



## SCARBOROUGH COLLEGE

### JOB DESCRIPTION

<b>Job Title:</b>	Teacher of Economics and Business Studies (Part Time)	<b>Reports to:</b>	Director of Studies
<b>Date Last Reviewed:</b>	January 2021		

#### GENERAL RESPONSIBILITIES

- To set high personal standards in teaching, conduct, presentation, punctuality, etc.
- To take a share in the general responsibilities of running the school and supervision of pupils, by carrying out duties in accordance with published schedules.
- To undertake the role of Form Tutor as and when required and carry out all duties and connected responsibilities including taking registers in accordance with regulatory requirements, contributing to the PHSE programme and following up on all pastoral and academic concerns for individual pupils in the form.
- To be aware of the school's policy statements and to comply with their recommendations and procedures.
- To support the College's commitment to safeguarding and promoting the welfare of children and young people at the school.
- To comply with the College's Health and Safety policy and undertake risk assessments as appropriate.
- To read daily notices and attend staff briefings and other staff meetings and act upon information or arrangements.
- To attend assemblies when on site.
- To attend the Parents' Meetings for relevant year groups.
- To supervise and, when possible, teach any pupils whose teacher is not available to teach them.
- To participate in and co-operate with, the school's arrangements for the professional development of teacher performance.
- To demonstrate an interest in continuing professional development and educational developments.
- To communicate effectively in meetings with colleagues, parents, etc.
- To communicate potentially important information to Form Tutors, Heads of Tier or the Assistant Heads.

#### TEACHING RESPONSIBILITIES

- To teach timetabled lessons and undertake all necessary preparation for the teaching of these lessons.
- To follow structured schemes of work which ensure continuity and progression from KS4 and KS5.
- To assist within the development of and the planning within the department.
- To keep a check on absentees and follow up as appropriate.
- To select appropriate materials and methods of teaching including differentiated materials for children with special educational needs and IEPs as appropriate.
- To establish good working relationships with groups and individuals and to encourage pupils to be actively involved in their own learning.
- To promote and maintain an environment where pupils feel safe and able to learn.
- To set and mark homework in accordance with school and departmental policy.
- To monitor pupils' performance and notify form tutors of pupils who persistently fail to meet deadlines.
- To set work for classes in cases of planned absence and for unplanned absence, if possible. To ensure that all equipment is available for such lessons.
- To keep records of pupils' progress and be prepared to discuss individual progress with relevant staff.
- To write reports on pupils' progress and provide grades in keeping with the school's Assessment Recording and Reporting Policy by the required deadline.
- To prepare comments for references as requested.
- To set and mark internal examinations. To invigilate such examinations as required.
- To submit estimated grades for external examinations and assist with the collation of Controlled Assessment marks.

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## TEACHING RESPONSIBILITIES – CONTINUED

- To know and comply with the requirements of the examination boards. To conduct or invigilate examinations of any kind including Controlled Assessment in accordance with such requirements.
- To review one's work both individually and within the school as a whole.
- To communicate with the Headmistress/Assistant Head (Academic Studies) over matters of curriculum, resources, classroom management and discipline.
- To attend departmental meetings and to contribute to departmental discussions about policy, teaching methods, future plans, etc. To assist in the implementation of any agreed policy.
- To contribute to extra-curricular activities, e.g. competitions, concerts, productions, visits (see below)
- To prepare for and assist with Open Day, Prizegiving and other major school occasions
- To ensure that care is taken of departmental resources and ensure classrooms are tidy, with appropriate displays.
- To ensure that the classroom is a safe environment in which to work.

## HEAD OF DEPARTMENT RESPONSIBILITIES

To lead and manage the department in the following ways:-

- Managing Pupil Learning and Assessment
  - ◆ Formulate, in consultation with the Assistant Head (Curriculum) and the Headmistress, the aims and objectives of the department.
  - ◆ Be responsible for creating and updating a Departmental Handbook to include the policies and procedures which are fundamental to the high quality teaching and learning.
  - ◆ Oversee syllabuses for public examinations.
  - ◆ Construct schemes of work within the department, ensuring adequate provision for children of all abilities including Special Educational Needs.
  - ◆ Evaluate and promote staff's teaching performance and ensure that staff within the department, effectively mark pupils' work.
  - ◆ Organise internal examinations.
  - ◆ Inspire and motivate pupils to develop skills, talents and attributes beyond the classroom.
  - ◆ For GCSE and IB, where required by the regulations applying to the particular examination subject, a Head of Department, or delegated representative, should attend the prescribed meeting for the subject.
  - ◆ Oversee the internal moderation of the assessment of pupils' work.
  - ◆ Attend GCSE and IB results days to meet with students and parents as necessary
- Leading and Developing Colleagues
  - ◆ Be responsible for mentoring departmental staff within the Professional Development Programme.
  - ◆ In the case of absent colleagues, take responsibility for the setting of work and the proper oversight of classes.
  - ◆ Promote awareness and understanding of subject related issues and principles throughout Junior and Senior school. Where appropriate, act in an advisory capacity for Junior staff where specialist subject knowledge is required.
  - ◆ Monitor quality of teaching within the department.
  - ◆ To supervise student teacher placements and assist with tutoring NQTs.
- Organisational and Financial Awareness
  - ◆ Chair departmental meetings, which shall be minuted.
  - ◆ Support the management of the school and seek to uphold the ethos and principles of the school.
  - ◆ Assist, where appropriate, with the recruitment and deployment of staff.
  - ◆ Assist, support and develop initiatives for the recruitment of pupils.
  - ◆ Ensure the proper management of the departmental budget.

## RESPONSIBILITIES SPECIFIC TO THE HEAD OF ECONOMICS AND BUSINESS STUDIES

- To promote the study and enjoyment of Economics and Business Studies within classes and within the College as a whole.

## HOURS OF WORK

During College terms you shall work all College hours while the College is in session and at any other time (including during College holidays, at weekends and before and after the College's normal starting and finishing times) as may be necessary in the reasonable opinion of the Head for the proper performance of your duties and according to the normal practice of an independent boarding school.

## EXTRA CURRICULAR AND ADDITIONAL DUTIES

In keeping with normal practice in Independent Boarding Schools, all non-resident teaching staff will, in addition to any teaching responsibilities, put their skills and talents at the disposal of the College for the benefit of the children in the following ways:-

- To contribute to the extra-curricular provision which might include undertaking supervised prep and offering non-curricular after school clubs or activities.
- All non-boarding teaching staff will contribute to boarding activities and supervision to include weekend days and evening duties.
- To contribute to three boarding duties per term.

All additional activities are greatly appreciated. In most cases, staff will exceed these requirements and in all cases it is understood that the overall commitment of any individual must be taken into account.

## PERSON SPECIFICATION

	Essential	Desirable
<b>Educational qualifications</b>	<ul style="list-style-type: none"> <li>■ A good honours degree in Economics.</li> <li>■ A PGCE or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>■ Professional qualifications related to the world of Economics or Business.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>■ Experience of teaching at Advanced Level.</li> <li>■ A good track record of teaching and academic success for students.</li> </ul>	<ul style="list-style-type: none"> <li>■ Knowledge or experience of the International Baccalaureate (IB).</li> <li>■ Experience of teaching in more than one school.</li> <li>■ Experience of teaching international students.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>■ An ability to teach to Higher Level IB</li> <li>■ An excellent attendance record.</li> <li>■ Possess excellent communication skills, both oral and written.</li> <li>■ Good ICT skills.</li> </ul>	<ul style="list-style-type: none"> <li>■ Qualified to drive a minibus.</li> <li>■ Familiarity with interactive whiteboards and management information systems.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>■ A willingness to contribute to the extra-curricular life of the College.</li> <li>■ Enthusiasm and creativity.</li> <li>■ Have a passion for Economics and Business and ideas about how to convey that to children.</li> </ul>	<ul style="list-style-type: none"> <li>■ Willingness to contribute to boarding duties and outings.</li> <li>■ Ability to contribute to the musical life of the school</li> </ul>