

TEACHER OF ECONOMICS

- PART TIME POST (APPROX 12-14 LESSONS OF A POSSIBLE 35)
- PATTERN OF WORK TO BE CONFIRMED

Job Specification

“St John’s College, Cardiff is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment”

JOB DESCRIPTION	
Job Title:	Teacher of Economics
Department:	Economics Department
Responsible to:	Assistant Head, Academic
Responsible for:	N/A
Location:	St John’s College, William Nicholl Drive, Old St Mellons, CF3 5YX
	APPLICANTS WILL BE REQUIRED TO UNDERGO CHILD PROTECTION SCREENING APPROPRIATE TO THE POST INCLUDING CHECKS WITH PAST EMPLOYERS AND THE DISCLOSURE AND BARRING SERVICE.

1. Role / Job Purpose

- To support the economics department in upholding outstanding standards of teaching and learning for our A-Level students.
- To plan and deliver high quality economics lessons and develop internal schemes of learning, using a variety of approaches to continually enhance teaching and learning.
- To deliver high quality lessons with a passionate, enthusiastic and creative attitude.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to our internal Safeguarding policies and procedures.

2. Role Specific Responsibilities and Activities

- Manage and develop pupil learning through effective teaching in accordance with departmental schemes of learning and school policies.
- Teach, assess and support pupils fully, to maximise their chances of examination success.
- Ensure continuity, progression, rigour and cohesiveness in all teaching.
- Use a variety of methods and differentiated approaches to match scheme of learning objectives and the range of pupil needs.
- Set and mark all student work in accordance with the internal marking policy (in and beyond the classroom), to consolidate and extend learning and encourage students to take responsibility for their own learning.
- Support individual learning by planning work with appropriate challenge and monitoring and reviewing pupils outcomes regularly.
- Set high expectations for all pupils.
- Use clear and precise learning objectives and defining criteria for success and progress for each lesson.

- Monitor pupil progress, keeping pupil records that include assessment outcomes and targets set at regular intervals in line with departmental and school policy, to enable all students to achieve their full potential.
- Work effectively as a member of the faculty to improve the quality of teaching and learning, by contributing to departmental planning and implementing and monitoring change.
- Implement new initiatives by adapting classroom procedures accordingly, monitoring progress and reflecting on academic outcomes.
- Use positive management of behaviour in an environment of mutual respect that allows pupils to feel safe and secure.
- Be immediately responsible for the processes of assessment, recording and reporting for the pupils in your charge.
- Track pupil progress, monitoring achievement against target grades and take appropriate and early action on pupil outcomes and under-achievement.
- Assess pupils' work systematically and use the results to inform future planning, teaching and scheme of learning development.
- Be familiar with statutory assessment and reporting procedures.
- Keep an accurate register of pupils for each lesson. Unexplained absences or patterns of absence should be reported immediately.
- Set appropriate tasks and challenges for homework, ensuring that it is regularly marked according to the departmental and school marking policies, with constructive feedback.
- Ensure that there is a high standard of display work in the classroom, which is changed frequently.
- Keep work areas tidy and well organised.
- Attend scheduled meetings in the science department and school.
- Set appropriate work for classes during any periods of absence and make sure that the work is thoroughly reviewed on return.
- Demonstrate teamwork with other members of faculty.
- Enforce the school's behaviour and uniform policies on a daily basis.
- Arrive in class, on or before the start of the lesson, and begin and end lessons on time.
- Establish effective working relationships with professional colleagues and staff.
- Consider the needs of all students within lessons (and implement specialist advice as required)

3. General Employee Responsibilities and Activities

- To undertake mandatory training or training identified as necessary to update skills or improve performance.
- To ensure that supervision is sought prior to undertaking any work outside of the scope of the role.
- To maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions and Teachers' Standards, and teachers' legal liabilities and responsibilities relating to all legislation.
- To carry out a share of supervisory duties in accordance with normal school schedules including cover supervisory duties.
- To participate in appropriate meetings with colleagues and parents.
- To act as a positive role model and promote the aims, values and ethos of the school and uphold all rules and policies.
- To read and adhere to all procedures as set out in the Staff Handbook.
- To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the post holder or others; to report to the line manager, or person in authority any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.
- Be involved in extra-curricular activities such as making a contribution to enrichment activities, trips and visits, and School events.

- Take responsibility for personal professional development; keep up-to-date with research and developments in teaching.
- The school takes the safety of children seriously. All staff are expected to follow the school's Child Protection and Safeguarding Procedures and report to the safeguarding lead or person in authority, any safeguarding concerns that they may become aware of.
- To set high expectations for pupil behaviour, establishing and maintaining a good standard of discipline based on mutual respect and personal responsibility. To deal with inappropriate behaviour in the context of the school Behaviour Policy and Anti-Bullying Policy.
- To carry out other duties as may reasonably be required from time to time including undertaking pastoral form tutor duties when requested to do so
- Be prepared to meet parents and take responsibility for holding Parents' Evenings during the school year.
- To undertake any other duties reasonably requested and assigned by senior members of the School (SLT/Management) which are considered reasonable and within the scope of your skills.
- All staff are required to attend weekly briefings or when unable to do so, must read the minutes and familiarise themselves with any updates and/or developments.
- Where a member of staff is required to attend a meeting, in circumstances where they are unable to do so, they must send their apologies and obtain a copy of the minutes to familiarise themselves with afterwards.
- All staff must attend pre planned INSET days and in circumstances where they are unable to do so, they must send their apologies and obtain a copy of the training material and/or content to familiarise themselves with after the event.

This job description reflects the key tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the key tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

4. Person Specification

Criteria	Essential	Desirable
1. Qualifications and Knowledge	<ul style="list-style-type: none"> ➤ Degree Status or Recognised Equivalent qualification in Economics. ➤ Ability to teach A-Level Economics. ➤ Evidence of having undertaken recent and relevant professional development. ➤ Evidence of strong subject knowledge. ➤ Evidence of strong organisational skills ➤ Knowledge of the standard of work expected from pupils and the ability to contribute to the assessment of their work. 	<ul style="list-style-type: none"> ➤ Honours Degree/Higher Degree ➤ QTS ➤ Awareness of the current developments in Economics ➤ Evidence of the ability to produce creative and imaginative teaching resources and ability to engage students in a variety of styles of work.
2. Experience	<ul style="list-style-type: none"> ➤ Evidence of effective teaching and learning and high achievement in teaching Economics. ➤ Demonstrable experience of adhering to high standards of lesson planning and classroom management. 	<ul style="list-style-type: none"> ➤ Experience working within a co-educational school ➤ Experience working within an Independent School.

	<ul style="list-style-type: none"> ➤ Experience of communicating effectively with parents. 	<ul style="list-style-type: none"> ➤ Experience of being a form tutor ➤ Experience of using iSAMS
3. Personal Skills & Qualities	<ul style="list-style-type: none"> ➤ Excellent communication and presentation skills. ➤ Competent user of ICT. ➤ Ability to plan and resource effective interventions to meet curricular objectives. ➤ Excellent interpersonal skills with the ability to develop good relationships with pupils, parents and colleagues and other stakeholders. ➤ Good questioning, observation and assessment skills. ➤ Ability to work well with others and independently. ➤ Flexibility and use of initiative. ➤ Calm under pressure, adaptable and energetic. ➤ A caring and positive attitude, a good listener and sensitive to pupils' needs. ➤ A sense of responsibility. ➤ A good sense of humour. ➤ Ability to work with confidential and sensitive information with discretion. ➤ To demonstrate a professional attitude and appearance commensurate with that of a professional private education sector employee. ➤ Honesty, integrity, reliability and the ability to maintain confidentiality. 	<ul style="list-style-type: none"> ➤ Desire to constantly improve own practice/knowledge through self-evaluation and learning from others.