



## DRAYTON MANOR HIGH SCHOOL

[www.draytonmanorhighschool.co.uk](http://www.draytonmanorhighschool.co.uk)

### DEPUTY HEAD OF BUSINESS AND ECONOMICS

**Band A (£28,660) - Band C (£47,298) plus Management Allowance 1 £2,667**

We require a committed colleague with a real interest in the provision of quality and imaginative teaching of Business Studies and Economics to join an experienced and supportive Faculty of Enterprise.

The successful candidate will support the Head of Business and Economics in leading the development and coordination of the Department and teach Business Studies and Economics across the age and ability range including A Level.

Drayton Manor is a heavily oversubscribed and successful school. Student achievement is high with a value added score at A Level placing us in the top 10% of schools nationally and 48% of GCSE students achieving the English Baccalaureate. We are very proud of our ethos.

This 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 required to apply for an enhanced disclosure from the Disclosure and Barring Service (DBS). Further information can be found at [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk)

For further information and an application pack, please visit the Job Vacancy section of the school's website. For any other queries, please contact the school's Human Resources Department on 020 8357 5604.

The closing date is 12.00 noon, Tuesday 24 April 2018

No agencies, faxes or CVs.





## DRAYTON MANOR HIGH SCHOOL

### JOB DESCRIPTION

JOB TITLE	Deputy Head of the Business Studies and Economics
FACULTY	Enterprise
GRADE	Band A – Band C plus Management Allowance (MA) 1
RESPONSIBLE TO	Head of Department
JOB PURPOSE	<p>To assist the Head of Department in the leadership, management and co-ordination of the work within the Faculty. To deputise for the Head of Department as necessary.</p> <p>To be responsible for specific curriculum areas as directed by the Head of Department</p>

***All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with***

### KEY TASKS

- To assist the Head of Department in managing development planning, the curriculum, the learning environment, assessment recording and reporting, resources and staff development
- To support the Head of Department in leading and including all staff in developing planning for the area
- To promote a purposeful, disciplined and thriving learning environment which aims to raise pupil expectations and self-esteem
- To identify training needs and contribute to the facilitation of its delivery
- To consult fully with the Head of Department
- To support the work of colleagues within the faculty and department
- To undertake roles and responsibilities to help promote a purposeful, disciplined and thriving learning environment within the faculty
- To facilitate and provide support on Faculty Self Review and evaluation

- To oversee the development of dynamic, quality Schemes of Work, which underpin the needs of both students and teachers by addressing issues of differentiation and teaching/learning styles to maximise student progress
- To plan, co-ordinate and implement procedures for Assessment, Recording, Reporting, including grouping criteria, exams and external tests as required
- To manage and monitor the resources available for designated curriculum areas, and to assist the Head of Faculty in allocating the budget
- To support beginner teachers and NQTs in their teaching of Business Studies and Economics
- All staff have a responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or come into contact with



## DRAYTON MANOR HIGH SCHOOL

### PERSON SPECIFICATION

**POST TITLE:** Deputy Head of Business Studies and Economics

*All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with*

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Degree in relevant subject</li> <li>PGCE or equivalent</li> <li>Qualified teacher status</li> </ul>	<ul style="list-style-type: none"> <li>Recent INSET or CPD in Business Studies and Economics related issues</li> </ul>
Experience	<ul style="list-style-type: none"> <li>An effective teacher of Economics with experience in teaching all ability groups up to A Level</li> <li>Ability to share their experience to sustain a curriculum which is sensitive to the needs of all children</li> <li>Involvement in development of departmental resources</li> </ul>	<ul style="list-style-type: none"> <li>Involvement in development of curriculum</li> <li>Work with developing other teachers</li> </ul>
Ability / Skills	<ul style="list-style-type: none"> <li>Excellent ICT skills</li> <li>Able to work well with others</li> <li>To have substantial knowledge and understanding of current issues in Business Studies and Economics</li> <li>Able to communicate effectively</li> <li>Able to liaise with, motivate and inspire a range of staff s and liaise with external agencies</li> <li>Able to demonstrate clear understanding of students' learning and educational issues</li> </ul>	<ul style="list-style-type: none"> <li>An understanding of issues relating to whole school improvement</li> </ul>
Equal Opportunities	<ul style="list-style-type: none"> <li>Commitment to equal opportunities</li> <li>Ability to promote and support the school's Equal Opportunities Policy</li> </ul>	
Safeguarding	<ul style="list-style-type: none"> <li>Commitment to safeguarding and promoting the welfare of children and young people</li> </ul>	

Disposition	<ul style="list-style-type: none"> <li>• Ability to work hard with competing deadlines, prioritising appropriately, and maintaining good humour</li> <li>• To be interested in children as individuals, in how they learn and be committed to the comprehensive ideal</li> <li>• To believe in the importance of team work and a collaborative approach, and be able to build supportive working relationships with colleagues both within and outside the department</li> <li>• Evidence of commitment to and understanding of collective responsibility</li> </ul>	
-------------	--	--