

# Role Profile

# Head of Business

# Studies

Location: ISZN

Function: School Classroom Teaching

Reporting To: Head of Secondary



# What you'll be doing

## Role purpose

The Head of Business Studies will lead the strategic and operational development of the department to ensure exceptional teaching and learning across IGCSE and A-Level Business Studies. As the main teacher in the department, this role will also be responsible for supporting middle school social subjects' delivery. The Head of Department is the only full-time teacher in these subject areas. Currently, the Executive Principal teaches some Economics classes and other staff contribute to social subjects' delivery.

## Key responsibilities

- As Head of Business Studies, you will provide strategic and operational leadership for the department, ensuring high-quality teaching and learning across IGCSE and A Level.
- Lead and develop the Business Studies department to achieve excellent academic outcomes.
- Design, implement and review a rigorous and engaging curriculum aligned with UK examination standards.
- Inspire, mentor and support teachers through effective line management and professional development.
- Monitor student progress and use assessment data to drive improvement and targeted intervention.
- Promote innovative teaching practices and the effective use of technology to enhance learning.
- Develop students' analytical, evaluative and real-world business skills.
- Undertake Homeroom responsibilities, providing pastoral support, monitoring student wellbeing and acting as a key point of contact for students and parents.
- Build strong relationships with students, parents and colleagues through clear communication.
- Contribute to whole-school improvement planning and academic strategy.
- Organise and support enrichment activities such as enterprise projects, competitions and educational visits.
- Manage departmental resources to ensure they are current, effective and aligned with curriculum needs.

## What you will be doing

### 1. Teaching

- Delivery of high quality and effective teaching approaches.
- Clear communication and explanation of complex concepts.
- Ability to differentiate instruction for diverse learners.
- Strong classroom management and organizational skills.
- Awareness of current business trends and real-world applications and to connect theory to practical business scenarios.
- Effective assessment and feedback practices.
- Act as a Homeroom Tutor, providing day-to-day pastoral support and guidance for a designated group of students including delivery of PSHE lessons.

### 2. Leadership and Management

- Lead the Business Studies department to achieve excellent academic outcomes.

- Line-manage, mentor and support teaching staff within the department, including performance management and professional development.
- Promote a positive, inclusive and high-performing departmental culture.

### **3. Curriculum & Assessment**

- Have a deep and impactful command of subject knowledge & expertise in curriculum design.
- Design, implement, and review GCSE and A-Level curriculum in line with UK standards.
- Ensure lessons are engaging, innovative, and differentiated.
- Oversee assessment design, moderation, tracking, and intervention strategies.

### **4. Student Achievement**

- Model a student-centered approach which builds positive relationships with students, creates an inclusive, supportive learning environment, sets high expectations and encourages critical thinking and problem-solving.
- Monitor student progress and implement targeted improvement plans.
- Support students in developing strong academic, analytical, and real-world business skills.
- Coordinate subject-related enrichment such as competitions, enterprise events, clubs, and trips.

### **5. Collaboration and Communication**

- Work with other Secondary leaders to support interdisciplinary learning.
- Communicate clearly with parents, students, and colleagues.
- Contribute to whole-school academic initiatives and improvement projects.

### **6. Resource and Budget Insight**

- Manage departmental budgets and ensure resources are current and effective.
- Source and maintain high-quality teaching materials.

### **7. Strategic Contribution**

- Contribute to long-term curriculum planning and school development priorities.
- Remain up to date with UK curriculum developments and economic/business education trends.

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## **Safeguarding Responsibilities**

- To comply with safeguarding policies, procedures and code of conduct.
  - To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.
  - To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
  - To engage in safeguarding training when required
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# What you'll bring

Essential	Desirable
<p><b>Skills</b></p> <ul style="list-style-type: none"><li>• Demonstrate an unwavering passion for education.</li><li>• Ability to support young people to achieve their potential.</li><li>• Strong communication skills with students, staff and parents.</li><li>• Adaptability and willingness to learn.</li><li>• Strong work ethic and reliability.</li><li>• Collaborative mindset when working with colleagues.</li><li>• Excellent technology skills integrated into effective and impactful teaching approaches.</li></ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"><li>• A proven track record of linking business or industry to education, with skill in developing a professional network of connections for guest speakers and partnerships.</li><li>• Simplify complex issues and communicate with clarity.</li><li>• Experience of improving student outcomes and skilled in setting and maintaining the highest of standards.</li><li>• Strong analytical skills.</li></ul>
<p><b>Qualifications</b></p> <ul style="list-style-type: none"><li>• Degree in Business Studies or a closely related subject such as Economics.</li><li>• Recognised teaching qualification (e.g. PGCE, QTS or equivalent).</li></ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"><li>• Master's degree in Education or a related field.</li></ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"><li>• Proven experience teaching IGCSE and/or A Level Economics and/or Business Studies or equivalent such as IB.</li><li>• Successful leadership or middle-management experience in a school setting.</li><li>• Experience of coaching and mentoring staff.</li><li>• Demonstrable record of raising student attainment and engagement.</li></ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"><li>• Experience or leadership of pastoral or safeguarding matters.</li><li>• A proven track record of linking business or industry to education with skill in developing a professional network of connections for guest speakers/ partnerships.</li><li>• Experience leading whole school initiatives.</li><li>• Experience of teaching other subjects, such as social subjects or computing.</li><li>• Experience of applying theoretical business into the workplace.</li><li>• Experience working in an international school environment.</li></ul>

## Key Stakeholders you'll be working with

- **Internal:** Executive Principal, the Senior Leadership Team, School Heads, teaching and non-teaching staff, students, parents.
- **External:** Cantonal and local education authorities, inspection and accreditation bodies, professional associations, partner schools.

## To be signed and dated by employee:

Signed: .....

Name (print): .....

Date: .....

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