

## Hadrian Learning Trust Job Description and Person Specification

<b>Post Title:</b>	Curriculum Leader of Business Education	<b>Director/Service/Sector :</b>	Children's Services
<b>Band:</b>	MPR/UPR + TLR 2b/2.2	<b>Workplace:</b>	HMS and QEHS Part of HLT
<b>Responsible to:</b>	Member of Senior Leadership Team	<b>Date:</b>	January 2025
<b>Job Description Ref:</b>	CL Business	<b>School</b>	Queen Elizabeth High School

### Responsible for:

**Contact with young people:** This role requires regular, ongoing and unsupervised contact with young people. This contact is direct and could potentially be on both a, 1:1 and group basis within the workplace. The degree of responsibility for young people is outlined below in the role and responsibilities area of the form.

### Job Purpose:

To carry out the responsibilities of a high school CL teacher with regard to the teaching standards, impact on progress and outcomes for your own students and staff, whole school responsibilities and health and safety/safeguarding. In addition, the following responsibilities, outlined below apply to a Curriculum Lead.

<b>Resources</b>	Staff	The postholder will be responsible for the teaching staff in the business department
	Finance	Orders and invoices.
	Physical	Office equipment, accuracy and security of databases,
	Clients	Internal (Teachers, Other Staff, Pupils) and External (Parents, Visitors, Members of the Public external agencies, Trustees).

### Responsibilities, Duties and key result areas:

#### Operational/Strategic Planning

- To develop and review specifications, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department
- To oversee day-to-day management, control, and operation of course provision within the department, including effective deployment of staff and physical resources
- To actively monitor and follow up student progress across all strands of business education.
- To implement School Policies and Procedures
- To 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 school
- To 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

#### Curriculum

- To liaise with appropriate member(s) of the Senior Leadership Team and TLRs in the business department to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum
- To be accountable for the development and delivery of the department's curriculum with oversight of intention, implementation and evaluation of impact
- To keep up to date with and respond to national developments in the subject area and teaching practice



and methodology

- To co-ordinate and implement a rigorous intervention programme to ensure all students achieve their academic potential
- To ensure that a good range of extra-curricular opportunities is available at each key stage

#### **Staff Development:**

- To attend all CPD sessions during time allocated for whole school CPD
- To attend all CPD sessions during time allocated for departmental CPD
- To direct and support departmental colleagues' professional development as it relates to business provision

#### **Recruitment/ Deployment of Staff**

- To work with appropriate member(s) of the Senior Leadership Team
- To be responsible for the efficient and effective deployment of the department's support staff
- To undertake Appraisal Reviews and to act as reviewer for staff in the department
- To make appropriate arrangements for classes when members of staff are absent, ensuring appropriate cover within the department, liaising with the appropriate member(s) of the Senior Leadership Team
- To actively participate in the recruitment process for teaching posts when required and to ensure effective induction of new staff in line with school procedures
- To promote teamwork and to motivate staff to ensure effective working relations
- To participate in the school's ITT programme and ensure their appropriate support for ITT students throughout the year
- To be responsible for the day-to-day management of staff within the designated department and act as a positive role model

#### **Quality Assurance:**

- To establish the process of target setting within the department and to work towards the achievement of those targets
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning, in line with school policies
- To contribute to the schools' procedures for Quality of Education
- To produce an annual examinations analysis and department review as part of the school's self-evaluation cycle

#### **Management Information:**

- To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system
- To analyse and evaluate, with the department, performance data provided and take appropriate action in response

#### **Communications:**

- To ensure that all members of the department are familiar with departmental aims and objectives within the framework of each school's development plan
- To ensure effective communication/consultation as appropriate with the parents of students
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies
- To represent the department's views and interests at Curriculum Leaders' meetings and other forums

#### **Marketing and Liaison:**

- To contribute to school liaison and marketing activities, e.g., the collection and collation of material for options booklets or the school website



- To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Evenings and other events

**Management of Resources:**

- To manage the available resources of staff, finance, space, and equipment efficiently within the limits, guidelines and procedures laid down
- To work with the relevant member(s) of the Senior Leadership Team in order to ensure that the department's teaching commitments are effectively and efficiently time-tabled and roomed

**Pastoral System:**

- To be familiar with the Trust's Safeguarding and Child Protection Policy and to report concerns to the designated Safeguarding Officer
- To ensure the Behaviour Management system is implemented in the department so that effective learning can take place
- To monitor and support the overall progress and development of students within the department
- To monitor student attendance together with students' progress and performance, with the class teacher, in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary
- To contribute to each school's pastoral programme and other cross-curricular projects, according to school policy

**Teaching:**

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher and school policies

**Other Specific Duties:**

- To play a full part in the life of the school community, to support its distinctive mission, ethos, and policies and to encourage and ensure staff and students to follow this example
- To continue personal professional development as agreed
- To engage actively in the Appraisal process
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate
- To undertake any other duty as specified by STPCD not mentioned in the above

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to adopt a professional, courteous demeanour at all times during communication with colleagues, visitors, or students.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**Work Arrangements**

Transport requirements:	None
Working patterns:	Trust working hours / pattern for teaching staff
Working conditions:	Office and Classroom based



**Work Arrangements**

Transport requirements: Working patterns: Working conditions:	Required to use own transport to travel within and out-with the County Normal work patterns Normally indoors; there may be occasions where you would be required to work at QEHS, Hexham Middle School or other school within the Trust
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**PERSON SPECIFICATION**

Essential	Desirable	Assess by
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**Knowledge and Qualifications**

<ul style="list-style-type: none"> <li>▪ Degree (or equivalent) in business related degree</li> <li>▪ DfE recognized teaching qualification such as PGCE or equivalent in Secondary education</li> <li>▪ Qualified Teacher Status in business education and/or economics</li> </ul>	<ul style="list-style-type: none"> <li>• Experience or ability to teach A Level Economics</li> </ul>	(a), (t), (g)
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**Experience**

<ul style="list-style-type: none"> <li>▪ Successful track record of raising achievement and achieving outstanding outcomes for your own students</li> <li>▪ Recent and relevant experience of teaching at secondary level up to the age of 18</li> <li>▪ Recent experience of working in a good or outstanding school</li> <li>▪ Successful track record of raising achievement across a department and beyond your own classes</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of leadership responsibilities</li> <li>▪ Successful track record of teaching BTEC qualifications at key stage 4 and key stage 5/GCSE business or A Level business studies</li> </ul>	(a), (i), (g)
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**Skills and competencies**

<ul style="list-style-type: none"> <li>▪ Ability to inspire, motivate and challenge students</li> <li>▪ Ability to plan meticulously and think strategically</li> <li>▪ Ability to lead, inspire, motivate and challenge staff and set very high expectations for yourself, those you lead and the organisation</li> <li>▪ Ability to work as part of a high performing team</li> <li>▪ Ability to communicate effectively with students, parents and colleagues showing warmth, empathy, respect for others and professionalism at all times</li> <li>▪ Ability to have difficult conversations with students, staff and parents, and achieve the desired solution/outcome</li> <li>▪ Ability to work with students of all abilities to raise achievement</li> </ul>		(a), (i), (t)
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**Physical, mental and emotional demands**

<ul style="list-style-type: none"> <li>▪ Contributes to the wider life of the school</li> <li>▪ An able and dynamic teacher who is willing to contribute positively and imaginatively to this</li> </ul>	<ul style="list-style-type: none"> <li>▪ Demonstrates the drive and ambition for further career progression as Assistant Head and</li> </ul>	(i)
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successful school, demonstrating energy and resilience. We are looking for someone with resilience and determination and the capacity to develop very quickly into a consistently outstanding middle leader	beyond.	
<b>Other</b>		
<ul style="list-style-type: none"> <li>Willingness to participate in personal and professional development</li> </ul>	Evidence of learning beyond the work place	(a), (i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits

Please note that Recruitment and Selection records will be retained and used in accordance with the General Data Protection Regulations (GDPR) 2018 and other legislative provisions.