



Bloxham School

JOB DESCRIPTION AND PERSON SPECIFICATION

HEAD OF ECONOMICS AND BUSINESS STUDIES

Department:	Business and Economics
Reports to:	Director of Studies
Responsible to:	Head
Line Management responsibility:	Yes

JOB DESCRIPTION

Summary of the Role:

Overseeing the teaching and learning of Economics and Business Studies across KS4 and KS5, ensuring the delivery of a high-quality curriculum that meets the needs and aspirations of all students. As Head of Department, you will provide leadership and support to your team, fostering a collaborative and innovative environment, while also contributing to the broader academic and pastoral life of the school.

Departmental Overview:

The Business and Economics Department at Bloxham School is dedicated to equipping students with a thorough understanding of economic principles and business practices. Our purpose is to foster analytical thinking, problem-solving skills, and entrepreneurial mindset through a rigorous curriculum that integrates theoretical knowledge with practical application. By engaging students in real-world economic issues and business scenarios, we prepare them for academic success and future careers in a dynamic global economy. The department aims to inspire informed, innovative, and socially responsible future leaders.

Head of Department (HoD) Duties and Responsibilities

The HoD has responsibilities that extend beyond those of a subject teacher, involving leadership, management, and strategic oversight.

- Provide leadership and strategic direction for the Department.
- Develop and implement departmental goals and objectives aligned with the school's strategic plan, highlighted in the Department Development Plan.

- Oversee the development, review, and enhancement of the department's academic and broader curriculum highlighted in the Department Development Plan.
- Complete robust analysis of public examination results, reflected through a comprehensive annual department review.
- Utilise a comprehensive tracking system to monitor the academic progress and well-being of students within the department, providing opportunities for intervention and support as required.
- Analyse summative assessment data to inform teaching practices and improve student outcomes.
- Promote and uphold high standards of teaching and learning within the department through the modelling of exemplary teaching practices, providing mentorship and facilitating appropriate training for departmental staff to ensure consistency.
- Conduct annual Teacher Development Reviews and provide constructive feedback.
- Ensure that the latest pedagogy and evidence-based practice is regularly discussed in departmental meetings and monitor its use by departmental staff; integrate innovative teaching methods and technologies into the curriculum.
- Support the Department in providing opportunities to stretch and challenge all students.
- Manage the department's budget, ensuring effective allocation and use of resources.
- Work in collaboration with the Deputy Head – Curriculum and the Director of Data and Assessment to develop and manage the departmental timetable.
- Facilitate effective communication within the department, with the Senior Leadership Team and with other departments.
- Contribute to the creation and implementation of school policies and procedures.
- Facilitate appropriate trips and visits to complement the relevant curriculum and syllabus.
- Network with other schools and appropriate third parties to develop relationships and share best practice.

Teaching Duties and Responsibilities

- Plan and prepare engaging lessons to challenge and enthuse your classes, making use of prior attainment, SEND and other school data to support appropriate planning.
- Adapt teaching methods and materials to meet the different needs of all students.
- Create a positive, safe, supportive and inclusive classroom environment.
- Monitor and track student progress and achievement, providing personalised and whole-class interventions as required.
- Foster students' interest and engagement in the subject beyond the classroom.
- Ensure timely and constructive formative feedback is given to students to enable them to make further progress, following the whole-school marking policy.
- Consistently manage student behaviour and address any disciplinary issues in line with school policy.
- Support a tutor group within a designated boarding house and take part in a weekly evening boarding duty. (The evening duty requirement however is different if placed in Merton Day House or Exham House).
- Liaise with parents, guardians and HsMs regarding student progress and concerns.
- Provide guidance and support for students' academic progress and social and emotional well-being.
- Contribute to the Broader Curriculum programme by supervising and engaging in activities, trips and school events.
- Engage in continuous professional development to enhance teaching skills and knowledge, including timetabled CPD and individualised training and development.
- Collaborate with colleagues to share best practice, both within and between academic departments.
- Ensure knowledge of subject specific syllabus and assessment criteria is up to date.
- Maintain regular and effective communication with students, parents, and colleagues.
- Participate in departmental and staff meetings.
- Contribute to a positive and supportive school culture.
- Engage in latest pedagogy and evidence-based practice in the classroom.

Other Duties and Responsibilities:

- Adherence to the General Data Protection Regulations.
- Promoting and safeguarding the welfare of children and young persons for whom the post holder is responsible, or with whom they come into contact.
- Adhere to and ensure compliance with the School's Child Protection Policy at all times.
- Report any concerns to the School's Designated Safeguarding Lead.
- Comply with all health and safety provisions and systems provided by the school to practically prevent risk to the health, safety and welfare of all.
- Undertake such other comparable duties as reasonably required from time to time.

CHILD PROTECTION

Safeguarding and the promotion of our students' welfare, safety, physical and mental health by fostering an honest, open, caring and supportive climate is of paramount importance at Bloxham School. All staff are expected to share in this commitment and to ensure that they are familiar with all policies and procedures related to child protection and security.

CONFIDENTIALITY AND DATA PROTECTION

A strict code of confidentiality must be maintained at all times to protect the pupils and their families, other staff and the general business of Bloxham School. In line with General Data Protection Regulations (GDPR), information and other personal data may not be disclosed to third parties.

CYBERSECURITY

All employees are required to uphold the school's commitment to cybersecurity. This includes adhering to established security protocols, recognising and reporting potential threats, and participating in mandatory cybersecurity training sessions. Employees must practice safe online behaviours, ensure the protection of sensitive information, and actively contribute to the prevention of cyber incidents. Your participation is crucial in upholding our collective responsibility to protect not only the school's information assets but also the privacy and security of our community and ensure a safer cyber space for everyone involved.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Educated to degree level or equivalent	<ul style="list-style-type: none">• A degree in Business Studies and/or Economics• Willingness and desire to undertake further professional

		development and training
Knowledge and Experience	<ul style="list-style-type: none"> • Experience in teaching at a range of ages and abilities • A minimum of 3 years' teaching experience • Experience of leading, managing operational issues collaboratively whilst maintaining a strategic vision for the future. 	<ul style="list-style-type: none"> • Previous leadership experience
Skills and Abilities	<ul style="list-style-type: none"> • Confident user of IT for the enhancement of lesson delivery and student learning for administration, data analysis etc. • High level of communication skills and ability to work with colleagues as part of a team. • The ability to demonstrate good subject and curriculum knowledge. • The ability to plan engaging lessons that enthuse students and foster a passion for learning. • The ability to promote good progress and outcomes by students. • An ability to make accurate and productive use of assessment data. 	<ul style="list-style-type: none"> • A creative and constructively critical approach towards innovation; being prepared to adapt practice where benefits and improvements are identified.
Personal Qualities, Attitude and Behaviours	<ul style="list-style-type: none"> • Well organised and self-motivated • In sympathy with the ethos of the school • Engage with professional development opportunities to develop pedagogy. 	<ul style="list-style-type: none"> • Contributing to the professional development of colleagues e.g. through coaching, mentoring, providing effective feedback, or the delivery of INSET.