

# SAVIO SALESIAN COLLEGE

## Job Description

### Head of Business

<b>Salary Allowance:</b>	<b>MPS/UPS TLR £2,720</b>
<b>Title:</b>	<b>Head of Business</b>
<b>Accountable to:</b>	Headteacher; Governors
<b>Performance Managed by:</b>	<b>SLT Link</b>
<b>Line Manager for:</b>	Business
<b>Accountable for:</b>	Leadership in the area Pupil progress beyond assigned groups Enhancing the teaching of others

The responsibilities defined in this job description are undertaken in addition to your responsibilities as a Schoolteacher as defined in the relevant Conditions of Service.

### Leadership of Business

The post-holder provides a clear direction for the work and development of the Business department within the context of the overall activity of the school; promotes high standards through personal involvement and ensures that:

- The Business department has explicit aims and values, including a commitment to good relationships and equality of opportunity for all, which are reflected in all its work.
- The Business department identifies appropriate priorities and targets, takes the necessary action, and reviews progress towards them.
- Staff use time, colleagues and other resources, especially information and communications technology, effectively to deliver the appropriate curriculum.
- There is rigorous monitoring, evaluation and development of teaching and learning
- Appropriate internal and external assessments of learning are made ensuring that all pupil groups make expected progress.
- The department enters achievement data into the whole school system at set intervals as required for Y7 to 10 and for Y11 students.
- Progress data is analysed, pupils falling behind identified, and appropriate intervention put in place which is rigorously monitored to ensure progress is being maintained and pupils are meeting their targets.
- Educational priorities are managed through careful financial management.

- The accommodation allows the curriculum to be taught effectively and that classroom and department displays which stimulate learning are regularly renewed.
- Learning resources are adequate for the department's curriculum and range of pupils.
- Relevant homework is regularly set and marked with appropriate assessment for learning feedback helping to motivate pupils to improve their learning
- The best value principles of comparison, challenge, consultation and competition are applied to the area's management and use of resources.
- The views of relevant stakeholders, including parents and pupils, are sought and used to evaluate and further develop the work of the department.
- Parents are satisfied with what the subject area provides and achieves.
- Parents are provided with good quality information about the area and particularly about pupils' progress.
- Links with parents, including the use of home-school agreements, contribute to pupils' learning within the subject and at home.

The post holder will be expected to manage their own performance and development and ensure staff within the Business department do the same by sharing a commitment to improvement and identifying capacity to do so.

### **Enhancing the Teaching of Others**

The post-holder will enhance the teaching of others within the Business department by enabling colleagues to:

Develop and improve subject knowledge and pedagogy.

Plan effectively, setting clear objectives that pupils understand.

Challenge and inspire pupils, expecting the most of them, so as to deepen their knowledge and understanding.

Develop and improve technical competence in teaching basic skills, especially numeracy.

Use methods which enable pupils to learn effectively.

Manage pupils well and insist on high standards of behaviour.

Use homework effectively to reinforce and/or extend what is learned in school.

Assess pupils' work thoroughly and use assessments to help and encourage pupils to overcome difficulties.

### **Line Managing Staff**

The post-holder may be responsible for line managing a number of staff, both teaching and support staff, and this responsibility will include areas of both a professional nature and areas concerning conditions of service and employment.

The post-holder will ensure that:

- There is effective appraisal and performance management for staff in the subject area within the context of the school policy.

- The department actively self evaluates which involves on-going departmental lesson observation, regular recorded book reviews, review of results and monitoring of targets, reporting to the Headteacher and Governors.
- There is good delegation to ensure the effective contribution of all staff to the work of the department.
- The Headteacher is kept informed of the number, qualification and experience of teachers and support staff required to match the demands of the department and the curriculum it is required to deliver.
- There is effective induction of staff new to the department and the department is, or has the potential to be, an effective provider of initial teacher training.

Line managing staff will also involve monitoring their professional needs and evaluating their professional performance.