



Stockport School

Job Description

<u>Job Description</u>	
Post Title:	<u>Director of Business Studies</u>
Purpose:	<p>To provide highly effective and strategic leadership of the Business Studies department:</p> <ul style="list-style-type: none"> ✓ To support the ethos of the school. ✓ To raise standards of student attainment and achievement within the subject area and to monitor and support student progress. ✓ To be accountable for student progress and development within the subject area. ✓ To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the subject area, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school. ✓ To develop and enhance the teaching practice of others. ✓ To monitor and support the overall progress and development of students as a manager within the subject area and as a Form Tutor.
Reporting to:	The Headteacher or other Senior Line Manager
Responsible for:	The provision of a full learning experience and support for students.
Liaising with:	The Headteacher, SLT, DOS, DOP, teaching staff, relevant non-teaching support staff, LA representatives, external agencies and parents.
Working Time:	195 days per year – Full Time
Salary/Grade:	MPS or UPS plus a TLR 2 leadership allowance
Disclosure level:	Enhanced
<u>MAIN (CORE) DUTIES</u>	
Operational / Strategic Planning:	<ul style="list-style-type: none"> ✓ To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the department, within the designated area. ✓ The day-to-day management, control and operation of allocated areas of provision within the department. ✓ To lead and assist in monitoring and following up student progress. ✓ To fully implement school policies and procedures, for example Equal Opportunities, Health and Safety, T&L, SEN, Assessment, etc. ✓ To work with colleagues to formulate aims and objectives for the department which have coherence and relevance to the needs of students and to the aims and objectives of the school. ✓ To assist in the management of the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of the students and the aims and objectives of the school. ✓ In addition to the leadership of Business Studies, to contribute to the teaching of Travel & Tourism through to success at Key Stage 4.
Curriculum	<ul style="list-style-type: none"> ✓ To liaise with the Headteacher and SLT, to ensure that the subject area provides a range of teaching which complements the school's strategic objectives.





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Provision:	
Curriculum Development:	<ul style="list-style-type: none"> ✓ Have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain students' interest in the subject, and address misunderstandings. ✓ To lead and support curriculum development within the department. ✓ To keep up to date with national developments in the subject area and teaching practice and methodology. ✓ To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. ✓ To liaise with SLT and the Examinations Officer to maintain accreditation with the relevant examination and validating bodies.
Staffing Staff Development: Recruitment / Deployment of Staff:	<ul style="list-style-type: none"> ✓ To work with SLT to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. ✓ To be responsible for the efficient and effective deployment of the subject technicians/support staff where appropriate. ✓ To undertake Appraisal/Performance Management Review(s) and to act as reviewer for an individual or a group of staff within the subject area. ✓ To make appropriate arrangements for classes when departmental staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department. ✓ To participate in the interview process for departmental teaching/technician posts when required and to ensure effective induction of new staff in line with school procedures. ✓ To promote teamwork and to motivate staff to ensure effective working relations. ✓ To participate in the school's ITT programme. ✓ To be responsible for the day-to-day management of staff within the subject area and act as a positive role model.
Quality Assurance:	<ul style="list-style-type: none"> ✓ To ensure the effective operation of quality assurance systems. ✓ To set challenging targets within the subject area and to work towards their achievement. ✓ To establish common standards of practice within the subject area and develop the effectiveness of teaching and learning styles in the subject area. ✓ To contribute to the school procedures for lesson observation. ✓ To implement school quality assurance procedures and to ensure adherence to those within the subject area. ✓ To monitor and evaluate the subject in line with agreed school procedures including evaluation against quality standards and performance criteria. ✓ To seek/implement modification and improvement where required within the relevant curriculum area.
Management Information:	<ul style="list-style-type: none"> ✓ To ensure the maintenance of accurate and up-to-date information concerning the subject area on the management information system. ✓ To assist in the use of analysis and evaluation of performance data. To help to produce reports within the quality assurance cycle. ✓ To assist in the production of reports on examination performance, including the use of value-added data. ✓ To identify exam entries within the department.
Communications:	<ul style="list-style-type: none"> ✓ To communicate effectively with the parents of students as appropriate.





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	<ul style="list-style-type: none"> ✓ Where appropriate, to communicate and co-operate with persons or bodies outside the school. ✓ To follow agreed policies for communications in the school.
<p>Marketing and Liaison:</p>	<ul style="list-style-type: none"> ✓ To contribute to the school liaison and marketing activities, e.g., the collection of material for press releases and for publication on the school website and in the news magazines. ✓ To develop effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of the subject at Open Evening and other events. ✓ To actively promote the development of effective subject links with external agencies.
<p>Management of Resources:</p>	<ul style="list-style-type: none"> ✓ To identify resource needs and to contribute to the efficient/effective use of physical resources. ✓ To co-operate with other departments to ensure a sharing and effective usage of resources to the benefit of the school and the students.
<p>Pastoral System:</p>	<ul style="list-style-type: none"> ✓ To monitor and support the overall progress and development of students within the subject area. ✓ To help to monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. ✓ To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description. ✓ To contribute to PSHCE, citizenship and enterprise according to the school policy. ✓ To lead in the implementation of the Behaviour Management system in the department so that effective learning can take place.
<p>Teaching:</p>	<p>Plan and teach well-structured lessons:</p> <ul style="list-style-type: none"> ✓ Impart knowledge and develop understanding through effective use of lesson time. ✓ Promote a love of learning and children's intellectual curiosity. ✓ Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding students have acquired. ✓ Reflect systematically on the effectiveness of lessons and approaches to teaching. ✓ Lead upon the design and provision of an engaging curriculum within the subject area. <p>Adapt teaching to respond to the strengths and needs of all students:</p> <ul style="list-style-type: none"> ✓ Know when and how to differentiate appropriately, using approaches which enable students to be taught effectively. ✓ Have a secure understanding of how a range of factors can inhibit students' ability to learn, and how best to overcome these. ✓ Demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support students' education at different stages of development. ✓ Have a clear understanding of the needs of all students, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.





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	<p>Make accurate and productive use of assessment:</p> <ul style="list-style-type: none"> ✓ Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements make use of formative and summative assessment to secure students' progress. ✓ Use relevant data to monitor progress, set targets, and plan subsequent lessons give students regular feedback, both orally and through accurate marking, and encourage students to respond to the feedback.
<p>Additional Duties:</p>	<ul style="list-style-type: none"> ✓ To play a full part in the life of the school community, to support its ethos and encourage staff and students to follow this example.
<p>Other Specific Duties:</p>	
<ul style="list-style-type: none"> ✓ Make a positive contribution to the wider life and ethos of the school. ✓ Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues. ✓ To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate. ✓ To undertake any other duty as specified by STPCB not mentioned in the above. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from the Headteacher or line manager to undertake work of a similar level that is not specified in this job description.</p> <p>This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.</p>	

September 2024

