



Head of Economics, Business and Enterprise Education JOB DESCRIPTION

THE ROLE

Reporting to the Deputy Head, Academic the main purpose of the role of Head of Department is to ensure high standards of both learning and teaching in the department in order to secure excellent progress for all. The need to establish good working relationships with both staff and students is essential whilst providing excellent leadership and management of the department. As a key member of the academic leadership team, you will be expected to contribute fully to the pastoral ethos of the school, ensuring excellence in all aspects of RMS life.

JOB SPECIFICATION

The main duties and responsibilities of the post holder include but are not limited to;

Curriculum delivery, lesson preparation and planning

- Ensure all department teachers plan and deliver courses, schemes of work and individual lessons appropriate to the needs, abilities, interests, experience and existing knowledge of students in accordance with departmental syllabuses, schemes of work and examination requirements
- Assess and review teaching methods, working with department teaching staff on modifications and improvements where necessary
- Ensure the teaching of engaging and effective lessons that motivate, inspire and improve student achievement and attainment by all members of the department
- Ensure that quality departmental plans and schemes of work are developed, consistently implemented and regularly reviewed, and that resources are shared effectively
- Ensure that a suitably wide range and variety of different resources (including relevant use of ICT), teaching, and learning experiences are explicitly embedded in all the department's schemes of work, and promote the sharing and development of good practice across the department
- Maintain an attractive and stimulating classroom environment
- Teach classes, groups or individuals, and set tasks to be undertaken at school and elsewhere
- Regularly review the quality of homework set and make recommendations for improvement
- Ensure all classes have work set in the event of absence from school

Assessing, recording and reporting

- Implement quality assurance processes to ensure consistency across the department in respect of marking, assessment, report writing, use of differentiation and assessment for learning
- Ensure student's class and homework is marked and assessed constructively in accordance with School policy
- Analyse the achievements and levels of attainment of the department in examinations and plan actions as a result

- Set and mark examination papers (including entrance examinations) and tests as required by the Academic Deputy
- Report as necessary on the performance, work, and progress of students, the department, and departmental staff
- Ensure that students' work is inspected, moderated and discussed with subject teachers
- Record marks and assessments in accordance with school and departmental policy
- Provide or contribute to oral and written assessments, reports and references, both at school and elsewhere, relating to the attainment, progress, development and learning of individual students and of groups of students
- Ensure that all students receive regular high quality formative feedback and that this is evident in the marking of work
- Provide leadership and direction in the use of data to inform planning, target setting and raising achievement and attainment
- Use group and individual data to track progress and focus intervention in order to optimise outcomes
- Raise standards of pupil attainment and achievement within the whole curriculum area and to monitor and support pupil progress
- Ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.
- Analyse and evaluate, with the department, performance data, and take appropriate action in response.
- Co-ordinate all matters related to external exam entries
- Participate in arrangements for preparing pupils for public examinations and assessing pupils for the purposes of such examinations; recording and reporting such assessments
- Ensure that subject based intervention plans are implemented for students requiring additional support
- Monitor and evaluate the quality of teaching and learning in the context of the school's self-review framework
- Ensure that the department makes high quality provision for gifted and talented students, those with English as an additional language and those with special needs

Behaviour and relationships

- Observe colleagues at work and to encourage the evaluation and sharing of best practice
- Promote and maintain good order, discipline and respect for others amongst students
- Promote the school's values and rules
- Safeguard the health and safety of all pupils whether on school premises or engaged in school activities elsewhere
- Develop relationships amongst students conducive to optimum learning

Communication with Parents and prospective parents

- Build and maintain co-operative relationships with parents and to communicate with them on students' learning and progress, drawing attention to skills and talents as well as areas for improvement and difficulties
- To attend parents' evenings and other meetings with parents as required, and to provide parents with information about a student's effort, attitude, performance and prospects
- To attend other events outside the school day as required e.g. Open Day, Speech Day

Professional Development

- Keep up to date with new developments in the subject, alongside current educational thinking and practice
- Evaluate and review one's own teaching methods, materials, and schemes of work, making changes as appropriate
- Participate in the School's programme of professional review as agreed with the Deputy Head Academic and the Head of Senior School

Departmental

- To manage and deploy teaching/support staff, financial and physical resources within the department effectively to support the department development plan
- To build and maintain co-operative relationships with all colleagues
- Guide, advise and direct individual teachers in the department
- Implement the school systems of monitoring and performance review within the department, including meeting with teachers to discuss their performance, progress and continuing professional development needs
- Organise and lead regular departmental meetings and professional development at which the quality of learning and teaching is the principal focus
- Participate in the recruitment and induction of staff
- Ensure all departmental administration is completed accurately and effectively
- Attend departmental meetings and contribute to planning, policies, and evaluation of the work of the department
- To be responsible for the departmental section of the Intranet, and have overarching responsibility for the departmental handbook
- Take part in and organise trips (local visits and abroad)
- Safeguard the fabric and furniture of the school and to investigate, deal with and report any instances of damage
- To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.
- To analyse and evaluate, with the department, performance data provided and take appropriate action in response

School Life

- Participate fully in all areas of school life by attending assemblies, acting as a form tutor, attending a variety of other events and carrying out general supervision duties as required, as well as contributing to extra-curricular activities
- Take part in whole school reviews of policy and in the formulation of guidelines as required
- Attend staff meetings and contribute to the academic life of the School through HoD's meetings
- To contribute to the co-curricular life of the school
- To be willing to supervise subject-related EPQs
- Contribute to the School liaison and marketing activities, e.g. the collection of material for press releases and the school website.
- Lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.

PERSON PROFILE

The holder of this post will be flexible and enthusiastic and enjoy working within a team with all members of the school community as well as demonstrating an affinity and understanding of the ethos of the school. An open mind, being receptive to new ideas and challenges and a willingness to contribute to all areas of school life will be essential alongside a commitment to self-improvement.

PERSON SPECIFICATION

Qualifications and Attainments:

- Strong A levels and a good degree in Economics or Business or an appropriately related subject.
- A PGCE or other suitable teaching qualification
- The successful candidate for this challenging and rewarding position will have at least two years' experience of teaching

- Evidence of recent CPD/ In-service training

Experience and knowledge:

- Excellent subject knowledge
- Ability to lead the teaching of Economics and Business Studies across the Senior School age range (11-18)
- Ability to set high standards in the classroom for themselves and others
- Ability to line manage a team of staff
- Proven ability to set, mark and report on students' work on a regular basis so that effective feedback is given and ensure this approach is consistent across the department
- Evidence of sound IT skills and its application in teaching and learning in Economics and Business Studies
- Up to date knowledge of educational practice and issues and the commitment to sharing this to develop others
- Excellent pedagogical knowledge, including up-to-date knowledge of educational practice and thinking
- Effective organisational skills with the ability to meet deadlines
- Ability to gather, analyse and interpret data for effective target setting
- Excellent interpersonal and communication skills
- Ability to lead and influence others
- Desire to contribute effectively to pastoral life at RMS
- Willingness to contribute effectively to RMS's co-curricular classes and activities
- To represent the department and Sixth form preview and GCSE option evenings.
- To ensure that the department provides a range of co-curricular opportunities for all year groups

Desirable skills

- evidence of relevant experience outside the classroom
- experience of helping to prepare students for university tests and interviews in Business and Economics.

Personal Attributes:

The successful holder of this post will need to demonstrate that he/she is:

- passionate about teaching the subject of Economics and Business; an excellent classroom practitioner for themselves and others
- able to develop the department to achieve the highest academic standards to ensure all pupils reach their full potential
- able to motivate staff to embrace development
- willing to lead and participate fully in the department's programme of trips and events
- able to promote Economics, Business and Enterprise Education in and out of the classroom
- able to demonstrate a proven track record considering and reflecting upon one's teaching methods, with a commitment to enabling and encouraging learning and continuing professional development in others
- experienced in assessing and reviewing course content and teaching methods and the ability to modify where necessary
- able to communicate effectively, orally and in writing, to a range of audiences
- highly organised with sound planning skills
- able to investigate, solve problems and make decisions
- able to see change as an opportunity
- able to inspire, manage and support a team of teachers

- genuinely interested in the development of young people with an enthusiasm for teaching
- committed to an involvement in pastoral responsibilities and co-curricular activities
- willing to contribute to the whole life of the school with a supportive understanding of the ethos of independent education
- a positive role model for young people

TERMS OF EMPLOYMENT

The terms of employment include:

- Full time post
- Staff Pension Scheme
- Free lunches when the School's catering facilities are open
- Free car parking
- Preferential gym membership
- School fee discount – subject to terms and conditions of the policy

DISCLOSURE AND BARRING SERVICE

The School is a “Registered Body” under the provisions of the Police Act 1997 because employment at the School involves access to children under the age of 18. This post shall be subject to the receipt of overseas criminal records check (where appropriate) and will require an Enhanced Disclosure Certificate (with barred list) from the Disclosure and Barring Service (DBS) before an offer of employment can be confirmed.

SAFEGUARDING CHILDREN

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the Head.

In addition to the candidate's ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children, including;

- Motivation to work with young people
- Ability to form and maintain relationships and personal boundaries with young people
- Emotional resilience in working with the challenges that young people present
- Approach to the use of authority and maintaining discipline

Revision of Job Description

According to the development and requirements of the School, Job Specifications will need to be reviewed and updated periodically, after consultation with the Job Holder.