

Curriculum Leader for Business Studies

Accountability

You are accountable to the Deputy Head Responsible for Business and Enterprise for all work undertaken.

Management Responsibilities

*As a middle manager within the Academy to contribute positively towards the Academy's philosophy and ideology.

Curriculum Responsibilities

*To ensure that, in the areas of learning for which you have responsibility, provision is made for all students to satisfy the requirements of Key Stage 3, Key Stage 4, and Sixth Form AGCE, and BTEC Business work, under the guidance of the appropriate Deputy Head.

*To reflect the principles underlying the Academy's curriculum framework in preparing, teaching and developing with others (staff members and partners from industry and commerce) aspects of the curriculum.

*To develop the online curriculum for the subject area ensuring it is line with current specifications and offers engaging material for students.

*To contribute to the departmental development plan under the guidance of the appropriate Deputy Head.

*To be responsible for the ordering of resources for your subject area.

*To be responsible for ensuring that appropriate assessment strategies are implemented for all courses and are fully understood by parents, students, teachers and external partners. To offer strategies for improvement / new initiatives in relation to Business under the guidance of the appropriate Deputy Head.

*To act as a team leader in preparing modules for the curriculum.

*Develop opportunities for students during Session 3 time for your subject area.

*Administration of external exams and coursework (including internal moderation of coursework) for all courses.

*Responsibility for internal moderation and standardisation for all courses.

*To liaise with the Inclusion Team regarding students who have additional needs / gifted and talented.

Team Management

*Co-ordinate session planning for your subject area.

*Ensure student routines are maintained by the department (e.g. standard of dress and behaviour)

*Organise teaching areas and ensure venues are kept tidy and resources, equipment and student work are appropriately stored.

*Co-ordinate display for your subject area.

*Produce an agenda and minutes for the subject area meeting and email these to the Head's PA at least once a month.

*Support the induction of new staff to the subject area.

*Tutor / Subject mentor for NQT, GTP and Teach First / school direct students if applicable.

*To ensure that all staff engaged in teaching aspects of the curriculum for which you have responsibility, are fully trained and equipped for the purpose.

*In relation to the above, to devise and, where necessary, lead staff training.

*To perform session observations to contribute to Performance Management in conjunction with the Director for Business and Enterprise

* To contribute to the setting of clear departmental targets for staff in your subject area.

Appointments Responsibilities

*To advise and assist the Deputy Head and Head on appointments to the Academy when appropriate.

Fabric Responsibilities

*To ensure that the spaces for learning given into your care are attractive and well kept. To devise strategies to ensure that the students' work is well displayed and that the area is free from litter and graffiti and conducive to creating a safe and stimulating working environment.

*To ensure all electronic/electrical equipment in subject area teaching venues are switched off at the end of the day.

Community Responsibilities

*To involve industry, parents and educationalists as fully as possible in the life of the Academy to support student development.

Industry & Commerce Responsibilities

*To ensure that contributions to curriculum design and delivery by industrial and commercial partners assigned to you are made within a spirit of full collaboration.

Appraisal Responsibilities

*To be an active participant in, and recipient of, the Academy's appraisal system and, where necessary, re-designation of responsibilities in the interests of the student and staff needs.

Teaching Responsibilities

*To prepare, plan and teach the agreed curriculum utilising as fully as possible the Information Technology System available in the Academy.

Other

*To raise the profile of Business.

*To support and contribute to the development of an enterprising nature in students through their Business Studies Course

*Organising of setting in Key Stage 4 and set lists with grades

*Overseeing the ordering of stock

*Meeting with Deputy Head for Business and Enterprise on a modular basis.

*To comply with Sandwell Academy's Corporate Dress Policy where appropriate.

*To carry out other reasonable tasks from time to time as directed by the Head.

*To work in accordance with the Academy's safeguarding policy