

**POST TITLE:** Head of Business, Economics and Computing  
**STATUS:** Permanent, Full Time  
**SCALE:** Leadership Pay Range, 6 -10  
**LINE MANAGER:** Assistant Headteacher

## Job Description

To provide professional leadership and management of the Business, Economics and Computing faculty. To support and develop Business, Economics and Computing teaching staff and to hold them accountable for students' progress.

To lead, develop and manage the Business, Economics and Computing faculty, to improve standards of learning and raise achievement of students.

All members of staff at Haggerston school promote and demand high standards and high expectations to ensure all learners make exceptional progress.

### **Principal Accountabilities**

1. To lead and manage a highly effective team with a culture of collaboration, high expectations and accountability.
2. To ensure that Teaching and Learning is engaging, challenging and creative across the faculty through robust monitoring, effective staff development and feedback and sharing of best practice.
3. To track pupil progress and ensure that swift actions are taken to address underachievement through quality teaching and targeted interventions.
4. To oversee the Business, Economics and Computing Curriculum from Year 7-13 ensuring that students are equipped with the knowledge and understanding required to be successful in examination and beyond in the wider world.
5. To produce annual Faculty Self-Evaluation and Improvement Planning, monitoring the impact of actions on the quality of education provided across the faculty.
6. To ensure that line management and appraisal processes are robust and enable staff to develop into autonomous and highly competent practitioners.
7. To ensure that you and staff in your faculty promote the school's core values of Aspiration, Creativity and Character and all school policy and procedure.
8. To ensure that Behaviour standards are high at all times through consistent implementation of the school's behaviour policy.
9. To oversee and evaluate budget allocations to ensure the budget is spent in line with priorities and the principles of best value, ensuring all resources are maintained safely and in good order.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **To lead and manage the team:**

- To ensure a co-ordinated approach to teaching, learning and assessment, recording and reporting in line with whole school policies.
- To ensure a co-ordinated approach to the management of attendance and punctuality to lessons and behaviour in line with whole school policies.
- To ensure that the team has a consistent approach to work with all students including those with SEND/EAL so that all students make excellent progress.
- To ensure that the curriculum is planned meticulously from Year 13 down to Year 7 so that there is a

clear and coherent progression of knowledge and skills, tailored to provide optimum challenge to students of all abilities.

- To ensure that high quality enrichment activities are planned to enhance the core curriculum and provide opportunities to develop cultural capital and intellectual curiosity.
- To monitor and evaluate the effectiveness of the curriculum through data, observation and review of learning through books and schemes of learning.
- To keep abreast of new developments in the subject and disseminate relevant information to the team, including regular liaison with primary schools re updates to the primary Business, Economics and Computing curriculum.
- To foster the development of the team through collaboration, shared planning and subject specific CPD so that all members of the team make a valuable contribution and have opportunities to learn new knowledge and skills.
- To be outward looking and learn from other high performing departments, forming beneficial links and partnerships.
- To ensure that students' work is regularly assessed, progress monitored, underachievers promptly identified and effective intervention implemented to close gaps.
- To liaise effectively with other teams within the school (Inclusion, Pastoral, other Faculties) to ensure that students are supported and enabled to achieve excellent outcomes.
- To ensure that school assessment structures (DPR) have optimal impact on student learning and progress and that data led, precision teaching closes knowledge and skills gaps for students.
- To regularly review, compare and standardise assessments so that they are rigorously testing the key areas of knowledge and understanding expected at each stage of Business, Economics and Computing learning.
- To ensure accurate progress data is submitted by agreed whole school deadlines.
- To implement the school rewards system for celebrating student achievement, e.g. regular display of beautiful work, assembly citations, rewards and informing relevant parties in school and families.
- To work with the SLT person responsible for staffing to ensure that newly qualified teachers, students teachers and new staff are given appropriate advice and support.
- To support in the recruitment and induction of new staff into the faculty.
- To attend appropriate meetings and to provide opportunities for ideas/information to be fed back to and discussed with all team members.
- To convene team meetings and ensure notes of discussion and action are kept.
- To liaise with parents/carers, as and when appropriate, responding to enquiries, comments and informal complaints effectively
- To monitor and ensure the allocated capitation is spent appropriately and to keep the line manager and SLT informed of financial needs and spending.
- To ensure that the general environment within the Business, Economics and Computing area is in keeping with Health and Safety procedures and that the furniture requirements and the general environment is kept in good order, reporting any concerns to the person in charge of premises and facilities.
- To liaise with the SLT person responsible for timetable over staff deployment and timetabling.
- Undertake additional tasks as required from time to time to support the growth and operational requirements of the faculty/team.
- Participate in the regular review of this job description.

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post holder will be expected to work flexibly and carry out all duties in compliance with the school and Hackney Learning Trust policies.

## Person Specification Head of Business, Economics and Computing

Requirements:	Assessment Criteria		
Qualifications:	Interview	Application Form	Lesson Observation
Education to good honours degree or equivalent plus teaching qualification		•	
Evidence of continuing professional development relevant to the post	•	•	•
<b>Experience:</b>			
Successful experience of middle management in an inner city comprehensive school	•	•	•
Successful involvement in planning, implementing and evaluating initiatives to raise achievements	•	•	•
Sustained successful experience as a classroom practitioner across the age and ability range 11 to 19	•		•
Experience of working with data to promote learning and achievement	•		•
Experience of raising the achievement of diverse groups of students across the ability range	•		•
Evidence of leading and managing effective and significant change across at least two key stages	•		•
Experience of building productive relationships with staff, students and parents and governors	•		•
<b>Management and leadership skills:</b>			
Success at motivating staff to raise students performance and at enthusing them to develop new ideas and initiatives	•	•	•
Ability to maintain effective working relationships at all levels whilst demonstrating a flexible approach	•	•	•
Evidence of the ability to delegate, consult and be decisive	•	•	•
<b>Professional knowledge and understanding</b>			
Knowledge and understanding of recent curriculum developments and wider educational issues	•	•	•
Knowledge, understanding and the ability to use ICT to promote learning and for management tasks (some experience of constructing whole school timetables would be desirable)	•	•	
An understanding of and commitment to equal opportunities in its widest sense and a commitment to inclusive education	•	•	

Behavioural competencies:			
The ability to promote and maintain the highest standards in all aspects of the work in the school.	•	•	
Team player with energy, enthusiasm and perseverance.	•		
Experience of working under pressure and managing competing demands and deadlines	•	•	
The ability to communicate effectively both orally and in writing, with a variety of audiences across the whole school	•	•	•
An understanding of the role of leadership team members and the professional qualities required to fulfil the role effectively	•	•	•
Commitment to supporting whole school events and extra-curricular activities	•	•	
A willingness to listen, empathise and to be self-critical and reflective	•		•
A sense of fun as well as the ability to work hard and calmly under pressure	•	•	•