

JOB DESCRIPTION

Job Title:	Head of Business Studies and Entrepreneurialism
Reports to:	Deputy Head Academic
Responsible for:	Business Studies Department (KS3-KS4)
Contract:	Part-time (potential for future full-time role)
Start date:	September 2027 at the latest (an immediate start is available for the right candidate)

Job Purpose

St Hugh's School seeks to appoint an outstanding and inspirational Head of Business Studies and Entrepreneurialism to lead and develop a dynamic and forward-thinking Business Studies department.

This is a part-time leadership role for an enthusiastic educator with a passion for business, entrepreneurship and innovation. The successful candidate will teach Business Studies from KS3 to GCSE level, while developing and leading a programme of Entrepreneurialism that encourages pupils to think creatively, identify opportunities, solve problems, manage risk and develop the skills required for future success.

The postholder will be responsible for the strategic leadership, management and development of Business Studies across KS3 and KS4, ensuring high standards of teaching, learning and academic achievement, while embedding entrepreneurial thinking within the wider culture of the School.

Main Duties and Responsibilities

1. Leadership and Management

- Provide strategic leadership for Business Studies across KS3 and KS4.
- Develop and communicate a clear vision for Business Studies and Entrepreneurialism within the School.
- Lead departmental planning, self-evaluation and development.
- Monitor pupil progress, attainment and engagement across all Business Studies courses.
- Promote innovation and enterprise throughout the curriculum.
- Keep abreast of developments in Business Studies, GCSE specifications and entrepreneurial education.
- Contribute to the wider academic development of the School.

2. Teaching and Learning

- Teach Business Studies across KS3 and GCSE.
- Design and deliver engaging programmes in Business Studies and Entrepreneurialism.
- Inspire pupils through practical enterprise projects and real-world business examples.
- Prepare pupils effectively for GCSE examinations.
- Foster creativity, leadership, collaboration, financial literacy and problem-solving skills.
- Differentiate teaching to support pupils of all abilities.
- Use assessment data effectively to monitor attainment and progress.
- Maintain high standards of pupil behaviour, engagement and achievement.

3. Curriculum Planning

- Develop, review and implement schemes of work for KS3 and GCSE Business Studies.
- Ensure progression in knowledge, understanding and skills across all year groups.
- Embed entrepreneurial thinking throughout the curriculum.
- Develop enterprise initiatives, competitions and projects that encourage innovation and leadership.
- Promote cross-curricular opportunities that connect Business Studies with other subject areas.
- Review curriculum content regularly to ensure relevance and academic rigour.

4. Assessment and Reporting

- Lead departmental assessment practices.
- Monitor pupil attainment and progress throughout KS3 and KS4.
- Produce academic reports and provide constructive feedback to pupils and parents.
- Analyse examination outcomes and departmental performance data.
- Develop and implement strategies to improve outcomes and achievement.

5. Department Administration and Resources

- Manage departmental resources efficiently and effectively.
- Maintain an organised and stimulating learning environment.
- Lead the selection, development and procurement of teaching materials and digital resources.
- Support the effective use of technology within teaching and learning.

6. Budget Management

- Prepare and manage the annual departmental budget.
- Ensure expenditure is monitored carefully and represents good value for money.
- Plan for future resource requirements in line with departmental development priorities.

7. Health & Safety

- Ensure compliance with all relevant health and safety policies and procedures.
- Undertake and maintain appropriate risk assessments.
- Promote safe working practices within classrooms and departmental activities.

8. Educational Visits and Enterprise Partnerships

- Organise and lead educational visits that enhance pupils' understanding of business and entrepreneurship.
- Develop links with businesses, entrepreneurs, alumni and industry professionals.
- Facilitate guest speakers, workshops and enterprise events.
- Identify opportunities for pupils to engage with real-world business environments.
- Ensure all visits and events are appropriately planned and risk assessed.

9. Entrepreneurialism Responsibilities

- Lead the School's provision for Entrepreneurialism.
- Develop initiatives that encourage innovation, creativity and enterprise among pupils.
- Promote entrepreneurial thinking as a life skill applicable across all areas of learning.
- Organise enterprise challenges, business competitions and entrepreneurial projects.
- Establish partnerships with local businesses, organisations and entrepreneurs.
- Support pupils in developing leadership, presentation, financial management and project-planning skills.
- Contribute to careers education through enterprise-focused activities and events.

10. Communication and Collaboration

- Maintain effective communication with pupils, parents and colleagues.
- Work collaboratively with staff across the School.
- Participate in departmental, academic and whole-school meetings.
- Contribute positively to school improvement initiatives and strategic planning.

11. Wider Life of the School

- Undertake the role of Form Tutor, taking responsibility for the academic progress, pastoral welfare and personal development of a designated tutor group.
- Monitor pupils' wellbeing, attendance, behaviour and academic progress, maintaining regular communication with parents and colleagues as appropriate.
- Deliver the School's pastoral and personal development programme through tutor periods and other designated opportunities.
- Attend and contribute to pastoral meetings, parent consultations, staff meetings, assemblies and school events.
- Perform supervisory duties, including breaktime, lunchtime and other duties as directed, proportionate to the part-time nature of the role.
- Support the School's co-curricular programme through clubs, activities and enterprise initiatives.
- Accompany and support educational visits, residential trips and other school activities as required.

- Attend key school events including open days, parent events, prize giving, performances and other significant occasions within the school calendar.
- Promote and uphold the values, culture and reputation of St Hugh's School within the community.
- Undertake any other reasonable duties commensurate with the seniority and responsibilities of the post.

12. General Responsibilities

- To attend training and staff INSET sessions organised by the School to provide a consistent approach across the entire school staff population.
- To cover for absent colleagues when required.
- To ensure that you are familiar (with all school policies and the contents of the staff handbook).
- Ensure the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding (including Child Protection) Policy and Procedures at all times.
- Display correct staff identification at all times whilst on site.
- Adhere, at all times, to Health and Safety legislation, and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils and visitors.
- Carry out any other reasonable duties as requested by the Headmaster or members of the School Leadership Team.
- Constantly appraise your professional performance, participating in training courses and keeping informed of current legislations and best practice in conjunction with the Deputy Head Academic, Headmaster and the Deputy Head, Operations.

Person Specification – Head of Business Studies and Entrepreneurialism

Essential

- A good honours degree in Business, Economics, Enterprise, Management or a related discipline.
- Qualified Teacher Status (QTS) or equivalent.
- Experience of teaching Business Studies at KS3 and GCSE level.
- Excellent subject knowledge and enthusiasm for business and entrepreneurship.
- Strong organisational and leadership skills.
- Experience of curriculum planning, assessment and pupil progress monitoring.
- Excellent communication and interpersonal skills.
- Commitment to safeguarding and promoting the welfare of children.
- Ability to inspire, motivate and challenge pupils.

Desirable

- Previous experience of departmental leadership.
- Experience of enterprise education or entrepreneurial initiatives.
- Experience within an independent school environment.
- Established links with business or industry networks.
- Experience of organising enterprise events, competitions or business partnerships.