



# OUNDLE

School

## **Job Title: Teacher of Economics**

**This job description describes the practical purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but is not intended as a wholly comprehensive schedule.**

### **About the School**

Oundle School is one of the country's leading co-educational boarding and day schools, with 860 boarding and 250 day pupils. A further 250 day pupils attend Laxton Junior School.

Oundle School enjoys a strong reputation for academic excellence as the core of an all-round education and supported by outstanding pastoral care. Developments over recent years have sought among other things to support the love of learning in all pupils by developing the non-examined curriculum.

Departments follow GCSE, IGCSE, A level or Pre-U courses. In the past five years, 60% of all Upper Sixth results have been graded at A\*/A or equivalent; at GCSE, 86% of all grades have been graded A\*/A. The School has a strong tradition of pupils' securing places at Cambridge or Oxford, with over 20 leavers on average going on to study at one of the universities each year.

All members of the academic staff contribute to the School's extensive co-curricular provision and are expected to fully participate in the boarding school life that encompasses some evening and weekend duties.

All teachers are expected to demonstrate consistently high standards of professional and personal conduct, maintaining high standards of ethics and behaviours both in and outside Oundle School, having proper and professional regard for the ethos, policies and practices of the School. All teachers are required to act within the statutory frameworks which set out their professional duties and responsibilities.

### **The Department:**

Responsible to:        Head of Department

Economics is housed in the Coach House, along with Politics and Psychology. Currently a department of five Economics teachers, it is a popular subject with approximately 120 pupils across the Sixth Form opting for the subject. The Department follows the AQA A-Level syllabus, but also prides itself in providing an Economics education that is not purely based on classroom teaching, believing in a philosophy of immersion in the world of Economics. This extends to a comprehensive

and diverse Economics Society lecture series; annual trips Economics conferences in London or elsewhere and involvement in various Economics-based competitions (within the department and nationally). Each year, a very good number of Oundle pupils pursue Economics and allied courses at top universities, including Oxford and Cambridge.

### **Job Purpose**

The teacher is required to carry out the general professional duties of a school teacher under the reasonable direction of the Head and to perform such particular duties that from time to time may reasonably be assigned him/her by the Head. The post holder will teach 52 periods per fortnight, primarily of Economics to the Sixth Form, and giving support to other curriculum disciplines if appropriate and available.

The post holder will be a dynamic and committed classroom teacher who is not only a highly competent teacher but who is also able to contribute his/her own particular strengths and skills to the future development of the department, and participate in and contribute to the life of the school as a whole.

### **Duties and Responsibilities**

The teacher will be required to perform the following professional duties that form part of the teacher's role within the School.

#### ***Teaching***

- Ensure that lessons are planned in appropriate detail and are prepared and delivered in accordance with the departmental scheme of work and regulatory standards
- Teach, according to pupils' educational needs, including the setting and marking of work to be carried out by the pupils in School and elsewhere (homework)
- Assess, record and report on the development, progress and attainment of pupils in order to ensure pupils fulfil their potential
- In each case, take regard of Oundle School's curriculum and policies reinforcing the need for high expectations which inspire, motivate and challenge pupils
- Assist with the display and publishing displays of pupils' work
- Use ICT as an effective tool to aid teaching and other classroom resources as appropriate
- Assist with departmental Voluntaries ("Vols"), PSHE study skills sessions, revision sessions, and initiatives.

#### ***Pastoral Care***

As with all members of the academic staff the post holder will act as a tutor to a boarding or day House, under the direction of a Housemaster or Housemistress (Hsm). The post holder will be expected to undertake the following aspects.

- Promote the general progress and well-being of individual pupils and any class or group, ensuring consistent feedback is given, which guides pupils
- Tutor a group of pupils, providing them with guidance and advice on educational and social matters, monitoring their welfare and making relevant records and reports in accordance with the school policies
- Communicate and consult effectively with parents of pupils and tutees, as and when necessary, regarding pupils' achievement and wellbeing
- Undertake a weekly evening duty in a boarding House, or the equivalent in a day house.

- Attend Tutorial lunch on a Monday and Friday and maintain regular contact with tutees on an ongoing basis
- Attend Parents' Receptions and support House events wherever possible

### ***Assessment & Reports***

- Mark and give frequent and regular feedback on pupil work, and keep appropriate records
- Provide written reports and internal comments relating to individual pupils
- Communicate with Heads of Department, Hsm and tutor about the progress of individual pupils, as necessary
- Attend Parent Receptions

### ***Continuing Professional Development***

- Attend staff meetings, briefings, INSET and courses, as required, sharing information with colleagues as appropriate to encourage development of all

### ***School Support***

- Assist with cover by taking other classes as and when required (*e.g.* staff illness) and by being available for exam invigilation
- Carry out a share of supervision duties in accordance with published rotas
- Attend staff briefings and all whole-School staff meetings
- Check School e-mail account on a frequent and regular basis, replying to colleagues as appropriate
- Manage the behaviour of pupils effectively at all times

### ***Curricular/Extra-curricular Activities:***

- The post holder will be expected to contribute to the extra-curricular life of the School as appropriate.

**These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake.**

## PERSON SPECIFICATION

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.

ESSENTIAL ATTRIBUTES	DESIRABLE ATTRIBUTES
<b>QUALIFICATIONS</b>	
<ul style="list-style-type: none"><li>• Qualified to graduate level with a good degree (or equivalent qualification) in a relevant subject</li></ul>	<ul style="list-style-type: none"><li>• Post-graduate qualification</li></ul>
<b>SPECIALIST SKILLS &amp; EXPERIENCE</b>	
<ul style="list-style-type: none"><li>• Ability to demonstrate a genuine interest in teaching, with strong subject knowledge</li><li>• A desire and the ability to work effectively with children and young people</li><li>• Well developed communication and presentation skills</li><li>• Competent in the use of ICT</li></ul>	<ul style="list-style-type: none"><li>• Proven track record as an outstanding teacher</li><li>• Experience of tutoring and contributing to extra-curricular activities</li><li>• Ability to make use of appropriate data to analyse the performance of pupils and set targets</li><li>• Experience of working with young people in some capacity</li></ul>
<b>PERSONAL QUALITIES</b>	
<ul style="list-style-type: none"><li>• Enthusiasm for subject and continuing professional development</li><li>• Ability to motivate and inspire others to achieve</li><li>• Ability to build positive professional relationships at all levels</li><li>• Excellent judgement and decision-making skills</li><li>• Appreciation for, and reinforcement of the need for diversity and respects British values (as defined under Prevent Duty)</li><li>• Organised, punctual and efficient organisation of workload and effective time-management</li><li>• A willingness to play a full part in the extra-curricular life of the School</li><li>• A sense of humour and perspective</li></ul>	

Note: every job description in the organisation will be subject to a review:

- on an annual basis at the time of the annual appraisal meeting, or
- as a result of a change in strategic direction, or
- as a result of a team/ operational requirements, or
- as a result of agreed performance appraisal needs and objectives, or
- within 12 months of appointment.

It is the shared responsibility of the post holder and the Head to ensure that job description is kept up to date.

**THE SCHOOL IS AN EQUAL OPPORTUNITIES EMPLOYER**

## EMPLOYMENT INFORMATION

This post is subject to a ten month probationary period.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced check by the Disclosure and Barring Service (previously the Criminal Records Bureau).

All staff are required to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications declared on their application form.

Salary: As Teacher of Economics salary will be according to the appropriate point on the School's salary scale.

Start date: September 2018 with an induction in the last week of August, or January 2019

Hours of Duty: During School Term time, the teacher shall work all school hours, while the school is in session, and at any other time (including during school holidays, at weekends and before and after the School's normal start and finish times) as may be necessary (in the opinion of the Head) for the proper performance of the teacher's duties. Generally, the role of a teacher involves 66% teaching, 17% tutoring and 17% extra-curricular activities.

Working weeks: Term time is approximately 33 weeks per year.

Holidays: All holidays must be taken during Oundle School holiday periods, not during Term time or when requested to attend a School trip during a holiday period, or if required to participate in School business at the request of the Head. There is a requirement to work any Bank Holiday when the School is in operation (currently the first May day).

**Applications close 21 June 2018 (9am). We reserve the right to appoint prior to the closing date, so interested parties should apply as soon as possible.**

**Early applicants who are shortlisted will be interviewed w/c 18 June 2018**

Completed application forms should be returned to:  
Vania Murphy, Recruitment Co-ordinator, The Bursary, Church Street, Oundle PE8 4EE  
e-mail: [recruitment@oundleschool.org.uk](mailto:recruitment@oundleschool.org.uk) tel: 01832 277193

Queries relating to the specifics of the role should be directed to:  
Tracy Heath, PA to the Deputy Head Academic  
e-mail: [theath@oundleschool.org.uk](mailto:theath@oundleschool.org.uk) tel: 01832 277112