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ACADEMIES TRUST



## **JOB DESCRIPTION**

Job Title:	Head of Business Studies
Grade:	MPS – UPS (£32,916 - £51,048) p/a
Allowance	TLR2b (£5, 869) <i>To Lead the Department</i>
Hours:	37 hours per week
Contract:	Permanent, Term Time Only
Disclosure Level:	Disclosure Barring Service – Enhanced Certificate
Responsible to:	Deputy Headteacher
Liaison with:	All Teaching and Non-teaching Staff, Administration Team, Senior Leadership Team, Students, Parents / Carers, Trustee, Governors and External visitors

### **Location:**

ASTON MANOR ACADEMY, PHILLIPS STREET, BIRMINGHAM, B6 4PZ

### **Job Purpose:**

To support, hold accountable, develop and lead a team of staff to ensure high standards of teaching and learning and the wellbeing of staff and students within the Business Studies department, so that students make appropriate progress.

As our Head of Business, you will play a strategic role in leading the day-to-day operations and ongoing growth of the School. This will include driving business performance, overseeing operational activity, and providing strong leadership and direction across teams. You will contribute to a professional, commercially focused, and well-organised school that supports both staff and organisational objectives, ensuring high standards of delivery, effective decision-making, and sustainable growth.

The role will involve a broad range of leadership and operational responsibilities, alongside opportunities to shape business strategy, improve processes, and strengthen organisational performance. Working within a fast-paced environment, you will be expected to use your own initiative, manage competing priorities, build strong relationships with key stakeholders, and work collaboratively with colleagues to deliver a responsive, efficient, and forward-thinking service.

### **Key Responsibilities**

As our Head of Business you will be involved in a variety of task as well as working alongside other Senior Leadership colleagues, where applicable. You will:



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- Ensure that the Business Studies department has a very high profile in the life of the Academy.
- Promote an enthusiasm and a passion in students for studying Business and Law.
- Have a clear vision regarding how Business Studies should be taught, developed and assessed across KS4 and 5, ensuring that the Business Studies curriculum matches student need / interests.
- Lead and develop Business Studies through a team approach.
- Ensure that the delivery of Business Studies at AMA meets statutory requirements.
- Promote and develop high quality teaching and learning in Business Studies.
- Contribute to support the appointment and induction of new staff to the Business Studies team.
- Contribute to and support the professional development of subject staff.
- Lead the performance management of subject staff.
- Ensure that the department demands the highest expectations of all students.
- Ensure effective use of data to promote students' learning and embed aspirational target setting across all key stages and for all student groups
- Identify underachieving pupils and ensure that appropriate intervention is conducted and monitored and ensure Heads of year and / or parents / carers are kept well informed.
- Lead the Business Studies team to make a significant contribution to students' spiritual, moral, social and cultural development through Business Studies, which includes the use of resources linked to typical issues.
- Lead the development of appropriate syllabuses, resources, marking policies, assessment strategies within the department, within the designated area.
- Ensure that the subject is adapted to take into account students with SEND and those who are more able.
- Assist in the implementation of the behaviour management system within the subject area so that effective learning can take place.

### **Management**

- Carry out performance management reviews for subject staff.
- Ensure that subject team meetings are run effectively and efficiently and used to share good practice.
- Attend Head of Department meetings.
- Take responsibility for producing the department's improvement plan in line with the Academy's priorities and ensuring it is regularly evaluated and reviewed.
- Manage the subject's resources (accommodation and financial) in line with priorities identified in the improvement plan.
- Manage the department budget in conjunction with the Finance department.
- Promote and safeguard the health and safety of pupils within the department.
- Manage and monitor the departments' homework policy / student completion rates.
- Ensure the department fulfils its role in promoting British Values, the subject within the Academy and contribute subject information for school prospectuses, newsletters and web site as required.
- Support subject staff in student disciplinary matters, ensuring that school policies are followed
- Ensure the subject fulfils its cross-curricular role(s) i.e. RSHE & Citizenship / Literacy / Numeracy / Careers / ICT
- Ensure that the information given to the examinations officer is accurate and that all examination entries & coursework marks are given in a timely manner
- Oversee the internal exams in Business Studies.
- Take responsibility for the delivery of 'Enrichment Days' within Business Studies.
- Quality assure the department's assessment practices.
- Develop enrichment activities to enhance teaching and learning including exchanges, trips and competitions.



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### **Monitoring and Evaluation**

- Monitor, evaluate and support intervention to tackle any student underperformance.
- Monitor and evaluate the quality of teaching and learning within Business Studies.
- Undertake regular observations of subject teachers
- Undertake work scrutiny in line with the Academy's Monitoring and evaluation schedule.
- Regularly review and update schemes of work / learning, so that the Business Studies curriculum is rich, relevant and engaging.
- Develop, monitor and evaluate assessment, reporting and recording procedures in line with school policies and statutory requirements
- Develop, monitor and evaluate student performance in external and internal assessment.
- To ensure terminal examinations are analysed ready for the new academic year to share with department members and allow the requests of remarks in a timely fashion.
- Ensure effective deployment of support staff and promote collaboration between all members of the team.
- Lead staff through internal and external subject reviews and inspections as and when they occur informing Trustees of subject developments.
- Promote and ensure effective use of ICT to enhance the learning of students including collaboration spaces such as Microsoft Teams.
- Promote and understand subject requirements with parents and encourage their involvement in their child's learning.
- Make effective use of external agencies and develop community links to enhance students learning.
- Ensure staff within your subject area are continually developing as professionals.
- Promote high levels of subject literacy and numeracy.

### **Form Tutor Responsibilities**

- To ensure the welfare of all students within your form group.
- To liaise with your Head of Year regarding any students who may give rise to concern.
- Using the data provided to ensure that pupils are rewarded if they are on target and those that aren't are supported so that they will be in future.
- Use the rewards system to promote positive attitudes to school / learning.
- Promote good attendance and punctuality and make use of the systems in place to support this.
- Liaise with parents of pupils in your form over any matters of concern having discussed with HOY first.
- Develop the use of Form Tutor time in line with Year group expectations.
- Deliver PSHE on a weekly basis to your form (this is included in teacher allocation).
- Contribute to the development of the PSHE programme of the year group your form is in.
- Carry out before school and break duties in line with the annual rota
- To share good practice with colleagues and learn from them via peer observations.
- Attend all pastoral meetings / Form Tutor briefings.

### **Further Responsibilities: Business Studies**

- To keep abreast of new initiatives and report to SLT on how we can further develop Business Studies across all year groups, reviewing our curriculum offer to ensure it remains relevant and suitable.
- Link with departments in partner schools to share successful practice.
- To hold regular focus groups and feedback to students where changes have been made as a result.
- To work closely with the Enrichment lead and STEAM team in maintaining and improving the Academy's focus on developing a rich variety of skills.



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### **Safeguarding and Data Protection**

Equitas Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check, right to work check and references.

- Work within the requirements of Data Protection legislation at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns.
- Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols.
- Embed a safeguarding culture across the Trust, ensuring all new starters complete the required statutory training.

### **Staffing**

- To monitor and maintain standards of performance through line management of staff including staff in adherence with Equitas policies and procedures.
- To demonstrate a positive working style with a committed and flexible attitude. Promote the importance and benefits of effective team working and well-being.
- To work closely with the Headteachers to proactively manage and mitigate any staffing issues.

### **Additional conditions**

- Take on any additional responsibilities which might from time to time be determined.
- The ability to work outside of the usual working day should the need arise.
- Create and maintain positive and supportive relationships with staff, parents, business, community, and all stakeholders.
- The Head of Business will be expected to undertake any appropriate training provided by Equitas to assist them in carrying out any of the above duties.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the vision and aims of the Trust.
- To set an example of personal integrity and professionalism as outlined in the Staff Code of Conduct.
- To attend meetings, training days and CPD sessions.
- To be an effective team player and support the functions of The Trust.
- Observance of Equal Opportunities, Confidentiality, Health & Safety Policies and Internet Code of Practice.
- Observance of complete confidentiality on all school information is required and any other failure to do so may be regarded as gross misconduct in terms of the Disciplinary Policy.
- To take responsibility for becoming familiar with Trust policies and abide by them.



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An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.

<https://www.gov.uk/government/collections/dbs-filtering-guidance> '

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post and flexibility is therefore required.



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**PERSON SPECIFICATION: Head of Business Studies**

A.F. = Application Form; I = Interview; T = Test or Exercise;

CRITERIA		M.O.A.
<b>EDUCATION/ QUALIFICATION</b>	<ul style="list-style-type: none"> <li>• PGCE/PGDip in Business and/or Law / PCET in Business and/or Law (Essential)</li> <li>• QTS/QTLS status achieved (or in process of achieving) (Essential)</li> </ul>	AF/I AF/I
<b>EXPERIENCE</b>  (Relevant work and other experience)	<ul style="list-style-type: none"> <li>• Experience of delivering GCSE Business and BTEC Level 3 Business at post-16 (Essential)</li> <li>• Experience of Leadership responsibility in Business or alternate TLR in current or previous school (Desirable)</li> <li>• Experience of delivering BTEC Level 3 or A level Law (Desirable)</li> <li>• Working in a socially and culturally diverse school (Desirable)</li> </ul>	AF/I AF/I AF/I AF/I
<b>SKILLS AND ABILITIES</b>  (Eg Written communication skills, dealing with the public)	<ul style="list-style-type: none"> <li>• Ability to follow instructions and complete tasks</li> <li>• Excellent communicator (Essential)</li> <li>• Excellent classroom management skills (Essential)</li> <li>• Outstanding classroom practitioner (Essential)</li> <li>• Ability to lead a team of staff (Desirable)</li> <li>• Good written and numerical skills (Desirable)</li> <li>• Enthusiastic and determined to work with our students and staff (Desirable)</li> </ul>	AF/I/T AF/I AF/I /T  AF/I AF/I  AF/I AF/I



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<b>BEHAVIOUS</b>	<ul style="list-style-type: none"> <li>• Adaptable, accountable and dependable with a focus on accuracy and timeliness</li> <li>• Able to liaise using tact and diplomacy with internal/external stakeholders, particularly parents/carers, members of the Trust Board and the local community.</li> <li>• Ability to establish constructive relationships and communication with all staff and other agencies/professional bodies, etc</li> <li>• Tenacious in resolving issues of all kinds; in proactively seeking out improvement opportunities and delivery of solutions</li> <li>• Integrity, enthusiasm and commitment</li> <li>• Flexible approach to work.</li> <li>• A willingness to personally embrace and celebrate the ethos and values of the Trust</li> <li>• To proactively take the time to develop yourself and others (if applicable) through training, coaching, mentoring etc.</li> <li>• A willingness to embrace and celebrate the ethos and values of the Trust</li> </ul>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
<b>TRAINING</b>	Willingness to participate in further training and development opportunities offered by the school/Trust	AF/I
<b>OTHER</b>	<p>Evidence of forming links with external companies to enrich &amp; contextualise Business curriculum</p> <p>Ability to demonstrate commitment to Equal Opportunities</p>	AF/I
<b>CONTRA INDICATION</b>	Positive Disclosure relating to young people or vulnerable adults	AF/I