



Stantonbury School

Job Description



Role: Head of Business Studies
Responsible to: Head of Social Sciences
Based at: Stantonbury School, Stantonbury, Milton Keynes
Hours: Full Time
Grade: Main Pay Scale (M1 – M9) plus TLR 2b

Job Context

To enable all students to make as much progress as possible, and to develop as confident, well-educated and happy young people.

Key Responsibilities

- Be responsible for the standards of teaching and outcomes in Business Studies across all key stages, ensuring student progress in the learning of Business through good quality teaching.
- To achieve very positive outcomes for all students in public examinations, demonstrating a significant contribution to each student reaching their Target Grade.
- Lead a team of staff to deliver highly effective lessons leading to high levels of achievement, supporting and coaching staff in developing and extending their pedagogic repertoire.
- Model best practice in ensuring that lessons are well differentiated, including providing for the least able and for the most able and gifted students so that others can learn from your practice.
- Ensure that the department runs efficiently on a day-to-day basis.

Job Description

Teaching and Learning:

- 1) under the reasonable direction of the Principal to carry out the professional duties of a school teacher and adhere to all aspects of the Teachers' Professional Standards
- 2) A commitment to ensure the effective implementation of the school's Safeguarding and Child Protection Policy
- 3) To maximise progress for all classes taught by you.
- 4) To teach Business Studies in Key Stage 3, 4 and, if appropriate, in the Sixth Form
- 5) To teach in line with faculty and School policies on e.g. assessment, teaching and learning, homework, student behaviour
- 6) To contribute to learning opportunities within the formal and extended curriculum
- 7) To ensure student progress against prior attainment, at least in line with national averages and progress targets
- 8) To contribute to the profile of your teaching subject(s) within the School

- 9) To be responsible for a classroom or teaching area and its impact on learning (e.g. through superb displays) and the organisation of learning resources for yourself and within your department
- 10) To regularly review and evaluate teaching and learning in lessons and across schemes of work.
- 11) To enhance learning in your subject area(s) through use of Information and Communication Technology as a teaching and learning tool
- 12) To involve parents in behavioural issues in line with School policies
- 13) To ensure the effective and efficient deployment of classroom support
- 14) To work as a member of designated teams and to contribute to the building of teams within the School.
- 15) To take part in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the School.

Curriculum and Assessment

- 16) To plan appropriate lessons to meet the learning needs of all students including those of:
 - a. the higher prior attaining,
 - b. Looked After Children,
 - c. of EAL and 'groups within groups' students and
 - d. of those students with Special Education Needs or who are Pupil Premium
- 17) To evaluate and review lesson plans.
- 18) To contribute to the planning of Subject Schemes of Learning
- 19) To create and manage resources for the teaching of lessons.
- 20) To assess students' work and progress against their prior attainment, progress in other subjects and against national norms in line with faculty and School policies
- 21) To use assessment to inform curriculum planning, teaching and learning.
- 22) To assess accurately to help students meet their Target Grades
- 23) To act on feedback from examination boards on the quality of marking, moderation and assessment
- 24) To assess students' work accurately and regularly with good quality feedback on how to improve, given in a variety of ways
- 25) To work within School curriculum policies on key themes e.g. Citizenship, Enterprise, Literacy, Work Related Learning, British Values and Prevent agenda.
- 26) To inform and involve parents in their children's learning in line with School policies and procedures.

Continuous Professional Development (CPD)

- 27) To take responsibility for personal CPD needs within the School's Appraisal framework.
- 28) To monitor the impact of CPD on your own teaching and learning
- 29) To seek advice and support within School policies
- 30) To be familiar with and contribute to the School Improvement Plan and School Self-Evaluation systems.

Management Information and Its Use

- 31) To maintain appropriate records and to provide relevant accurate and up to date information.
- 32) To complete the relevant documentation to assist in the tracking of students.
- 33) To track student progress, analyse data and use information to inform teaching and learning, on time and as per the School calendar of assessment, with all deadlines met on time.

External Communication

- 34) To take part in Open Evening, Information Evenings, Parents' Evenings, Subject Teacher Meetings and liaison events with partner schools
- 35) To contribute to the development of effective subject links and other links with external agencies
- 36) To contribute to extra-curricular activities, and to the support them with attendance, where possible.

Other

- 37) The post holder is expected to be a Form Tutor
- 38) To comply with "Health and Safety" at Work legislation
- 39) To undertake School duties in line with School policies and procedures
- 40) To cover lessons and registration sessions for absent colleagues in line with the School Cover Policy, based on the concept of rarely cover, and in exceptional circumstances.
- 41) To attend assemblies as required
- 42) A commitment to ensure the effective implementation of the School's Safeguarding and Child Protection Policy
- 43) To comply with any other reasonable requests from the Principal when there are exceptional circumstances
- 44) To undertake such duties as may from time to time be reasonably assigned by the Principal.

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description, but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.

Application is by application form and covering letter to recruitment@stantonbury-tove.org.uk

Application Deadline is noon on Friday 3rd May 2024.

Candidates may be interviewed prior to the deadline.

Person specification

Relevant experience	Essential	Desirable	How evidenced
Relevant experience as a highly successful teacher in a secondary school			A I
Developing and delivering a strong vision for the subject			A I
Track record of curriculum development that leads to students knowing more and remembering more.			A I
Experience of monitoring the quality of teaching within your subject and delivering effective strategies to allow continual improvement of teaching and learning			A I
Success in using performance data to drive improvements in teaching, learning and student outcomes			A I
Awareness of the latest developments and initiatives in education.			I
Creative use of ICT to enhance teaching, learning and assessment.			A I
Delivery of Teaching and Learning CPD			A I
Education and training	Essential	Desirable	How evidenced
Qualified Teacher Status.			A
Degree in your teaching subject			A
Established and evidenced practice as a highly effective teacher			A I
Higher qualifications such as a Masters' Degree or evidence of pursuit of further professional qualifications.			A
Evidence of a commitment to own professional development.			A I
Specific skills	Essential	Desirable	How evidenced
Experience of leading teaching and learning initiatives beyond their own classroom			A I R
Excellent understanding of the components which comprise outstanding teaching and learning			A I
Excellent interpersonal and communication skills			A I
Developing high quality learning strategies and monitoring learner progress to raise attainment			A I
Evidence of high achievement in teaching across the Key Stages			A I R
Working effectively as a personal tutor			A I
Proven ability to raise standards in classrooms other than their own			A I R
Experience of giving effective feedback to colleagues about professional performance			A I R