



JOB DESCRIPTION

HEAD OF DEPARTMENT FOR BUSINESS STUDIES & RELATED SUBJECTS

Full Time Permanent

- JOB PURPOSE:** To lead and organise all the work of the department, directing members of the Department when necessary, and to contribute as appropriate to the development, management, and review of the work of the College as a whole.
- ACCOUNTABLE TO:** The Principal, Vice Principals and Core Leadership Team (CLT) of the College for effective discharge of duties.
- ACCOUNTABLE FOR:** The effective teaching, learning and support of the College's students in Business Studies and related subjects; enabling the staff of the department to identify and address their professional development and training needs.
- SALARY:** Teachers' Pay Spine plus TWO teaching allowances.

PERSONNEL SPECIFICATION:

In addition to being skilled in Business Studies and related subjects, the Governors are seeking an individual who:

- has excellent interpersonal skills including communication and team working;
- has enthusiasm for teaching and learning and can transmit this enthusiasm to young people;
- seeks, through self-evaluation, to improve his/her own performance; and
- is able to engage in school improvement through contributing to whole school review and evaluation.

JOB PURPOSE:

To ensure effective delivery of the relevant programmes of study within the school in accordance with school policies and in pursuit of high standards of student achievement to implement the school's pastoral programme.

- To be accountable for the high standards of teaching, learning and student achievement throughout the Business Studies and related subjects Department.
- To have a sound vision for the future of the Business Studies and related subjects Department.
- To lead, manage, develop and improve the Business Studies and related subjects Department as a dynamic and innovative department, developing and offering new relevant qualifications.
- To lead the Business Studies and related subjects Department staff by example as a middle leader within the college.
- To lead, develop, enhance and support the classroom practice of teaching staff and Classroom Assistants in the Business Studies and related subjects Department.

- To liaise with other middle leaders and CLT to ensure consistency of standards for students.
- To attend and actively contribute to Heads of Department meetings.

RESPONSIBILITY AREAS:

Within the sphere of Business Studies and related subjects Education:

- To teach students up to A level in a manner that develops and supports students' learning so that they reach their full potential and achieve high levels of success in examinations.
- To monitor, evaluate and review student learning and report outcomes to students, relevant staff, Governors and parents as requested by the Core Leadership Team.
- To engage in self-evaluation and development in order to improve performance and student outcomes. This will include accessing internal and external training.
- To manage and promote the Business Studies and related subjects Department ensuring the effective use of staff and resources and to maintain a safe working and learning environment; and
- To carry out general teacher duties.

KEY TASKS:

- To teach Business Studies and related subjects up to A level standard using varied and innovative teaching strategies.
- To draw up schemes of work in line with the requirements of the appropriate statutory bodies and examination boards.
- To be aware of and implement as necessary, developments in Business Studies and related subjects teaching that will further student progress.
- To maximise students' involvement in the production of attractive and useful wall and other displays.
- To implement all departmental policies.
- To promote the College's integrated ethos.
- To help organise and participate in the department's visits and educational trips.
- To set, annotate and mark appropriate homeworks, class work, tests and examinations; and to maintain a well ordered and up-to-date mark book/computer record of all work set and marks awarded.
- To provide students with regular constructive feedback and positive reinforcement on all aspects of their performance.
- To report formally to parents as directed by the Principal.
- To report to parents through Parents' Meetings, Open Nights and Consultation Interviews.
- To maintain an up-to-date knowledge of the courses being taught.
- To review pedagogy regularly in order to ensure the most effective and appropriate style to improve student performance.
- To ensure INSET participation is directly related to the needs of the School as assessed by the Core Leadership Team of the School.
- To participate in all aspects of the School's Performance Review and Staff Development Scheme (or any similar performance management scheme) as directed by the Principal.
- Monitor, evaluate and review the effectiveness of the Business Studies and related subjects curriculum and its delivery ensuring, where appropriate, that it conforms with legislative requirements.
- Lead and develop the Business Studies and related subjects Department in order to secure high quality teaching and learning and maximise student outcomes.
- To manage technical support and to ensure that all equipment and accommodation used is kept in best condition.
- To ensure the Health and Safety of all students and staff within the classroom and other work places.

GENERAL TEACHER DUTIES:

- To carry out duties as detailed in the Teachers' (Terms and Conditions of Service) Regulations (NI) 1987.
- To carry out all duties in a manner in which they comply with:
 - current Health and Safety legislation
 - the requirements of the Children's Order
 - the College's security requirements
 - the requirements of Strangford Integrated College's school policies, i.e. the requirements of the EA and the DENI.
- To act as a Form Teacher to an assigned Form Class.
- To carry out a share of student supervisory duties in accordance with published rosters.
- To participate in appropriate meetings with colleagues, parents and students.
- To implement all school policies and procedures.
- To play an active part in furthering the College's Integrated Ethos.
- To undertake any reasonable duties as requested by the Principal.