



JOB DESCRIPTION AND PERSON SPECIFICATION

TEACHER OF ECONOMICS

Introduction

Academic staff are expected to teach to the highest possible professional standards and support and uphold the ethos, aims and objectives of the college. All teachers must familiarise themselves with, and adhere to, the many and various policies and systems by which the college is managed and students are cared for.

Teachers at the college are expected to be expert classroom practitioners who are able to enthuse their students and draw out of them the finest examination performances. Staff are in sympathy with the boarding ethos of the college, assisting with supervisory duties and also contributing to the broader cultural and/or sporting life of the college. Most teachers also take on the role of Personal Tutor.

Teachers report to the Head of Department, and ultimately the Principal.

Main duties and responsibilities include:

- thorough planning, preparation and clear presentation of lessons;
- initiating, facilitating and moderating classroom discussions;
- evaluating and grading students' course work, giving appropriate feedback and maintaining records of students' progress and development;
- researching new topic areas, maintaining up-to-date subject knowledge, and devising and writing new curriculum materials as directed by the Head of Department;
- selecting and using a range of different learning resources and equipment;
- preparing students for qualifications, including external examinations and university entry papers as required;
- managing student behaviour in the classroom and on college premises;
- participating in regular departmental meetings, INSET, college training events, observation and professional review in order to maximise the quality of teaching;
- acting as personal tutor to a group of students as directed by the Vice-Principal (Academic)
- use of the SIMS database;
- writing regular, informative and individual reports on students;
- promoting the general well-being of students and communicating with house parents and/or personal tutor responsible;
- participating in and organising extracurricular activities as appropriate and as required by the Head of Department and Senior Management;
- complying with policies and procedures, including those relating to Safeguarding and Child Protection, Health and Safety, Welfare, Smoking in the Workplace, Security, Confidentiality and Data Protection, and reporting any concerns.

Qualifications:

- a high quality degree with Economics as the sole or a major focus
- a formal teaching qualification may be an advantage

Skills and Experience:

- the capability of teaching Economics expertly and confidently to all age groups 13-18, being up-to-date in his/her subject;
- a willingness to accommodate the needs of students from a variety of linguistic backgrounds is essential;
- confidence in IT and good IT skills, being able to pick up new procedures and routines quickly;
- effective and efficient administrative skills;
- the ability and willingness to contribute to the teaching of another subject on the Concord curriculum may be an advantage;
- the ability to contribute to the extra-curricular life of the College is essential;
- a background in boarding education may be an advantage;
- relevant experience in teaching, examining or in the commercial sector will be taken into account.

Personal Attributes:

The successful applicant should:

- be a passionate advocate of his/her subject;
- have good interpersonal skills and have the ability to work as part of a team;
- be generous in spirit - the role is likely to require hard work and a professional attitude to the commitment required in a boarding school;
- be able to communicate fluently and accurately in spoken and written English;
- be confident in handling students at both ends of the Concord academic spectrum;
- be flexible in outlook and amenable to change.

Hours of Work

Teachers are expected to work the hours necessary to fulfil their role to the highest possible professional standards, and be available for all scheduled lessons, duties, meetings and other associated activities. Academic staff are also expected to actively support college events as far as possible, and contribute to the broader life of the college.

Remuneration and Benefits

Details of remuneration and benefits are given in formal offer letters and contracts of employment.

Salary will be in accordance with the Concord Teachers' Pay Scale, which is significantly above Main Scale. Successful candidates are offered a point on the salary scale which is appropriate to their qualifications and experience.

Induction of New Staff

There is a thorough induction programme for new staff. One or more visits may be arranged during the term prior to commencement. The main induction takes place just prior to the start of the new academic year at the beginning of September.

THE HUMANITIES DEPARTMENT

Staff

There are currently 14 experienced teachers within our highly successful and well-resourced Humanities Department (11 full-time and 3 part-time) teaching Economics, Geography, History and RS. Mr Clive Webb is the Head of Department and Mrs Helen Archer is Assistant Head of Department.

Facilities

All of the Humanities classrooms are equipped with data projectors and interactive whiteboards. There is a classroom Intranet and Internet access, and good audio-visual resources. The department is making good use of Concord's VLE and has a culture of sharing resources.

Courses

A-level Economics

This is a popular subject with approximately 80 students in 7 classes for AS, and around 60 students in six classes in A2. Our aim is to provide a dynamic and interesting course with constant reference to current economic issues. Students are set high standards and stretched academically.

We follow the Edexcel exam board specification. The course is taught over two years. In the first year Themes 1 and 2 are taught concurrently, with four x 40 minute lessons per week on each unit. Each class would normally have a different economics teacher for each unit. AS Economics is taken at the end of the first year. In the second year students are taught Themes 3 and 4 - again 4 x 40 minute lessons per week and a different teacher for each unit.

IGCSE Economics

This is a very popular and successful option course for Forms 4 and 5 (years 10 and 11) chosen by approximately 50 students each year. A two year course, taught in 4 x 40 minute lessons per week, with exams taken at the end of Form 5. We follow the Cambridge IGCSE specification.

The department runs a wide variety of extra-curricular activities (including external competitions, educational visits, visiting speakers) and a willingness to contribute to this programme is expected.

Academic Results can be found on our website - www.concordcollegeuk.com

Concord College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Child protection screening is undertaken which includes checks with past employers and the Disclosure and Barring Service.