

JUMEIRAH ENGLISH SPEAKING SCHOOL

JOB SPECIFICATION: HEAD OF ECONOMICS & BUSINESS STUDIES

Jumeirah English Speaking School (JESS) is a leading British International School in the Middle East and has been continuously rated as 'Outstanding' by the Dubai School Inspection Bureau (DSIB). We are also listed in the Spears Top 100 schools ranking. We promote a supportive environment where students always feel determined to do their best and where both effort and achievement are warmly acknowledged. JESS follows the English National curriculum as well as the International Baccalaureate in Years 12 and 13.

At all levels, JESS provides opportunities to show curiosity, excellence, commitment, integrity, respect and care. Our mission is to discover brilliance in every individual, build community through respect and a sense of belonging and empower people to act with purpose to 'Make a Difference' in the world.

JESS is committed to safeguarding and promoting the welfare of all of its students. JESS expects all staff – teaching and non-teaching – and volunteers to share and uphold this commitment.

JESS Arabian Ranches is seeking a dedicated, dynamic, well qualified, experienced and highly committed teacher who, alongside the role as Head of Economics and Business Studies, can deliver the full range of the curriculum for Years 10-13.

As an experienced school leader, the post holder must have a track record in fostering a caring and supportive atmosphere and be a passionate educator dedicated to the well-being, social and academic progress of each student. The Head of Department will be responsible for the line management and teaching and learning standards of the subject teachers within the department. Teachers who are willing to commit whole heartedly to wider school life will be at a distinct advantage.

Position/Job Title	Head of Economics and Business Studies
School/Branch	Secondary – Arabian Ranches
Reporting to	Deputy Headteacher – for the subject
Professional qualifications	<ul style="list-style-type: none"> Teaching qualification – PGCE or equivalent Bachelor's degree or higher in Economics and/or Business Studies Experience of implementing a range of pedagogical techniques, with a track record of innovation in teaching and learning Recent participation in continuing professional development
Professional Experience	<ul style="list-style-type: none"> Proficient and experienced in teaching, ideally with experience of teaching across GCSE, BTEC, IB Diploma or similar qualifications Proven track record of outstanding teaching Demonstrated capabilities as a subject leader is highly desirable Proven experience in staff development Recent experience of working with from a variety of cultures

	<ul style="list-style-type: none"> • Commitment to issues of equity and working with culturally diverse families • Exemplary communication skills, both verbal and written • Able to work positively and effectively with and parents, outside agencies and colleagues • Committed to raising the achievement and standards of students • Experience of delivering a broad, balanced and academically ambitious curriculum • Have a good knowledge of curriculum initiatives
Personal qualities and skills	<ul style="list-style-type: none"> • Maintain a positive attitude and work co-operatively at all times • Behave at all times in a manner befitting a role model for the pupils of the school and in a manner that brings only respect to colleagues and the reputation of JESS • Be open and adaptable to changing circumstances and guidelines • Maintain confidentiality with regard to all school matters at all times • Be able to work effectively under pressure, prioritise appropriately and meet deadlines, display good organisational skills • Articulate and strong communicator
Duties and responsibilities	<ul style="list-style-type: none"> • Setting and maintaining high standards of teaching and learning in the department • Taking a forward-thinking approach to ongoing department development • Working with members of the Middle Leadership Team in supporting the school vision, mission, and values • Line management of all members of the department • Meet standards requirements in regards to annual school inspections • Deliver high quality lessons, meeting the needs of all students in the class • Planning and preparing relevant material, and providing appropriate feedback to effectively teach the classes allocated, according to the policies of the department(s) to which the teacher is accountable. • Engaging in the school-wide professional development programme. • Taking responsibility for one's own professional development. • Sharing in the pastoral responsibility for all pupils in the School and especially for those in the teacher's tutor group, liaising where appropriate with Heads of Year and senior staff. • Maintaining good order and discipline among pupils, safeguarding their welfare, health and safety at all times when they are the responsibility of the School. • Being familiar with the School and Departmental policies on child protection, discipline and health and safety. • Sharing in supervisory duties and general duties • Covering for absent colleagues • Participating in the arrangements for preparing and assessing pupils' work for public examinations.

	<ul style="list-style-type: none"> • Ensuring, where appropriate, that work is well displayed in teaching rooms and a high standard of tidiness is maintained. • Being available at all reasonable times during the school day and, where necessary, outside of school hours in order to support operations • Attending school events and taking part in the wider school life
Safeguarding	<ul style="list-style-type: none"> • Bringing to the immediate attention of the designated safeguarding lead and the Director any significant pastoral matters, including any safeguarding concerns • Abide by the school safeguarding policy and keep abreast of any changes

The job specification lists the general responsibilities of all Subject Teachers and Secondary Head of Department. The Director will reserve the right to change the exact job responsibilities for an individual teacher based on the school's requirements.