

LITTLE HEATH SCHOOL

Reading, Berkshire



- JOB DESCRIPTION:** Key Stage Subject Leader
- Job Title:** Leader of Key Stage 4 Business
- Report to:** Head of Business
- Job Purpose:** The Leader of Key Stage 4 Business will:

- raise standards of student achievement within Key Stage 4 Business;
- carry out the professional duties of a classroom teacher as set out in the current STPCD;
- perform the duties of a form tutor, including acting as academic mentor for tutees as described in the school policy and thus providing pastoral care and support for tutees.

Salary/pay grade: TLR2 (a) £2,873 (Nationally agreed pay scales are used as defined in the STPCD).

Specific responsibilities of the post:

Teaching and Learning

- To develop innovative approaches to teaching and learning at Key Stage 4 in Business in order to raise standards of student achievement.
- To monitor and evaluate student achievement across Key Stage 4 including the progress of specific groups (such as gifted and talented + SEN).
- To oversee intervention in Business at Key Stage 4
- To monitor and evaluate the quality of teaching and learning at Key Stage 4 in Business in line with school policy on evaluation.
- To lead the work of subject teachers in creating a climate for learning in the classroom through the high-quality planning of lessons.
- To be able to speak fluent English to an appropriate standard.

Assessment and Recording

- To ensure that departmental assessment of student progress at Key Stage 4 is accurate and informs future learning, in line with the school's assessment policy.
- To ensure that assessment and reporting processes at Key Stage 4 in Business are effective and support student achievement.
- To use the range of assessment data to track the progress of individuals and teaching groups within Key Stage 4 Business and to co-ordinate intervention work where needed to raise the performance of underachieving students.
- To organise all key assessment tests/examinations that are scheduled in the Business calendar for Key Stage 4, and ensure effective marking and recording of them.
- To provide diagnostic, formative and summative assessment information to students, parents and other school leaders as appropriate.

Curriculum

- To lead the development of an appropriate, high quality and personalised Key Stage 4 curriculum in Business suited to the abilities and aspirations of all students.
- To ensure that Schemes of Work are up to date and appropriate for the Key Stage 4 Curriculum.
- To evaluate on an annual basis the delivery of the Key Stage 4 curriculum.
- To ensure that the curriculum provides an effective framework for continuity of student learning and progression.
- To keep up-to-date with national developments in curriculum design and pedagogy (especially developments in the delivery of the APP).
- To ensure that all Key Stage 4 classes have allocated time in the computer rooms

Student personal development and well-being

- To promote good standards of personal conduct and behaviour at all Key Stages so that effective learning can take place.
- To support staff with discipline issues at Key Stage 4 in Business.
- To promote good attendance, punctuality and a high standard of school uniform in the Business Department.

Management of Staff

- To be responsible for line managing members of the Business Department within a Key Stage 4 context.
- To ensure that teaching assistants or support staff are employed effectively in Key Stage 4 Business lessons.
- To undertake formal duties within the school's Performance Management policy, thus providing recommendations to the Headteacher for progress on main and upper pay scale.

Management of Resources

- To advise the Head of Business on the annual requirements for developmental and ongoing resources at Key Stage 4.
- To co-ordinate resources to support teaching and learning at Key Stage 4.
- To maintain the school website resources for the Business department, ensuring they are up-to-date and accessible to all pupils in Key Stage 4.

Relationships with key stakeholders

- To foster positive relationships throughout the school community.
- To develop effective relationships with parents which focus on students' learning and progress.
- To attend where appropriate, relevant West Berkshire Key Stage 4 Business regional network meetings.

Other duties

- To undertake any further duties as outlined by the Headteacher provided that they are reasonable and appropriate.