



JOB DESCRIPTION

Job Title:	Head of Business Department
School / Department:	Valley Park School / Business
Base:	Valley Park School
Reports to:	Assistant Headteacher
Accountable to:	Deputy Headteacher

1. Employment Duties:

As set out in the current School Contract having due regard to all Trust policies.

This school and all its personnel are committed to safeguarding and promoting the welfare of children and young persons.

2. Particular Responsibilities:

- To complete the tasks of the classroom teacher as defined by the National Standards.
- To work with the Assistant Headteacher to ensure students are taught to the highest standard.
- To undertake the duties of form tutor as directed by the Head of Year and Senior Team.
- To be aware of the current research on teacher effectiveness, Pupil Premium and professional qualities (e.g. Rosenshine's Principles of Education and EEF).
- To be responsible for personal professional development according to the Appraisal Policy.
- The job description will be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.
- Two copies of this job description should be signed, the teacher retaining one and the Headteacher the other.

a. Data Protection

- Work within the requirements of Data Protection and GDPR at all times

b. Safeguarding



- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

c. Equality and Diversity

- The Trust is committed to valuing diversity in employment, service delivery practices and its general environment. An expectation of all leadership posts within the Trust is that each individual will take responsibility for promoting inclusive and accessible service provision, staff development and a culture that values and respects difference.

3. Statement

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be set out in the above job description, but please note that Valley Invicta Academies Trust maintains the right to update your job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes.

Signed:..... Date:.....