

## Job Description Subject Leader of Business & Computing

### Reporting to:

- Assistant Headteacher

### Responsible for:

- Supporting and leading the learning, teaching, attainment and progress of students within all areas of Business & Computing
- Teachers of Business & Computing

### Job Purpose:

- To lead, manage and co-ordinate the strategic development of Business & Computing in the school
- To ensure provision of an appropriately broad, balanced, relevant and differentiated Business & Computing curriculum
- To be accountable for student attainment and progress in all areas of Business & Computing ensuring all students achieve to their potential
- To be accountable for promoting and safeguarding students' welfare and personal development as part of a department and school approach
- To take an active role within the school community as a Middle leader
- To lead the raising of standards in student attainment within all areas of Business & Computing and contribute to wider school

### Strategic Development and Managing Resources:

- Support the strategic direction of the school and the department which reflects its educational and moral aspirations and values
- Contribute to the whole school SEF and lead the process for the production and review of the Subject SEF
- Contribute to the School Development Plan and oversee the production and review of a Subject Development Plan
- Contribute to school-wide planning activities
- Lead the process of monitoring and evaluation all areas of Business & Computing in line with agreed school policies and procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required
- To innovate and implement practice in order to support progress and achievement where required.
- To collaborate with pastoral teams and those leading cross school programmes

### Standards and Achievement:

- To ensure that student progress is in line or exceeds that expected
- To monitor performance against national and local data to ensure that students within make appropriate progress
- To initiate, lead and manage student tracking documents for each key stage and individual year groups ensuring progress and mentoring plans are in place
- To identify target groups of underachieving students in the subject area so that a suitable intervention plan is implemented ensuring that students have access to the appropriate resources and materials to catch up
- As a Middle Leader, contribute to strategic discussion and collaboration with other leaders within the school.

### **Teaching & Learning:**

- Act as an exemplar of shared practice and collaborative pedagogy through an open door policy to lessons and modelling best practice in lessons
- Set expectations for staff and students in relation to standards of achievement and the quality of learning and teaching
- To lead the development of appropriate programmes of study, resources, schemes of work, marking policies and teaching strategies for all areas of Business & Computing
- To lead the planning and preparation of courses and lessons
- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's strategic direction
- To ensure the effective/efficient deployment of classroom support
- To maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- Reviewing, developing and refining schemes of work for all areas of Business & Computing by leading and managing other staff within the department to extend and improve current resources.
- Developing and co-ordinating curricular links with primary schools and external agencies.
- Updating professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology, in general, and in the curriculum area of Business & Computing.
- Promote the profile of Business & Computing learning via presence, passion and extra-curricular activity.
- Contribute towards ensuring a high-quality learning environment within the Business & Computing area by managing and improving:
  - the fabric of the classrooms
  - displays and exhibitions of students' work, including references to the department's grades on display work
  - classroom behaviour by ensuring that subject policies on sanctions are consistent with the agreed school Behaviour Policy and systems

### **Assessment, Feedback and Tracking:**

- To help lead, monitor and evaluate the assessment, marking and feedback to students in line with whole school policy
- To help lead the innovation and development of assessment, marking and feedback strategies within all areas of Business & Computing to shape and further improve whole school policy
- To help lead the moderation and tracking systems relating to students attainment, progress and achievement
- Mark, grade and give written/verbal and diagnostic feedback as required
- Undertake assessment of students as requested by external examination bodies, curriculum areas and school procedures
- Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required, standardising practice within the department
- Complete the relevant documentation to assist in the tracking of students
- Organise tracking of student progress and use information to inform learning and teaching
- Managing, setting and co-ordinating assessment arrangements within all areas of Business & Computing and in all areas as required by school policies, including standardising those assessments

### **Staff Development:**

- To coordinate the development of the Business & Computing team and wider staff to improve learning & teaching
- Contribute towards whole school CPD programmes

- Provide regular feedback for colleagues in a way which recognises good practice and results in tangible impact on student learning, whilst commensurate with staff expectations outlined in the Professional Standards
- Establish clear expectations and constructive relationships among staff
- Support teachers experiencing difficulties as per school policy and Professional Standards
- Contribute towards the induction and mentoring of newly qualified teachers
- Participate in the initial teacher training programme within the school
- Advise on professional development and support all aspects of school Performance Management as per policy and Professional Standards.

### **Student Support and Progress:**

- To liaise with the relevant pastoral leaders to ensure the implementation of the Student Support systems including resources for support / reward / short term exclusion etc
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required
- To contribute to the preparation of Action Plans and other reports as required
- To alert the appropriate staff to problems experienced by students
- To communicate as appropriate, with the parents of students
- Providing support to colleagues in all matters relating to teaching and curriculum including classroom management and student behaviour
- Develop the celebration of student achievement within Business & Computing
- To assist with department detentions and pursue matters of behaviour management to a conclusion that will most benefit the teaching and learning of the majority of students within Business & Computing and ensure other students are able to make progress
- Establish target setting for students on relevant Business & Computing courses
- Ensure that there is a process of progress review of students on engaging in all Business & Computing courses

### **Communications, Marketing and Liaison:**

- To attend relevant middle leader meetings, feedback to Subject area and to present Subject viewpoints
- Lead Subject meetings and provide an agenda of points to be considered
- Provide staff with necessary dates for activities and deadlines related to the courses
- To lead in marketing activities such as Open Evenings and Parents' Evenings
- Lead Subject on all cross-school information and resources such as Options books, Intranet resources and Parental documentation
- Promote all areas of Business & Computing within the school
- Identify and establish cross curricular links to raise profile of subjects
- Help generate and update a Subject handbook and provide relevant guidance for staff teaching Business & Computing

### **Remuneration**

Teaching & Learning Responsibility 2b £6,106

*The School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All positions at Stratford-upon-Avon School are subject to the Disclosure Barring Scheme.*

*This role is exempt from the Rehabilitation of Offenders Act 1974 and is therefore subject to an Enhanced DBS and requires a children's barred list check.*