



Chellaston Academy
Integrity Care Excellence

Head of Business and Economics

Full Time, Permanent

Chellaston Academy

Chellaston Academy is on an exciting journey and we are seeking talented candidates that mirror our values and standards to join us. We have a newly appointed Headteacher this academic year, and new additions to our senior team too. The academy is currently in the process of joining QEGSMAT. Our ways of working ensure that our young people are at the heart of all decisions that we make; whilst we take academic achievement seriously, we also consider educating the whole person to be vitally important.

Our teams are pivotal to this and we are committed to investing in our staff to ensure that they are engaged, involved and able to contribute fully. Our core values of integrity, care and excellence run through all of our work and we embrace these together.

We are looking to appoint a passionate, inspirational and dynamic Head of Business and Economics. The candidate must be enthusiastic, have strong leadership skills and be able to provide a broad and inspiring curriculum for all of our students. They should have a secure knowledge and understanding of the vocational and academic courses we currently have on offer for both key stage four and five.

The department consists of eight teachers including the Head of Department and there is a high level of participation in extracurricular activities.

For more information about the Business and Economics department and curriculum design, please click the link below: <https://www.chellaston.derby.sch.uk/?s=business+and+economics>

We expect all our students to be challenged, to be inspired and to achieve beyond expectation; this will be your focus. This is balanced carefully against developing a supportive, healthy and happy student population.

The application process:

Please see the job description for further details of the post. If you would like a conversation to discuss the role in more detail, we would be happy to arrange this. Please call 01332 702502.

Further details about our school can be found on our website: www.chellaston.derby.sch.uk.

Chellaston Academy is committed to safeguarding children, safer recruitment and promoting the welfare of our young people. Our comprehensive recruitment and selection processes aim to discourage and screen out unsuitable applicants. Successful candidates are subject to rigorous pre-employment checks and an enhanced DBS check.

If you wish to apply for this role please visit <https://www.qegsmat.com/current-vacancies/> where you can apply via TES. Alternately, you can contact us at hr@qegsmat.com.

Closing Date: Monday 17th May 9am

Provisional Interview Date: w/c 24th May 2021

Start Date: September 2021



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Job Description

Job title:	Head of Business and Economics
Pay scale:	Main pay scale / Upper pay scale + TLR 2.3 (£7,017)
Responsible to:	Headteacher, SLT Line Manager
Responsible for:	The Business and Economics department

GENERAL DUTIES AND RESPONSIBILITIES:

- Inspire success in all students and staff within the Business Studies Faculty
- Help raise the achievement of all learners within Business Studies Faculty
- Work in accordance with the academy's aims, policies, vision and mission statement
- Help develop an excellent learning environment for students where learning is fully inclusive
- Lead and manage staff to improve Teaching and Learning within the Business Studies Faculty
- To work in accordance with the Academy's values at all times

CORE REQUIREMENTS OF THE POST:

As a Subject leader you shall carry out the professional duties of a school teacher as circumstances may reasonably require as provided for under the relevant sections of the School Teachers' Pay and Conditions Document.

This post carries TLR 2.3 pay awarded for a sustained and significant additional responsibility that is not required of a classroom teacher.

This post:

- Must focus on teaching and learning
- Requires you to exercise your professional skill and judgement
- Must have impact on the educational progress of students other than those you teach
- Involves you leading, developing and enhancing the teaching practice of other staff and students

PURPOSE

- Raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress

- Ensure that all students, especially those in vulnerable, disadvantaged, SEN or EAL groups receive the best provision the Academy can deliver.
- Be accountable for student progress and development within the subject area
- To develop and enhance the teaching practice of others
- Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the academy and the curricular policies determined by the Governing Body and Headteacher of the academy
- Be accountable for leading, managing and developing the subject/curriculum area
- To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio

CORE DUTIES

- Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department
- The day to day management, control and operation of course provision with the department, including effective deployment of staff and physical resources
- Actively monitor and develop strategies to improve student progress
- Implement all academy policies and procedures
- Work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the academy
- Lead and manage the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area, AIP and the aims and objectives of the academy
- Link with Co-ordinators to ensure that the work in the curriculum area fully meets the requirements of the Academy Improvement Plan
- Ensure that Health and Safety policies and practices, including Risk Assessments, throughout the department are in line with national requirements and are updated where necessary.
- Produce in consultation with relevant department members, the department RAAPs and self-evaluation documents.
- Ensure that Department Improvement Plans are implemented in accordance with the required time schedule.

Curriculum Provision

- Liaise with the SLT line manager and Curriculum overseer to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the Academy Improvement Plan/Academy Evaluation

Curriculum Development

- Lead curriculum development for the whole department
- Keep up to date with national developments in the subject area and teaching practice & methodology
- Actively monitor and respond to curriculum development and initiatives at national, regional and local levels
- Liaise with the Examination Officer to maintain accreditation with the relevant examination and validating bodies

STAFFING

Staff Development

- Work with the Assistant Head to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs

Recruitment/Deployment of staff

- Be responsible for the efficient and effective deployment of any support staff
- Undertake Appraisal Review(s) and to act as reviewer for a group of staff within the designated department
- Make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor to secure appropriate cover within the department
- Participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with academy procedures
- Promote teamwork and to motivate staff to ensure effective working relations
- Participate in the academy's ITT or ECT programme
- Be responsible for the day to day management of staff within the designated department and act as a positive role model

Quality Assurance

- Establish the process of the setting of targets within the department and to work towards their achievement
- Establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department
- Contribute to the academy procedures for lesson observation
- Implement academy quality procedures and to ensure adherence to those within the department
- Monitor and evaluate the curriculum area/department in line with agreed academy procedures including evaluation against quality standards and performance criteria
- Seek/implement modification and improvement where required
- Ensure that the department's quality procedures meet the requirements of Self Evaluation and the Strategic Plan

Management Information

- To ensure the maintenance of accurate and up to date information concerning the department on the management information system
- To make use of analysis and evaluate performance data provided
- Identify and take appropriate action on issues arising from data, systems and reports, setting deadlines where necessary and reviewing progress on the action taken
- Produce reports within the quality assurance cycle for the department
- Produce reports on examination performance
- Manage the department's collection of data
- Provide the Governing Body with relevant information relating to the departmental performance and development

Communications

- Ensure that all members of the department are familiar with its aims and objectives
- Ensure effective communication/consultation as appropriate with the parents of students
- Liaise with partner academies, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies
- Represent the department's views and interests

Marketing & Liaison

- Contribute to the academy liaison and marketing activities, eg, the collection of material for press releases
- Lead the development of effective subject links with partner academies and the community, attendance where necessary at liaison events in partner academies and the effective promotion of subjects at Open Days/Evenings and other events
- Actively promote the development of effective subject links with external agencies

Management of Resources

- Manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down, including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records
- Work with the SLT member responsible for Curriculum in order to ensure that the department's teaching commitments are effectively and efficiently time-tabled and roomed

Pastoral System

- Monitor and support the overall progress and development of students within the department
- Monitor student attendance together with students' progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary
- Act as a Tutor and to carry out the duties associated with that role as outlined in the generic job description
- Ensure the Behaviour Management system is implemented in the department so that effective learning can take place

Teaching

- Undertake an appropriate programme of teaching in accordance with the duties expected within the teacher standards

Additional Duties

- To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example.
- To work within the expected guidelines of a member of staff on the STPCD in supporting the development of colleagues and undertake appropriate responsibilities as and when needed and directed by the Headteacher.

Other Responsibilities

The post requires you to:

- Teach students within the age range 11-19 in accordance with the professional duties of a teacher
- Take an equitable share of whole academy curriculum care and management responsibilities
- Carry out your duties in line with the key tasks and management procedures of the academy

Additional Duties

To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.

Personal and professional conduct:

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position;
- having regard for the need to safeguard students' well-being, in accordance with statutory provisions;
- showing tolerance of and respect for the rights of others;
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs;
- ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.

Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.

Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

This job description is current at the date shown (May 2021); but, in consultation, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the scale and job title.



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Person Specification

	ESSENTIAL	DESIRABLE
STATUS	<ul style="list-style-type: none"> • Qualified Teacher Status • Commitment to personal/professional development 	<ul style="list-style-type: none"> • Evidence of relevant and ongoing CPD
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Secure knowledge and understanding of the concepts and skills in specialist subject • Clear understanding of the secondary curriculum and its assessment • Ability to employ a range of effective teaching strategies, to illicit learning and have an understanding of assessment method. 	<ul style="list-style-type: none"> • Ability to use assessment data to inform planning and set targets • Strong command of subject knowledge • Ability to access and use classroom relevant research and inspection evidence to improve teaching and learning
TEACHING AND LEARNING	<ul style="list-style-type: none"> • Ability to raise achievement for all • Committed to ensuring excellent standards of behaviour at all times • Good communication skills • Committed to the role of tutor for a group of students and the benefits of pastoral care 	<ul style="list-style-type: none"> • Experience of teaching a range of courses including KS3, GCSE, AS and A2 and applied courses
SKILLS AND ATTRIBUTES	<ul style="list-style-type: none"> • Ability to establish good working relationships and effective teamwork • Good communication skills • Excellent role model for staff and students 	<ul style="list-style-type: none"> • Ability to generate ideas and drive initiatives
PERSONAL QUALITIES	<ul style="list-style-type: none"> • High expectations of students and colleagues • Highly motivated and able to motivate and inspire students 	<ul style="list-style-type: none"> • Charismatic – having ‘a presence’ • Willingness to take on other roles and

	<ul style="list-style-type: none"> • Enthusiastic and committed • A passion for teaching • A forward-thinking approach • Excellent Interpersonal Skills • Ability to be reflective and self-critical • Display calmness under pressure 	<p>responsibilities within the Department</p>
EXPERIENCE	<ul style="list-style-type: none"> • Experience of teaching KS3 and KS4 students 	<ul style="list-style-type: none"> • Experience in Post-16 teaching • Ability and willingness to teach a range of related subjects • Middle Leader responsibilities e.g. developing the teaching practice of others, writing improvement plans, etc.