

Job title:	Head of Business and Economics	Contract term:	Permanent
-------------------	--------------------------------	-----------------------	-----------

Responsible to:	HOLA Business and Computing	Responsible for:	Staff in Business and Economics Department
------------------------	-----------------------------	-------------------------	--

Mossbourne Federation

The Mossbourne Federation is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. Since 2004 the Federation has nurtured Sir Clive's dream by fostering kind, courteous, hard-working and well-rounded learners by providing an outstanding education based on the core values of 'Excellence', 'No Excuses' and 'Unity'. Through upholding these core values, Mossbourne will be the first academy federation whose schools are without exception, exceptional.

The Federation's calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning within The Mossbourne Federation.

The Mossbourne Federation comprises four academies: Mossbourne Community Academy (secondary and which includes The Mossbourne Federation Sixth Form), Mossbourne Victoria Park Academy (secondary), Mossbourne Parkside Academy (primary) and Mossbourne Riverside Academy (primary).

Mossbourne Community Academy

The Mossbourne Federation's flagship academy, Mossbourne Community Academy (MCA) is built on high expectations and doing right by the pupils in our care in order for them to succeed. MCA has not only changed the face of education in Hackney, but has also raised the bar in educational expectations to the highest level; we achieve recognition nationally for setting a new benchmark for non-selective comprehensive education. All pupils, regardless of background or ability, are encouraged to achieve their true potential. With outstanding GCSE and A-level results, year on year, Mossbourne Community Academy is placed within the top 1% of schools in the country.

The Business and Computing Learning Area

The Business and Computing Learning Area includes departments for Business Studies, Economics and Computer Science. There are currently seven members of staff working in the Business and Computing Learning Area; the staff in this learning area are passionate about delivering outstanding lessons, improving pedagogic practice and supporting each other to improve expertise.

The learning area is extremely well resourced; an interactive whiteboard, webcam and DVD playing facilities are available in each classroom. We have flexibly designed classrooms suitable for both written and computer based tasks. The highly, supportive and professional team also enjoy the benefits of a well-equipped staff office within the learning area.

Business (AQA) and Economics (OCR) are offered as options from Year 9 onwards. Due to its popularity, there is significant uptake in both Business and Economics at A Level (AQA).

The Head of Business and Economics Role

The successful applicant will be passionate about Business and Economics education and have the drive and ambition to lead and manage both departments. They will be well organised, energetic and willing to go the 'extra mile'. They will hold Qualified Teacher Status (QTS), have a proven track record of successful teaching in Business and Economics across different key stages and believe that all students can succeed in Business and Economics. They will have excellent knowledge of Business and Economics at both GCSE and A-level.

Key Accountabilities

- Promoting and being committed to the Academy's aims and objectives and to implement Academy policies;
- To work with the Head of Learning Area to ensure the effective provision of teaching and learning in science
- To plan and deliver high-quality, differentiated lessons on a day-to-day basis
- To contribute to the development of schemes of work
- To set homework in accordance with Learning Area policy and to mark work regularly to aid progression, keep clear records of attainment and follow up on non-submission
- To keep abreast of developments in Business and economics ensuring that these changes are implemented in lesson delivery and schemes of work
- To organise and run enrichment opportunities and support interventions for students within Business and Economics, including the extension class programme, G&T sessions, trips etc.
- To undertake duties as directed and in accordance with Academy expectations
- To be a member of the pastoral team and, if required, a form tutor carrying out the associated responsibilities
- To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The post holders key responsibilities are, but not limited to:

To work with the Head of Learning Area to ensure the effective provision of teaching and learning in Economics and Business at both Key Stage 4 and Key Stage 5.

Teaching and Learning

- To coordinate the writing of challenging schemes of work for GCSE and A-level Business and Economics that keep abreast of any developments in the field and to incorporate both skills and knowledge.
- To regularly review and amend schemes of work in Business and Economics when required.
- Ensure that required quantitative skills are mapped in both the GCSE and A-level specification.
- To regularly communicate with Mossbourne Victoria Park when coordinating and delivering schemes of work to ensure consistency within the federation.
- To ensure that the department, students and teachers are equipped with the necessary resources for students to learn effectively at both GCSE and A-level.
- To deliver training to the Business and Economics department to develop staff within the departments.
- Monitor the quality and effectiveness of the teaching and learning within both Business and Economics lessons.

- To carry out weekly observations of staff teaching Business and Economics at GCSE and A-level and provide constructive feedback to further develop staff and teaching and learning within the Business and Computing Learning Area.
- To up skill teachers on PAM and to use it effectively across both departments.
- To develop teachers' knowledge and understanding of the both subjects specifications for GCSE and A-level.
- To support teachers via coaching and mentoring.
- To contribute to the writing of policies within the Learning Area that are relevant to Business and Economics.

Monitoring and Assessment

- To monitor homework, marking and attainment in Business and Economics at both GCSE and A-level.
- Use PAM effectively to monitor attainment in Business and Economics at GCSE and A-level.
- Use data to identify underachievement and identify target groups of students.
- Use data to effectively target intervention and communicate this effectively to staff.
- To write internal assessments and ensure mark schemes are applied consistently, so that current, forecast and predicted grades are accurate for all students studying Business and Economics at GCSE and A-level.
- To ensure accurate reporting of attainment of students, parents and Head of Learning Area to implement departmental strategies to support students who underachieve in Business and Economics at GCSE and A-level.
- To coordinate and check data entry into spreadsheets and SIMS for all data drops for Business and Economics in years 9 – 13.

Behaviour

- To support with the behaviour for learning within all Business and Economics lessons in Years 9 – 13.
- To monitor behaviour issues within Business and Economics lessons.
- To support with parental meetings for all students studying Business and Economics.
- To effectively communicate with the Head of Learning Area regarding persistent behaviour concerns for students in Business and Economics.
- To support with the monitoring of the behaviour of students outside of lessons whilst in the Business and Computing Learning Area.

Performance Management

- Meet regularly with members of both the Business and Economics department.
- Mentor new staff, PGCE students or NQTs.
- Carry out probation review meetings.
- Carry out performance management meetings with staff in the Business and Economics department.
- Review actions set in performance management meetings throughout the academic year.
- Communicate with the Head of Learning Area regarding strengths, areas for development and any concerns regarding staff following probation and performance management meetings.

Essential [E] or Desirable [D]	Requirements	Assessment Criteria		
		Interview	Application form	Task (lesson)
Experience				
E	<ul style="list-style-type: none"> Ability to teach Business and Economics at KS4 and KS5 	✓	✓	✓
E	<ul style="list-style-type: none"> Be able to lead and manage a department 	✓	✓	✓
E	<ul style="list-style-type: none"> Be focussed on raising the attainment of all pupils within their department and developing their team 	✓	✓	✓
E	<ul style="list-style-type: none"> Knowledge and understanding of how students learn science 	✓	✓	✓
E	<ul style="list-style-type: none"> Ability to reflect on your own and student performance in lessons and adapt practice accordingly 	✓		✓
E	<ul style="list-style-type: none"> Ability to select and devise appropriate teaching methods and resources to meet the differing needs of students in practical and written work 	✓		✓
E	<ul style="list-style-type: none"> Effective planning, assessment and record keeping 	✓	✓	
E	<ul style="list-style-type: none"> Ability to work independently and as part of a team, contributing to science INSETs 		✓	
E	<ul style="list-style-type: none"> Ability to develop and maintain positive relationships with teachers, support staff and parents 	✓		
E	<ul style="list-style-type: none"> Effective classroom management and efficient organisation of resources 	✓	✓	✓
Qualifications				
E	<ul style="list-style-type: none"> A good degree in a science based subject 	✓		✓
E	<ul style="list-style-type: none"> Qualified Teacher Status (QTS) 		✓	
IT knowledge				
D	<ul style="list-style-type: none"> Expert knowledge of the Microsoft package (Word, Excel, Outlook, Publisher, Power Point) 		✓	
D	<ul style="list-style-type: none"> Ability to swiftly adapt to and utilise new/various systems/software 		✓	
D	<ul style="list-style-type: none"> Capable of making effective and appropriate use of ICT in lesson delivery and within the learning area 		✓	✓
Behavioural Competencies				

E	<ul style="list-style-type: none"> Excellent analytical and multi-dimensional communication skills 	✓		✓
D	<ul style="list-style-type: none"> Strategic approach, ability to see the 'big picture' and also think 'outside of the box' 	✓		
E	<ul style="list-style-type: none"> Ability to meet ALL deadlines internally and externally ensuring output consistently is of an exemplary standard 	✓		
D	<ul style="list-style-type: none"> Be an integral member of the Curriculum Support Department with the initiative to work independently with minimal supervision 	✓		
E	<ul style="list-style-type: none"> Must have the upmost integrity as well as high levels of motivation and commitment. 	✓		
E	<ul style="list-style-type: none"> Proactive approach and efficient time management and prioritisation skills 	✓		
E	<ul style="list-style-type: none"> Genuine interest and passion for the education of young people and the ability to contribute more widely to the life and community of the Federation 	✓	✓	
Applicable to all staff				
E	<ul style="list-style-type: none"> Undertake training as required to so in order to fulfil the requirements of the role 	✓	✓	✓
E	<ul style="list-style-type: none"> Support Mossbourne's efforts both verbally and non-verbally (i.e. via actions and attitude), including adjusting performance and practice in accordance with Mossbourne's initiatives and findings 	✓	✓	✓
E	<ul style="list-style-type: none"> Recognise your role as part of the succession of Mossbourne 	✓	✓	✓
E	<ul style="list-style-type: none"> Play an active role in terms of Safeguarding all students and adults 	✓	✓	✓

Mossbourne Federation reserves the right to modify the above contents in order to ensure the needs of the Federation and the students are being met. The above list is not a comprehensive list; it simply outlines the expectations for this role. Mossbourne Federation provides equal



employment opportunities to all employment applicants and employees without regard to race, colour, religion, gender, sexual orientation, national origin, age, disability or status. This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.