible progress of our students;
- e. To promote and monitor the provision for all students and groups, e.g. those who are disadvantaged, those with Special Educational Needs and Disabilities (SEND) and those who are higher prior attainers;
- f. To construct a Departmental Development Plan and undertake departmental self-evaluation against this

3. Students and their parents

- a. To maintain standards of behaviour within the department in line with school expectations;
- b. To lead colleagues in tracking students' progress and making accurate predictions;
- c. To lead and encourage participation in activities outside of the formal timetable, including extra-curricular activities within the department;
- d. To ensure that parents/carers receive information about their child when appropriate.

4. Meetings

- a. To hold regular departmental meetings as indicated on the meetings schedule ensuring that an agenda is circulated in advance and outcomes are published;
- b. To provide opportunities for staff and students to discuss and reflect on teaching and learning;
- c. To ensure that information is communicated to members of the department when appropriate.

5. Resources including budget

- a. To deploy staff appropriately and work with the Leadership Group in construction of the department timetable;
- b. To manage the department's resources efficiently and effectively;
- c. To plan an annual budget and monitor spending throughout the year;
- d. To identify longer term needs and bid for development monies when appropriate.

6. Other specific duties

- a. To have full regard to all aspects of the school's Health and Safety policy and secure appropriate practice in those areas for which responsibility is held;
- b. To safeguard and promote the well-being of students and staff in all aspects of the performance of this role;
- c. To follow Child Protection and other agreed procedures e.g. relating to the organisation of trips and visits and the ordering of goods;
- d. To carry out duties defined in the Core Job Description attached;
- e. To undertake such other duties as the Headteacher may reasonably require.
- f. All staff are responsible for promoting and safeguarding the welfare of students, ensuring a safe and supportive environment, and adhering to all safeguarding policies and procedures in line with the school's commitment to student safety.

We strive to achieve a diverse workforce, fully representative of our society and the ethnic and cultural make-up of the student population within the UK and in our own community. People from minority ethnic groups are currently under-represented in some groups of staff at our school, and we are keen to attract applications from a diverse pool of candidates for this post. We are determined to be a fully inclusive employer, and a great workplace for people from all backgrounds.

These responsibilities must be carried out in conjunction with the duties of teachers as set out in Part XI of the annual Teachers' Pay and Conditions Document.

HEAD OF DEPARTMENT –BUSINESS & ECONOMICS
TLR 1a

SELECTION CRITERIA

1. Education & Training

- Qualified teacher status
- Evidence of further study or training
- Good Honours graduate (Preferably in Economics)

2. Experience

- Experience of teaching Business Studies and/or Economics with demonstrable success
- Experience of working in a mixed, multi-ethnic comprehensive school
- Experience of teaching at KS4 & 5
- Experience of teaching vocational courses

3. Abilities

- The ability to plan, develop, review and evaluate challenging and motivating courses
- The ability to initiate and implement strategies for raising standards of achievement in Business Studies and/or Economics for pupils of all abilities
- The ability to work to and meet deadlines
- The ability to manage and motivate staff and to work in co-operation with others
- The ability to deliver INSET to colleagues

4. Other requirements

- A commitment to teaching in a mixed multi-ethnic comprehensive school and to vocational and academic education
- A commitment to promoting pupil achievement through a variety of extra-curricular activities.
- A good record of health and attendance.
- A willingness to attend occasional evening meetings and out of school activities.