



MELBOURNE
GRAMMAR SCHOOL
AN ANGLICAN SCHOOL

Job Description

Position

Head of Business Studies

Reporting to

The Headmaster, through the Deputy Headmaster/Head of Senior School

Context of the Role

Founded in 1858, Melbourne Grammar School educates some 1,800 students from Prep to Year 12. It fosters excellence through learning and leadership and offers an educational experience ranging across intellectual, social, cultural, spiritual and physical pursuits.

The School is organised into three campuses to meet the needs of different age groups. Our Junior School, Grimwade House (Prep to Year 6) is located in Caulfield, and is coeducational with 680 girls and boys. The Middle School, Wadhurst (Years 7 and 8), and Senior School (Years 9 to 12) are in South Yarra and cater for 1,120 boys - day students and boarders.

Purpose of the Role

The Head of Business Studies is primarily responsible for the vision for the future development of the faculty, and is responsible for the planning, scope and sequence of curriculum and delivery of the Business Studies programme within the Senior School. Business Studies consists of VCE Legal Studies, VCE Economics, VCE Business Management, VCE Accounting and a Year 9/10 elective.

The Head of Business Studies works collaboratively with other Heads of Faculties and other Heads of Department to develop Business Studies programmes within the framework of the aims and strategic goals of Melbourne Grammar School.

Key Internal Contacts

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| Headmaster | Deputy Headmaster/Head of Senior School |
| Director of Learning and Research | Head of Teaching & Learning (Senior School) |
| Heads of House | Other Teaching staff |

Key Responsibilities

The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range and nature of the role. The Head of Faculty role has significant leadership and operational management aspects in the Senior School. The role also acts to liaise with subject specialists in other parts of the school with a view to ensure effective communication and transition between campuses.

There are two strands to the role – Leadership and Management.

Leadership

- Demonstrate a mastery of subject content and skills
- Nurture an academic culture
- Articulate and promote a vision and strategic plan for the Business Studies Faculty. Where appropriate, this may involve a liaison role with various Heads of Subject in other parts of the school
- Nurture faculty growth through the growth of each of its members in the knowledge that the learning, the person, the substance and the style are all parts of the one
- Encourage professional development of faculty staff
- Encourage student love of learning and skills to become lifelong learners.

Management

- Manage the Business Studies Faculty teaching staff, including orientation, support and appraisals
- Liaise with the Head of Teaching and Learning (Senior School) in relation to all operational matters affecting the Business Studies Faculty
- Liaise with the Director of Learning and Research and the Head of Teaching and Learning (Senior School) in relation to strategic and innovative matters within the Faculty
- Monitor and implement the annual operational plans developed from the School's strategy
- Report to the Headmaster on strategic and operational initiatives for the Business Studies Faculty



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- Facilitate appropriate consultation within the Faculty, including convening and chairing of regular faculty meetings
- Collaboratively plan courses, activities, excursions, field trips, resources, assessment and other relevant matters within the Faculty
- Establish, demonstrate and maintain standards of pedagogy, assessment and curriculum within the Business Studies Faculty. This may involve working with Heads of Subject in other parts of the school to align expectations and ensure smooth academic transitions for students between campuses.
- Source, select, purchase and manage appropriate resources and facilities for Business Studies in the Senior School
- Monitor and control the Faculty's expenditure in the Senior School, adhering to the annual budgeted figures
- Ensure that student transition in the Business Studies areas works smoothly from Year 6 to Year 7 and Year 8 into Year 9
- Communicate with staff, students and parents on issues relating to Senior School curriculum, assessment and the like
- Communicate with appropriate members of the Senior School Executive regarding staffing, allotments, timetabling of students and classes
- Represent the Faculty at Senior School Curriculum Board meetings
- Lead, participate, and encourage others, in regular externally provided and in-house professional development
- Discuss the Growth and Development (GRaD) departmental goals with the Business Studies Faculty teaching staff
- Disseminate subject literature and other resources within the Faculty
- Ensure that all compliance requirements placed upon the Business Studies Faculty are met in full.

Subject Teacher

- Prepare for and conduct classes in the Business Studies Faculty, as scheduled
- Ability to teach Year 9 to Year 12 classes
- Utilise appropriate technology in the teaching and learning of the Business Studies, including use of student IT devices
- Work as a pedagogical leader, committed to driving and sharing best practice with other teachers in the Faculty
- Contribute to curriculum development within the departments, including skills development and curriculum evaluation
- Monitor, record and report, both verbally and in written form, on the progress of individual students
- Become actively involved in all aspects of school life beyond the classroom including sport, outdoor education and cultural activities
- Undertake school-related duties such as staff meetings, parent-teacher meetings, events, excursions and the like
- Adhere to school procedures in relation to matters such as student attendance, punctuality, care of rooms and school rules
- Participate regularly in professional development
- Other duties, as appropriate to the position.

MGS Policies: Risk Management, Health and Safety and Child Safety

- Adhere to and implement all working practices and procedures in accordance with Melbourne Grammar School's Risk Management and Occupational Health and Safety Policies
- Monitor and take full care of health and safety of self and others within the area of responsibility
- Participate, where required, in the resolution of safety issues
- Ensure familiarity and compliance with the School's Child Safe Policy, Code of Conduct and Procedures.



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Knowledge, Skills and Qualifications

- Demonstrated love for teaching Years 9-12 and a passion for the education of students within Business Studies
- Experience in teaching VCE Economics is highly desirable
- Some experience in leadership within a related Faculty or Department is preferable
- Proven capacity to improve student learning and promote academic excellence
- Clear understanding of educational assessment and reporting procedures
- Commitment to ongoing professional learning and a proven capacity to model and share excellent teaching skills and knowledge within the school setting
- Proactive contributions to wider school programmes
- Willingness to participate in educational change
- Ability to utilise Information Communication Technology as a vital part of the learning process
- Effective conflict management skills
- The ability to work collaboratively with others
- Enthusiasm for participation in the sporting, outdoor education, camp, cultural and co-curricular programmes, including weekends, as required
- Appropriate educational university degree with a major in Business or Economics
- VIT registration, or the ability to gain VIT registration, is essential.

The purpose of this job description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform other work duties not specifically listed herein. Melbourne Grammar School reserves the right to modify this job description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.