



**Ark Acton
Academy**

**Head of Faculty - Business and
Computing**

Recruitment Pack

Head of Faculty - Business and Computing – Job description

Job Title: Head of Faculty – Business and Computing

Reports to: Assistant Principal

Responsible for: Leading the Business and Computing Faculty and ensuring high quality teaching, curriculum delivery and strong pupil outcomes.

Start date: September 2026

Term: Permanent

Allowance: TLR (to be confirmed)

Job purpose

As Head of Faculty for Business and Computing, you will lead the strategic development of the Business and Computing curriculum and ensure consistently high standards of teaching and learning across the faculty. You will support and develop a team of teachers to deliver excellent outcomes for pupils while contributing to the wider leadership and improvement of the academy. You will play a key role in driving pupil progress, improving teaching practice and promoting a culture of high expectations and academic excellence.

The Head of Faculty will lead both Business and Computing within the academy. Applications are welcomed from experienced leaders in either Business or Computing, provided they are able to lead and line manage the subject lead for the other discipline and support the strategic development of the wider faculty.

Key Responsibilities

Faculty leadership

- Provide strategic leadership for the Business and Computing Faculty.
- Lead and develop a team of teachers to ensure high standards of teaching and learning.
- Develop and implement an ambitious curriculum across Key Stage 4 and Key Stage 5.

Quality assurance

- Monitor the quality of teaching and learning across the faculty.
- Use data and assessment information to identify areas for improvement and drive pupil progress.

Communication and collaboration

- Develop strong relationships with staff, pupils, parents and external partners to support pupil outcomes.
- Contribute to the wider leadership and improvement of the academy.

Principal Accountabilities

PLANNING AND DELIVERY OF LESSONS

- Lead the development and implementation of high-quality schemes of learning across the Business and Computing Faculty to ensure an ambitious and well-sequenced curriculum.
- Support teachers in planning and delivering engaging and challenging lessons that promote excellent pupil progress.
- Promote consistently high standards of teaching and learning across the faculty through coaching, support and quality assurance.
- Ensure that planned sequences of lessons respond effectively to results of assessment, reporting and monitoring.
- Facilitate learning environments that provide every pupil with an opportunity to achieve their potential, including building strong relationships and maintaining excellent standards of behaviour and discipline.
- Prepare pupils for internal and public examinations, ensuring they are supported to achieve their potential.
- Maintain high expectations of pupils and ensure that staff set challenging but achievable targets for all learners.
- Ensure teaching strategies support pupils with a range of abilities and learning needs, including pupils with SEND, and ensure appropriate support and intervention is in place.
- Follow all relevant academy and departmental policies in the planning and delivery of lessons.

ASSESSMENT, REPORTING AND COMMUNICATION

- Implement the Academy approach to marking and feedback to inform planning, develop learning and evaluate pupils' progress across the faculty.
- Make effective and regular use of the Academy's assessment criteria and reporting procedures to inform teaching and learning.
- Monitor and evaluate pupil progress across Business and Computing using assessment data to identify strengths, areas for development and trends in attainment.
- Set targets for raising pupil attainment in the context of whole-school targets and ensure staff work towards their achievement.
- Maintain accurate and regular records of pupils' attainment and progress and ensure these are used effectively to support pupil achievement.
- Analyse assessment data to inform curriculum planning, teaching strategies and targeted intervention where required.
- Attend parents' evenings and Open Evenings as required and ensure effective communication with parents and carers regarding pupil progress.
- Assess how well learning objectives have been achieved and use this evaluation and academy-provided data regularly to inform future teaching, target-setting and strategies to address pupil underachievement.
- Support staff within the faculty to use assessment effectively to improve teaching practice and raise pupil attainment.
- Liaise with external agencies about individual pupils where required.

PROFESSIONAL DEVELOPMENT

- Take responsibility for your own professional development and demonstrate a commitment to continuous professional development.

- Support the professional development of teachers within the faculty through coaching, mentoring and collaborative planning.
- Maintain up-to-date expert knowledge of subject areas, relevant pedagogy, curriculum requirements and exam board specifications.
- Ensure staff within the faculty understand their professional responsibilities in relation to academy policies and practices.
- Evaluate teaching practice across the faculty and implement strategies to improve teaching effectiveness and pupil outcomes.
- Contribute to professional development and support colleagues through teacher learning communities.

NON-SUBJECT RESPONSIBILITIES

- Demonstrate consistently high expectations of all pupils and a commitment to raising their achievement and wellbeing.
- Promote the positive values, attitudes and behaviour expected from all pupils by treating them with respect and consideration.
- Develop strong and positive relationships with pupils, staff and the wider academy community.
- Implement all Academy policies, including the Academy's behaviour and safeguarding policies.
- Contribute to the design and delivery of the Academy's enrichment curriculum where appropriate.
- Model the ethos and vision of the Academy at all times and contribute to whole-school improvement priorities.
- Communicate promptly and sensitively with parents, carers and other relevant bodies where necessary.
- Contribute to the Academy's liaison, marketing and pupil recruitment activities, including Open Days and community events.
- Establish and maintain effective working relationships with colleagues including support staff.
- Ensure compliance with the Academy's Health and Safety policies and be responsible for the safety and wellbeing of pupils when on academy premises or during authorised activities.
- Undertake any other duties as required by the Headteacher commensurate with the post.

No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Headteacher/ Deputy Headteacher.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified to at least degree level in the subject being taught. • Qualified to teach in the UK. • Qualified to work in the UK. • QTS. 	<ul style="list-style-type: none"> • Further professional qualifications. • Experience of teaching A Level in this subject.
Experience	<ul style="list-style-type: none"> • Ability to deliver consistently outstanding lessons in this subject to pupils of all ages and abilities. • Proven record of significantly raising achievement with all groups of pupils across the age and ability range and of helping them achieve impressive examination outcomes. • Proven commitment to continued professional development and a readiness to reflect and self-evaluate to change, improve and develop. 	<ul style="list-style-type: none"> • Experience of having worked successfully in at least one school in an urban, multi-cultural setting, teaching pupils from backgrounds of socio-economic disadvantage. • Successful experience of working particularly with high ability or SEN pupils. • Experience of leading a subject area such as Business or Computing and supporting the development of another curriculum area.
Knowledge	<ul style="list-style-type: none"> • Thorough knowledge of the requirements of the National Curriculum in the subject. • An understanding of the ways that cognitive Science can improve teacher effectiveness. • An understanding of the strategies needed to establish consistently high aspirations and academic / behavioural standards in an urban school setting, and a commitment to relentlessly implementing these strategies. • Knowledge & experience of Safeguarding & Child Protection issues. 	<ul style="list-style-type: none"> • Thorough knowledge of Key Stage 4 and Key Stage 5 specifications in the subject. • Actively informed of developments in your subject area, and of broader pedagogic developments at local, national and international levels.
Skills	<ul style="list-style-type: none"> • Excellent interpersonal and listening skills; a high degree of emotional intelligence; and an effective oral and written communicator with children, staff and parents. • The ability to develop positive relationships with all young people. 	<ul style="list-style-type: none"> • An ability and willingness to teach across more than one subject. • A proven ability to use data confidently and forensically to inform and diagnose weaknesses that need

	<ul style="list-style-type: none"> • Well developed planning & organising skills including time management, prioritisation, delegation and administration. • Sound judgement and problem-solving skills. 	<p>addressing, and ability to plan effectively in order to raise individuals' and cohorts' attainment.</p> <ul style="list-style-type: none"> • Competent user of ICT.
Motivation	<ul style="list-style-type: none"> • Willing to be fully engaged in the whole life of the school including extra-curricular activities. • Willing to be a form tutor. • Committed to teamwork and working collaboratively with colleagues. • A commitment to the safeguarding and welfare of all pupils. 	<ul style="list-style-type: none"> • Experience of leading successful enrichment and extracurricular activities, which inspire and motivate learners.
Attributes	<ul style="list-style-type: none"> • A clear passion for your subject. • The ability to enthuse and inspire others. • Passion, resilience, maturity and optimism to lead through day-to-day challenges while maintaining a clear strategic vision and direction. • Confidence and self-motivation to work well and be decisive under pressure. • A high level of honesty and integrity. • Personal stamina & energy including a good record of attendance and health. • A firm and constant belief in the unlimited potential of every pupil and a commitment to inclusive educational provision. 	<ul style="list-style-type: none"> • An entrepreneurial attitude.

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands, or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click [this link](#).

Ark Schools are committed to attracting, developing and retaining a diverse workforce, with a broad range of backgrounds, experiences and perspectives. To read more about Ark's diversity and inclusion statement, please click [this link](#).