



Job description: Head of Business and Economics

Job details

Salary: M1-UPS3 (Inner London) plus TLR 2C

Hours: 32.5 hours per week

Contract type: Full-time (Term-time only), fixed-term

Reporting to: SLT

Main purpose

Provide strategic leadership and management of the Business and Economics department, ensuring high-quality teaching, strong pupil progress, and excellent attainment. Lead curriculum development, monitor teaching and learning, and implement strategies to enhance student achievement and engagement.

Support and develop departmental staff, fostering innovation and professional growth. Manage resources effectively, align departmental goals with school objectives, and ensure compliance with safeguarding and health and safety regulations.

Duties and responsibilities

Leadership and management

- Develop and implement a vision for the department that aligns with the school's ethos and strategic direction
- Lead and manage the department to achieve excellent outcomes for students
- Oversee curriculum planning, development, and delivery to ensure a broad and balanced provision, meeting the school and national standards and exam board requirements
- Line manage and support teaching staff, including recruitment, performance management, and professional development
- Promote teamwork and ensure effective communication within the department
- Foster a collaborative and supportive team culture while prioritising staff wellbeing
- Monitor and evaluate the effectiveness of teaching and learning, implementing improvements where necessary
- Lead the department's response to changes in educational policy and curriculum developments

Resource and budget management

- Manage departmental resources efficiently, ensuring value for money
- Oversee the department's budget, prioritising spending based on strategic needs
- Ensure learning environments are well-maintained, equipped, and conducive to learning
- Develop and implement a structured approach to resource allocation and expenditure planning



Teaching and learning

- Ensure high-quality teaching through lesson observations, feedback, and coaching
- Foster a culture of continuous professional development and innovation in teaching
- Support staff in delivering differentiated and inclusive lessons that meet the needs of all students
- Use assessment data effectively to track student progress and identify areas for improvement
- Set high expectations for student attainment and progress within the subject area
- Promote a positive learning environment that encourages engagement and success
- Ensure all students are well-prepared for public examinations and develop strategies to support both underperforming and high-achieving students
- Implement whole-school SEND support strategies to ensure inclusivity in learning

Pupil development

- Identify and support underperforming pupils with appropriate intervention plans
- Promote pupil achievements, career opportunities, and subject-related extracurricular activities
- Maintain high standards of behaviour and discipline, creating a safe and engaging learning environment
- Support pastoral care by acting as a form tutor if required, contributing to student welfare
- Liaise with pastoral staff to support students' academic and personal development

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, both within and outside school
- Maintain high standards of attendance, punctuality, and professional appearance
- Act within statutory frameworks outlining professional duties and responsibilities
- Participate actively in school events, extracurricular activities, and wider school initiatives
- Undertake supervision, cover, and invigilation duties as required
- Engage in continuous professional development and participate in staff training and appraisal procedures

Safeguarding and pastoral care

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies to promote the safeguarding of all pupils' in the school
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Contribute to the pastoral care system by acting as a form tutor, or an active member of a year group, supporting students' personal and academic development.
- To carry out his/her responsibilities at all times with due regard to The school's policy, organisation and arrangements for Health & Safety at Work
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with
- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life;



General Requirements

- Communicate departmental objectives, initiatives, and curriculum matters to staff, students, and parents
- Provide accurate departmental information and reports for school management and external stakeholders
- Promote the subject within the school and the wider community through events, newsletters, and online platforms
- Ensure effective communication between the department and senior leadership, governors, and parents

The classroom teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the examinations officer will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.



Person specification

CRITERIA	QUALITIES
Qualifications and training	<p>Essential:</p> <ul style="list-style-type: none"> • A degree in Economics, Business Studies, or related subject • GCSEs in English and Math's (grade C or above) • Qualified teacher status (QTS) <p><i>Desirable:</i></p> <ul style="list-style-type: none"> • Postgraduate qualifications relevant to the role • Evidence of CPD
Experience	<p>Essential:</p> <ul style="list-style-type: none"> • Experience of teaching Economics at KS5 • Experience of teaching Business Studies at KS4 • Experience preparing pupils for GCSE and A-LEVEL exams • Experience in managing a team <p><i>Desirable:</i></p> <ul style="list-style-type: none"> • Relevant experience in a middle leadership capacity • Experience of teaching Level 3 BTEC Business • Experience of working with others to develop teaching and learning initiatives • Experience in leading extracurricular activities
Professional development	<p>Essential:</p> <ul style="list-style-type: none"> • Commitment to ongoing professional learning and development • Willingness to participate with whole-school initiatives <p><i>Desirable:</i></p> <ul style="list-style-type: none"> • Mentoring and coaching staff • Experience of leading CPD/Inset • Evidence of attending subject-specific CPD courses or workshops
Skills and knowledge	<p>Essential:</p> <ul style="list-style-type: none"> • Effective team leadership skills, with the ability to motivate, inspire and support pupils and colleges • Data analysis and target setting • Ability to effect whole-school change through effective leadership and management • Strong subject knowledge in Economics, Business Studies, and BTEC Business • Good understanding of the national curriculum and exam specifications for KS4 and KS5, and assessment requirements • Strong subject knowledge in Biology, Chemistry, and Physics • Good understanding of the KS3 and KS4 science curriculum and assessment requirements • Ability to deliver engaging and interactive lessons with practical applications



	<ul style="list-style-type: none"> • Strong classroom management skills with the ability to maintain a positive learning environment • Excellent communication, with the ability to build effective working relationships with pupils, parents, and staff • Strong organisational skills with the ability to plan engaging lessons and manage department resources effectively • Ability to use assessment data to track progress and inform lesson planning • Willingness to participate with whole-school initiatives • Knowledge of effective teaching and learning strategies • A good understanding of how children learn • Ability to adapt teaching to meet pupils' needs • Knowledge of guidance and requirements around safeguarding children • Knowledge of effective behaviour management strategies • Good ICT skills • Ability to plan strategically, monitor effectively and evaluate analytically • Extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subject/curriculum area you teach • Good knowledge of legislation and guidance on curriculum requirements • Outstanding classroom practice, constantly showing a positive and resilient approach to pupils and staff • Knowledge of effective teaching and learning strategies • A good understanding of how children learn • Ability to adapt teaching to meet pupils' needs • Knowledge of guidance and requirements around safeguarding children • Knowledge of effective behaviour management strategies <p><i>Desirable:</i></p> <ul style="list-style-type: none"> • A sound understanding of the Ofsted framework • Ability to employ a range of resources and teaching and learning strategies, encouraging differentiated learning
<p>Personal qualities</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Passionate about science and committed to inspiring students • Enthusiastic and innovative in teaching approaches • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • High expectations for children's attainment and progress • Commitment to always act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality