

# Head of Business, Economics and Marketing

The Head of Business, Economics and Marketing at Kent College is responsible to the Head via the Deputy Head for the organisation of the teaching throughout the department, for providing professional leadership to secure high-quality teaching and learning, the guidance and motivation of students and the effective use of resources.

Responsibilities include the following:

## Professional

- the leadership, management and motivation of all staff in the department so that high standards of professional performance are established and maintained;
- preparation and updating of the department handbook;
- compilation, implementation and evaluation of the department's annual development plan in line with the school's key objectives;
- setting and maintaining exemplary standards in the preparation, teaching and marking of lessons;
- the curriculum coverage, continuity and progression of all students;
- the monitoring and evaluation of the effectiveness of teaching and learning;
- the encouragement of high expectations in all students;
- the identification of areas for improvement and action to further improve the quality of teaching and learning;
- the study and evaluation of new developments in the subject area, in particular the development of IT within the subject;
- the identification of development and training needs within the department and the subsequent evaluation;
- contribution to and reporting on initiatives through meetings of Heads of Department which are then taken to KC Exec Team;
- advice to the Head, Head of Senior school and the Deputy Head on the efficient staffing of the department;
- promotion and support for the wider activities at Kent College.

## Administration

- leadership of the department's curricular planning;
- setting and marking examination papers, the forecasting of grades and meeting deadlines for the requirements of external examination boards;
- the assessment, recording and reporting of students' work, with especial reference to the supervision of half-term grades and reports to ensure they are completed according to school policy so that pupils and parents have a clear understanding of progress and future action;
- relevant cross-curricular development;
- the development of departmental forward plans in the context of whole school policies;
- implementation of school policies;
- the organisation and promotion of extra-curricular activities connected with the subject and appropriate outings;
- the collation of contributions from the department for the school magazine and other promotional activities and publications.

## **Management**

- organisation and chairmanship of regular minuted departmental meetings;
- allocation of responsibilities within the department;
- attendance at meetings of Heads of Department to represent the views of the members of the department and to report to members of the department on all decisions and discussion that occurred during the meeting;
- development and training of staff in the department and the encouragement of members of the department to keep abreast of recent subject developments;
- assistance in the induction of NQT's and new teachers both in and out of the department;
- participation in professional review process as both appraiser of departmental staff and as an appraisee;
- responsibility for managing behaviour and discipline of students in the department.
- responsibility for managing the department.

## **Resources**

- the control and prudent expenditure of the departmental budget;
- the selection of, appropriate resources and equipment for the department;
- the maintenance of resources and equipment in a sound and safe condition;
- the maintenance of a full stock list of current books and equipment;
- the completion of risk assessments as required;
- arrangement of teaching rooms to provide a stimulating learning environment in and around the department and to take responsibility for the physical appearance of furniture, fittings and fabric of the department;
- the co-ordination of demonstrations and exhibitions of up-to-date material, especially for Open Days;
- liaise with the IT with regard to IT equipment and requirements.

## **Liaison**

- Organise GCSE, A level and other examination entries with the Examinations Officer;
- Liaise with other departments in the school;
- Liaise with the Head, Head of Senior School and Deputy Head Academic in all matters concerning timetable, curriculum, internal examinations, calendar items etc.

## **Additional Responsibilities**

- The organisation and promotion of the Young Enterprise scheme, both in and out of school, liaising with other schools and Head of Sixth Form as required;

## **General Duties**

- To support the ethos, aims and objectives, reputation and good name of Kent College;
- To be in sympathy with the school's Christian foundation.
- To contribute to the extra-curricular programme including occasional weekend events;
- To attend Parents and Progress Meetings concerning all the pupils taught and to attend Study Support, Staff Meetings, In-service Training and major school occasions where appropriate;
- To carry out an appropriate share of supervisory duties in accordance with published schedules, including an occasional weekend day boarders' activity duty and prep duty;
- To attend Saturday events such as Recruitment events;

- To be a tutor if required and to undertake the pastoral responsibilities as laid down;
- To follow safe practice in all areas of school life;
- To carry out any other reasonable duties falling within your capabilities depending on the needs of the school.

This job description may be reviewed and amended at any time after consultation with you.

Head of Business, Economics and Marketing's Signature:	Head's Signature
Date:	Date:

March 2026