



Ark Elvin Academy

Job Description: Head of Business

Reporting to:

The Role

Reporting to the Assistant Principal, the Head of Department is responsible for developing and leading an exciting curriculum at KS4 and KS5 which enables the highest level of pupil progress and attainment. The role involves leading a team of experienced and enthusiastic Business teachers. The Head of Business will be a member of a strong middle leadership team, making a significant contribution to the quality of learning and teaching across the Sixth Form and the wider academy, supporting our school improvement.

Key responsibilities

The full remit of the post will be negotiated dependent on the skills and experience of the candidate appointed. Specific responsibilities are subject to change.

The Head of Department will take responsibility for the following specific roles within their wider role as a middle leader of the school:

- Coordinate Business across KS4 and KS5, including working closely with the Sixth Form Team and Ark Central.
- Lead the professional community of Business teachers, driving their understanding of the subject and the way that it is taught
- Plan, resource and teach Business lessons and sequences of lessons to the highest standards that ensure real learning takes place and pupils make excellent progress
- Systematically collect and review data to drive department improvement and to increase the rate at which pupils progress
- Provide a nurturing classroom and academy environment that helps pupils to develop as learners
- Help to maintain discipline across the whole academy
- Contribute to the effective working of the academy

Teaching and Learning

- Lead on the planning and preparation of effective schemes of learning and base lessons
- To teach engaging and effective lessons that motivate, inspire and improve pupil attainment

- To use regular assessments to set targets for pupils, monitor pupil progress and respond accordingly to the results of such monitoring
- To produce/contribute to oral and written assessments, reports and references relating to individual and groups of pupils
- To develop plans and processes for the classroom with measurable results and evaluate those results to make improvements in pupil achievement
- To ensure that all pupils achieve at least expected progress and the majority of pupils make more than expected progress
- To maintain regular and productive communication with pupils, parents and carers, to report on progress, sanctions and rewards and all other communications
- To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils
- To direct and supervise support staff assigned to lessons and when required participate in related recruitment and selection activities
- To implement and adhere to the academy's behaviour management policy, ensuring the health and well-being of pupils is maintained at all times
- To participate in preparing pupils for external examinations.

Academy Culture

- To support the academy's values and ethos by contributing to the development and implementation of policies, practices and procedures
- To help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships
- To help develop a school/department culture and ethos that is utterly committed to achievement and good discipline
- To be alert and active on issues relating to pupil welfare and child protection
- To support and work in collaboration with colleagues and other professionals in and beyond the school, covering lessons and providing other support as required.

Other

- To undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development
- To undertake, within reason, other various responsibilities as directed by the Senior Leadership Team or Principal.

Person Specification: Head of Business

Qualification Criteria

- Qualified to at least degree level in Business
- Qualified to teach and work in the UK

Experience

- Evidence of being an outstanding teacher of the subject.
- Experience with Level 3 BTEC at KS5.
- Experience with GCSE Business at KS4.

Knowledge

- Up to date knowledge in the curriculum area
- An understanding of what an outstanding education looks like in the classroom
- An understanding of the strategies needed to establish consistently high expectations

Behaviours

Leadership

- Effective team player
- High expectations for accountability and consistency
- Vision aligned with Ark's high aspirations, high expectations of self and others
- Genuine passion and a belief in the potential of every pupil
- Motivation to continually improve standards and achieve excellence
- Effective listening skills that lead to a strong understanding of others
- Commitment to the safeguarding and welfare of all pupils

Teaching and Learning

- Excellent classroom teacher with the ability to reflect on lessons and continually improve their own practice
- Effective and systematic behaviour management, with clear boundaries, sanctions, praise and rewards
- Thinks strategically about classroom practice and tailoring lessons to pupils' needs
- Understands and interprets complex pupil data to drive lesson planning and pupil attainment
- Good communication, planning and organisational skills
- Demonstrates resilience, motivation and commitment to driving up standards of achievement
- Acts as a role model to staff and pupils
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced Disclosure & Barring Service check