



LEAD TEACHER OF BUSINESS  
STUDIES  
THE LENHAM SCHOOL



JOB DESCRIPTION	
<b>Job Title</b>	Head of Business Studies
<b>Grade</b>	MPS/UPS plus TLR 2:1
<b>School / Department</b>	The Lenham School/Business Studies
<b>Base</b>	The Lenham School
<b>Hours</b>	Full time 32.5 hours a week
<b>Reports to</b>	Deputy Headteacher
<b>Accountable to</b>	Deputy Headteacher

## Job Summary

The role of Lead Teacher of Business Studies is for a committed and motivated professional who would like to work in a school that provides a wealth of opportunities for both its pupils and staff, along with wanting to be part of a family friendly, team-based workforce.

This post would be suitable for an experienced teacher looking for leadership responsibilities across the school. We are looking for talented teachers.

We would like an enthusiastic, dedicated and ambitious team player to join us, who has a passion for Business Studies.

## Key Working Relationships

- Make sure that departmental CPD is appropriately planned and delivered.
- Undertake lesson observations, appraisals and performance management processes, as appropriate, to support the professional development of members of the department.
- Communicate with parents, carers and other stakeholders about pupil progress in Business Studies.
- Collaborate with other department heads and administrators to develop school-wide initiatives and policies related to Business Studies education.
- To support the whole school reading strategy.

## Key Responsibilities

### Strategic direction

- Develop and implement policies for Business Studies in line with our school's commitment to high-quality teaching and learning which bring about positive outcomes for all learners.
- Promote the subject, its importance, and the value that it brings across the school.
- Have a good understanding of how well the subject is being delivered and the impact it has on pupil achievement.
- Use this understanding to feed into the school development plan and produce an action plan for the subject.
- Promote pupils' spiritual, moral, social, cultural, physical and mental development alongside British values in the teaching of the subject.
- Consult pupils, parents and staff about the subject and its effectiveness, and assess the feedback against the school's values, visions and aims.

- Work with the special educational needs coordinator (SENCO) to ensure the curriculum matches the needs of different pupils, such as disadvantaged pupils and those with special educational needs and/or disabilities (SEND).
- Promote careers education through the subject and ensure that teaching and learning illustrates how the subject might lead to career opportunities.
- Use additional staff in the subject area to ensure there is a framework for deployments and that teaching assistants are deployed effectively.
- Liaise with our feeder primary schools on the transition of the subject to secondary school to ensure that progression is built into the curriculum.

### **Leading the curriculum**

- Develop and review regularly the vision, aims and purpose for the subject area.
- Oversee the planning of the curriculum content, ensuring it is well sequenced to promote pupil progress and supports reading.
- Ensure the planned curriculum is effectively and consistently implemented across the school.
- Make sure there is an effective system of assessment that oversees the progress of pupils to ensure the curriculum has a positive impact on pupils' learning.
- Have an overarching responsibility for pupils' achievement and standards in the subject area.

### **Leading and managing staff**

- Establish an effective team and hold regular meetings on the subject to keep staff informed on any developments or changes.
- Provide support to staff regarding teaching and learning, resources, and planning in the subject area.
- Monitor teaching and learning by visiting lessons, scrutinising books, and talking with pupils to assess how well the subject area is being implemented and how well it is delivered across the school.
- Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) in the subject area.
- Coach and model team teaching.
- Liaise effectively with exam boards to ensure that teachers understand and are familiar with the syllabuses that are being delivered.
- Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises.
- Take responsibility for performance management for your team, appraising staff in line with the school's appraisal policy.
- Contribute to timetabling and manage setting pupils into attainment groups.

### **Efficient and effective deployment of resources**

- Provide support with textbooks and library books in your subject area.
- Create a safe, welcoming environment and take care of the classroom accommodation, ensuring classroom displays are stimulating, of high quality, and inspire curiosity in pupils.
- Audit, check and manage resources to ensure they are up to date and match pupil and curriculum needs.
- Manage the subject budget effectively to ensure it is spent on resources that add value and enhance the learning experience.
- Prepare appropriate resources for remote learning to ensure the curriculum can be delivered to pupils learning from home if necessary.

## Safeguarding

As a VIAT employee you will commit to safeguarding and promoting the welfare of children and young people.

## Equality and diversity

The Trust expects every employee to take responsibility for promoting a culture that values and respects difference.

## Statement

The list of duties in this 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.

PERSON SPECIFICATION		
AREA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• A good honours degree in Business Studies or a related subject.</li><li>• Qualified Teacher Status.</li></ul>	<ul style="list-style-type: none"><li>• Evidence of further study in Business Studies or a related subject.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of teaching Business Studies in a secondary school setting.</li><li>• Experience of successful outcomes.</li><li>• Experience of curriculum leadership in a secondary school setting.</li></ul>	<ul style="list-style-type: none"><li>• Experience of teaching Business Studies, with successful outcomes, in a secondary school setting to KS5.</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• A good up to date working knowledge and an understanding of a range of pedagogical and behaviour management strategies.</li><li>• An understanding of the Business Studies curriculum and range of approaches that can be used for assessment.</li><li>• An understanding of how to personalize provision to meet the learning needs of the full range of pupils.</li><li>• An awareness of current legal requirements regarding the safeguarding of children.</li><li>• An understanding of how data can be used to improve outcomes.</li></ul>	<ul style="list-style-type: none"><li>• Familiarity with Edexcel GCSE Business Studies, BTEC Level 3 Business Extended Certificate.</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Be able to plan and teach challenging and well-organised lessons;</li><li>• Be able to use a range of teaching strategies and resources;</li><li>• An ability to provide constructive feedback to pupils on how to improve their attainment;</li></ul>	

	<ul style="list-style-type: none"> <li>• The ability to implement a clear framework for classroom discipline;</li> <li>• The desire to work as a team member.</li> </ul>	
<b>Attributes</b>	<ul style="list-style-type: none"> <li>• High expectations of pupils and a commitment to ensure they can achieve their full potential;</li> <li>• Positive values, attributes and high standards of professional behaviour;</li> <li>• Up to date knowledge and understanding of the professional duties of teachers;</li> <li>• The ability to communicate effectively with children, young people, colleagues, parents and carers;</li> <li>• A commitment to improving practice through appropriate professional development;</li> <li>• The desire to act upon advice and feedback and be open to coaching and mentoring.</li> </ul>	