

Job Description – Head of Business and Economics from January 2018

1. St George's School

St George's is an independent boarding and day school with approximately 300 pupils aged from 11-18 years about 45% of whom are boarders and with a Sixth Form of approximately 90 pupils. The school operates as an Educational Trust administered by a Board of Governors, is a member of the Girls' Schools Association (GSA) and is ISC accredited.

We are a welcoming school with a warm sense of community and visitors often comment on the perceptible supportive and cheerful atmosphere. We believe that a happy and successful school is one where all pupils have the opportunities to develop their strengths. The richness of opportunities within and outside the classroom are fundamental elements of the St George's experience and this allows the girls to foster the confidence, independence and academic curiosity that lead to success. Our academic results are impressive, with the 'value-added' in public examinations a real strength. We understand how girls learn effectively and we regularly add at least one grade higher at GCSE and A Level than baseline testing would suggest.

The School is approximately 25 miles west of central London, on a beautiful, leafy 30 acre site, within walking distance of Ascot High Street. We are close to Windsor, Eton and Bracknell and equidistant from the M3 and M4 motorways. Ascot High Street can be reached on foot in five minutes while Ascot Railway Station is less than a mile away.

2. Business and Economics at St George's

The Business and Economics Department aims to engage and inspire pupils and encourage them to enjoy and understand the foundations of Business and Economics, and their application in the modern day. In many cases pupils decide to continue their study of related subjects at university. We also aim to equip the girls with a wide range of transferable skills. We use a variety of teaching methods to deliver the course including traditional methods and activities associated with assessment for learning and self-assessment.

Curriculum

A Business and A Economics follow the Pearson (Edexcel) specifications.

Extra-curricular activities

Pupils attend conferences, and relevant lectures and talks relating to the subject are recommended for each topic. Time is given for one-to-one tuition with those pupils who need a little extra help. Extension discussions are held with any pupils who are thinking about applying to university to read Economics or Business (or related disciplines). Trips and essay competitions are encouraged.

Staffing

The Head of Business and Economics has responsibility for (and autonomy in) delivering the entire A Level Economics course and currently co teaches the A Level Business course with one other colleague. The Head of Business and Economics is line managed by the Deputy Head (Academic) though in practice there are regular meetings and a degree of collaboration with the Assistant Head (Head of Sixth Form).

Facilities

There is a dedicated Business and Economics classroom which is well stocked with A Level resources. The main library has an excellent selection of books for wider reading.

3. Job Description – Head of Business and Economics

St George's is seeking to appoint a full-time Head of Business and Economics for January 2018. The role is principally to bring inspirational teaching to Business and Economics in the A Level curriculum, and to be responsible and accountable for the leadership and management of the Business and Economics and Department. The post holder will be line managed by the Deputy Head (Academic) on a day-to-day basis.

Management responsibilities

- Promote Business and Economics in the Sixth Form and wider School.
- Oversee the development and maintenance of schemes of work and lesson plans.
- Run the Young Enterprise scheme, overseeing the groups and arranging their visits.
- Participate in the selection and appointment of new staff in the Department.
- Help induct and integrate new staff in the Department.
- Compile and maintain the Department handbook and Department Development Plan.
- Liaise with the Learning Support Department as necessary.
- Liaise with the English as an Additional Language Department as necessary.
- Lead, manage and motivate all staff within the Department.
- Deliver courses and lessons to a high standard, leading by example in the department.
- Regularly monitor and evaluate the teaching in the department through lesson observation and work scrutiny.
- Set and mark prep work, class work and examinations and ensure standards are maintained across the department.
- Keep records of work covered and pupils' progress and ensure robust departmental assessment systems are in place and are regularly monitored.
- Facilitate the use of ICT for learning and administration.
- Ensure the delivery of an extension programme within the department for Able, Gifted and Talented pupils.
- Comply with all the requirements of the Examination Boards and take responsibility for passing all necessary information to the Examinations Officer regarding the department's public examination entries.
- Regularly appraise all staff in the department in line with School policy, to develop the personal and professional effectiveness of staff.
- Attend all Heads of Department, staff, department and Cluster meetings.
- Attend Open Mornings, Education Days on occasional Saturdays and other information meetings for parents or prospective parents.

- Draw up and monitor the resource requirements for the department whilst managing the departmental budget.
- Take responsibility for Health and Safety policies and practice within the department, particularly with regard to Risk Assessments which should be regularly updated and in-line with national requirements, communicating any concerns to the Health and Safety Officer.
- Help with the induction of Newly Qualified and probationary teachers and assist in easing the transition of new or inexperienced teachers who may join the school.

Teaching staff responsibilities

- Teach Business and Economics in the A Level curriculum.
- Encourage pupils' learning and engender enthusiasm for the subject.
- Set and mark class work, prep work and examinations.
- Keep records of work covered and pupils' progress.
- Attend parents' evenings for all classes taught.
- Prepare pupil reports in line with the school's protocol.
- Attend continuing professional development courses.
- Act in the capacity of form tutor.
- Run a weekly extra-curricular activity after school, which for the Head of Business and Economics will be the Young Enterprise Scheme.
- Take prep after school on approx. four evenings per term (5.15pm – 6.45pm).
- Maintain a positive and professional approach with parents and colleagues.
- Actively promote good behaviour amongst pupils.
- Organise and participate in educational visits.
- Cover for absent colleagues.
- Carry out a weekly patrol duty.
- Support one of the school's Houses and attend House Meetings.
- Other duties as occasionally directed by the Headmistress or Deputy Heads.
- Run additional support clinics as required.
- Maintain and develop a rich programme of subject based extra-curricular opportunities, ensuring these are supported by appropriate administration.
- Attend some occasions such as concerts, plays, matches and other parent/staff social events as required.
- Support departmental colleagues in the consistent use of pupil rewards and sanctions.

4. Person specification

The successful candidate should be passionate about Business and Economics, forward thinking and show outstanding leadership in advancing the department.

- Excellent subject knowledge.
- Excellent leadership and motivational skills.
- Strong classroom management skills.
- Experience of planning and delivering well-structured lessons with a variety of learning styles.
- Experience of teaching at A Level.

- Excellent organisational skills.
- A flexible and willing attitude.
- Energy, commitment and stamina.
- Good sense of humour and be able to work effectively as part of a team.

Extra-Curricular responsibilities:

- Support one of the School's Houses and attend House meetings.
- Run an extra-curricular Club from 4.15 – 5.15pm at least once a week.
- Supervise Prep on at least one evening each week.
- Run additional support clinics as required.
- Maintain and develop a rich programme of subject based extra-curricular opportunities, ensuring these are supported by appropriate administration.
- Attend some occasions such as concerts, plays, matches and other parent/staff social events as required.

5. Terms of Service

- a. **Start Date:** January 2018
- b. **Salary:** A competitive salary will be offered to the successful candidate, depending on experience, and based on the School's own salary scale. In addition to the basic salary, the Head of Business and Economics will be paid a generous management allowance.
- c. **Pension:** All teaching staff are included as members of the Teachers' Pension Scheme unless they elect to opt out.
- d. **Hours of work:** This is a full time teaching post during school terms; additionally there will be a requirement to attend routine teaching events such as parents' evenings, staff training days preceding each term, and with occasional Saturdays (e.g. Open Days and Education Days) as notified by the Deputy Head Academic.
- e. **Notice periods:** The notice required by either side to terminate your employment will be one term.
- f. **Facilities:** Lunch is provided during term time. Members of staff can use the School's sports facilities at allocated times.

5. Disclosure and other Pre-Employment Checks

St George's School is committed to safeguarding the welfare of children at the School. Therefore, this appointment will be subject to a successful disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available, if required, from the School Office. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience or qualifications. A medical questionnaire will be required to be completed by the successful candidate.

6. How to apply

Letters of application together with the completed application form must reach the School by **12 noon Friday 22 September** and be posted to **Mrs E M Hewer, Headmistress, St George's School, Wells Lane, Ascot, Berkshire, SL5 7DZ** or emailed to headmistress@stgeorges-ascot.org.uk

First round interviews will be held on Tuesday 10 October and final interviews on Friday 13 October.

Any queries about this post may be made in the first instance to the Headmistress's PA, Mrs Jacky Witt, on 01344 629904 or by email to headmistress@stgeorges-ascot.org.uk