Job description

Job title: Teacher of Economics and Business

Responsible to: Head of department

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Main purpose of job:

- To plan and deliver lessons and units of work which stretch and challenge students throughout the full age and ability range, in order to secure excellent progress for all
- To enthuse students in the subject, and build their confidence around their own learning
- To establish good working relationships with both staff and students, to work towards the common goal of ensuring excellence in all aspects of life at The Grammar School at Leeds

Main responsibilities/accountabilities:

Planning

- To 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 policies, departmental syllabuses, and examination requirements
- To contribute towards creating and updating schemes of work, and to share resources with other colleagues
- To maintain an attractive and stimulating classroom environment

Setting and supervising work

- To teach classes, groups or individuals, and to set tasks to be undertaken at school and elsewhere
- To set regular homework in accordance with school policy
- To set work for classes in the event of absence from school

Assessing, recording and reporting

- To mark and assess students' class work and homework constructively in accordance with departmental guidelines and school policy
- To set and mark examination papers and tests as required by the head of department
- To record marks and assessments in accordance with school and departmental policy
- To 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
- To use group and individual data to track progress and focus intervention in order to optimise outcomes

Discipline and relationships

- To promote and maintain good order, discipline and respect for others amongst students
- To implement the school's academic expectations policy
- To promote the school's values and rules
- To safeguard health and safety
- To develop relationships amongst students conducive to optimum learning

Communication with parents and prospective parents

- To 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 parent consultation 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 speech night and other presentation evenings
- To attend open evenings/days as required

Professional development

- To keep up to date with new developments in the subject, alongside current educational thinking and practice
- To evaluate and review one's own teaching methods, materials and schemes of work, and to make changes as appropriate
- To participate in the school's programme of professional review as agreed with the head of department and the Principal

Departmental

- To build and maintain co-operative relationships with all colleagues
- To share in the responsibilities for administering the department
- To attend departmental meetings and contribute to planning, policies, and evaluation of the work of the department
- To be willing to take part in and organise trips (local visits and abroad)
- To safeguard the fabric and furniture of the school and to investigate, deal with and report any instances of damage

Corporate life

- To participate fully in the corporate and pastoral life of the school by attending assemblies, acting as a form tutor, acting as a house tutor, attending a variety of other events and carrying out general supervision duties as required, as well as contributing to extracurricular activities
- To take part in whole school reviews of policy and aims and in the formulation of guidelines as required
- To attend staff meetings

General:

- Any other assistance as may be reasonably required from time to time by the Principal or other senior manager in order to facilitate the efficient running of the school
- This job description does not define in detail all responsibilities and the responsibilities and activities in the job description may be varied to meet the changing demands of the school at the reasonable direction of the Principal
- All staff employed by The Grammar School at Leeds are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact
- All staff should be aware of the school's health and safety policy and implement it as appropriate

Person specification

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Job title: Teacher of Economics, senior school

Summary of duties and responsibilities: To contribute to pastoral responsibilities and co-curricular activities

Applicants should ideally possess:

Qualifications and attainments

1. Strong A-levels and a good degree in economics or an appropriately related subject
2. A PGCE or equivalent

Experience and knowledge

3. Excellent subject knowledge
4. The ability to teach across the senior school age range (11-18)
5. The ability to set high standards in the classroom whilst having a good rapport with the students
6. The ability to set, mark and report on students' work on a regular basis so that effective feedback is given
7. A familiarity with ICT and its application in teaching and learning in economics
8. The ability to contribute effectively to pastoral life at GSAL
9. The ability to contribute effectively to GSAL's co-curricular classes and activities
10. Up-to-date knowledge of educational practice and issues
11. An ability to teach an additional subject at KS3 would be useful

Skills and qualities

12. The skills and qualities expected of an excellent classroom practitioner
13. A genuine enthusiasm for the subject as well as the ability to convey this to the students
14. A desire to stretch and support all students through careful lesson preparation and a willingness to offer extension classes and revision sessions
15. The ability to relate to and empathise with pupils, and to develop trusting and respectful relationships with them
16. A positive approach and a willingness to share ideas and work as part of a team
17. The ability to communicate effectively, orally and in writing, to a range of audiences
18. A high level of organisational and planning skills with the ability to investigate, solve problems and make decisions
19. An open mind that is receptive to new ideas, approaches and challenges

Values and ethos

20. A commitment to achieving the highest academic standards to ensure all pupils reach their full potential
21. A willingness to participate fully in the department's programme of trips and events
22. A willingness to promote economics in and out of the classroom

23. A willingness to consider and reflect upon one's teaching methods, with a commitment to learning and continuing professional development
24. A commitment to an involvement in pastoral responsibilities and co-curricular activities
25. A willingness to contribute to the corporate life of the school
26. A supportive understanding of the ethos of independent education