



JOB TITLE: HEAD OF BUSINESS STUDIES AND ECONOMICS

Reports to: Deputy Head

Key Contacts and Relationships: Director of Studies, Heads of Key Stage, teachers within the department/ key stage, other teaching and administrative colleagues, pupils and parents

Overall Purpose

To lead a department that nurtures ambitious learners of Business and Economics, who shape their worlds with their compassionate, creative and questioning minds.

Key Responsibilities

- The Head of Department is responsible for the overall delivery of the curriculum at all levels. They will organise systems of appraisal and monitoring according to the school model, and also the administration of assessments and mock exams, with cross-marking where appropriate.
- Heads of department are responsible for providing professional leadership and management, generating enthusiasm and demonstrating and encouraging excellent practice within their subject area.
- They have a responsibility to monitor standards, to ensure high-quality teaching from Key Stages 4 to 5, high standards of learning and achievement for all pupils and the effective and safe use of resources.
- The Head of Business and Economics is responsible for the promotion of the subject, be that during open days, school competitions or by sharing subject-specific successes and events with the wider school community.
- Heads of Department are responsible for enacting the strategic vision for the school and ensuring the realisation of the school's school improvement plan within the department.

Other responsibilities

- To provide pupils within their tutor group with a rich tutorial and PSHE programme, following the schemes of work and guidance from the pastoral team.



- To participate in all mandatory/regulatory training as required, completing it within an appropriate timescale and the deadlines specified, and to participate in the school's programme of continuing professional
- To contribute to the wider life of the school, including but not limited to running a lunchtime club and after school club.
- Participate fully and actively in the boarding life of the school with associated duties and responsibilities. Part-time staff are expected to take a proportion of these responsibilities.

Sibford School is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure.