



The Adeyfield Academy Job Description

Curriculum Lead of Business Studies
MPS/UPS
with additional R&R £1500

Line Manager: Headteacher

1. Job Purpose

To carry out the professional duties and statutory conditions of a school teacher, as specified in the current Teachers' Pay and Conditions document, including the delivery of high quality teaching and learning to students. This post can include any reasonable directions from the Headteacher or those delegated to the HoD.

2. Key responsibilities

The duties listed below are not an exhaustive list of what is required.

- Be responsible for the quality of teaching and learning of all students who are assigned to the post holder.
 - To plan and prepare courses, lessons and Schemes of Learning;
 - To teach students according to their educational needs, including the setting of homework and marking of work;
 - To assess, record and report the progress and achievement of students
- Supervise the work of any support staff, including TAs, who are assigned to work with the post holder's students.
- Provide leadership across the school to include:
 - monitoring quality and standards
 - contributing to school planning and self-evaluation
 - providing professional support to other teachers and support staff
 - advising the Headteacher on appropriate resources and materials
 - leading appropriate professional development.
- Promote the general progress and well-being of students.
- Provide guidance and advice to students to further their education and future careers.
- Participate in meetings arranged for any of the purposes described above.
- Participate in the arrangements for Performance Management.
- Maintain good order and discipline among students and safeguard their health and safety in accordance with Safeguarding Procedures and the Health & Safety Policy.

3. Job context

The school welcomes teachers of high professional standard and shares the responsibility with each teacher for continual review and the development of expertise. All teachers make a valuable contribution to the school's development and, therefore, to the progress of all students. All teachers, except those who are newly qualified, will have a lead responsibility for a curriculum area across the whole school and will be supported in that role by their line manager.

4. Review of duties

The specific duties attached to any individual teacher are subject to annual review and may, after discussion with the teacher, be changed.

5. Knowledge, Experience and Competencies

- Has an understanding of the Business Curriculum
- Understanding of successful strategies and techniques to improve student outcomes.
- Make a distinctive contribution to the success of the faculty.
- Lead the faculty effectively.

6. Qualifications

Specific qualifications required for a teacher.

7. Physical Effort

The job may involve moving resources when necessary. Therefore the post holder must be able to complete this.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with all reasonable requests from the Principal to undertake work of a similar level that is not specified in their job description. This job description is subject to regular review.

March 2026