

St Alban's Catholic High School



'Learning, Respecting, Caring'

HEAD OF BUSINESS

Job Description

St Alban's Catholic High School strives to provide an excellent education for our students within a caring Christian community where all are respected, valued and supported to achieve their potential. We aim to inspire everyone with the strength and purpose to begin the journey of learning for life and to prepare our students to lead by their example in the modern world.

Teacher Salary: MPR/UPR TLR2 £4017

Responsible to: SLT link with responsibility for the Business Department

Job Purpose:

- To be accountable for student progress and development within the Department;
- To raise standards of student attainment and achievement within the curriculum areas and to monitor and support student progress;
- To lead, develop and enhance the teaching practice of others, evaluating the quality of teaching, securing and sustaining the effective delivery of the subjects;
- To be accountable for the strategic direction, leadership and management of the subjects; the development and implementation of plans, policies, targets and practices;
- To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum areas, in accordance with the aims and policies of the school;
- To effectively line manage teaching staff and deploy teaching/support staff and physical resources within the subject areas;
- To assist the Headteacher and Senior Leadership Team in the overall management and development of the school.

The Teachers' Pay and conditions Document specifies the general professional duties of a teacher. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

You are expected to meet the DfE Teachers' Standards

Teaching:

- Have a secure and up to date knowledge and understanding of the concepts and skills necessary to teach specialist subjects;
- Plan and achieve progression in students' learning in line with agreed expectations on targets;
- Set homework, mark and assess in line with school policies. Engage with school-wide learning initiatives;
- Ensure that high quality teaching and learning takes place in all allocated classes;
- Mark, assess, record and report on student achievement and maintain records as required by school policy;
- Maintain accurate records and use assessment data to monitor progress, targets and take action;
- Contribute to the development of schemes of work, school and department policies as requested;
- Maintain a purposeful, orderly classroom environment including neat storage, learning centred display and by employing a range of behaviour management strategies;
- Monitor targets for students on report;
- Undertake specific duties as agreed with your Senior Leadership Team link;
- Attend and contribute positively to meetings and professional development activities;
- Promote and contribute where possible to the school's extra-curricular programme; including support in delivering the Career Ready programme in our Sixth Form;
- Meet deadlines for reports, marking, submission of coursework and other assignments;
- Prepare students for examinations and take part in standardisation or moderating exercises as required by the departments or examination boards;
- Provide a welcoming environment to visitors and respond within 24 hours to telephone calls and within 7 days to written correspondence;
- Follow school policy and support the Senior Leadership Team in the effective operation of the school;
- Carry out the role of Form Tutor as required.

Impact on educational progress beyond your assigned students:

- Contribute to setting and monitoring school targets;
- Set and monitor department targets within the school targets; intervene and act as appropriate;
- Contribute to the school development plan. Collaborate with the departments to identify improvement priorities and coordinate the writing and monitoring of the Department Improvement Plans;
- Monitor behaviour and ensure that teachers place students on subject report in line with the school's Behaviour Policy;
- Maintain an overview of parental contact within the departments;
- Maintain a central record of assessment data;
- Ensure that the departments contribute to the ethos of the school;
- Organise events that raise the profile of the departments.

Lead, develop and enhance the teaching practice of others:

- Create and maintain a department and school ethos;
- Ensure that subject teachers have schemes of work in place;
- Monitor planning, record keeping, marking, teaching progress, homework and assessment;
- Maintain a central record of assessment data and have numeric targets for examination classes;
- Lead, coordinate and monitor the Department Improvement Plans;
- Coach colleagues and support in behaviour and classroom management in order to remove barriers to learning;
- Use meetings to share good practice, moderate and cascade training;
- Offer training to the departments and across the school in an area of expertise where appropriate;
- Ensure that the rewards system is used;
- Mentor and support colleagues encouraging their professional development.

Accountability:

- Balance the whole-school view with the specific needs of the departments; address any issues evident from IDSR reports, self-review or Ofsted inspection;
- Communicate the school vision to members of the departments;

- Lead, motivate, support and develop all colleagues; be an agent for change;
- Innovate in learning; keep abreast of subject developments and bring these to the school;
- Engage with school-wide learning initiatives and lead these in the departments;
- Conduct an annual review of the curriculum offered at all levels by the departments;
- Identify changes or developments in view of national initiatives, curriculum developments or the needs of students;
- Prepare for and chair meetings; identify the purpose, circulate an agenda and minutes, ensuring that the Headteacher and your Senior Leadership Team link receive a copy with identified issues and action points;
- Represent the departments at Head of Department meetings, ensuring each department is represented on other school working groups;
- Liaise with the SENDCO for the support of students with SEND;
- Following each reporting cycle, review assessment data and coordinate follow-up across the departments; identify appropriate intervention for students;
- Use student targets to set targets for teacher of examination classes;
- Ensure value for money and the effective deployment of the delegated budget for the departments to resource the curriculum;
- Participate in the recruitment and appointment of subject teachers;
- Collect, moderate and prepare coursework for submission to examination boards.

Line management:

- Line manage and conduct performance management reviews of subject teachers (and any administrative technician support if relevant) drawing on others in the departments to assist;
- Observe subject teachers; coordinate peer observations and work scrutinise.

This is a public facing role and the post holder must speak fluent English.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out additional duties within the context of the job, skills and grade.

Signed:	Signed:
Post holder:	Headteacher:
Name in capitals:	Name in capitals:
Date:	Date:

*St Alban's Catholic High School is part of the
Our Lady of Walsingham Catholic Multi-Academy Trust*

