



Job Description

Head of Economics and Business Studies (Prep and Senior School)

The Role

From Year 10 upwards, Economics and Business Studies at DBS are taught as specialist subjects. The Head of Economics and Business Studies will be accountable for leading, managing and developing Economics and Business Studies across the Prep and Senior school. The post holder will be responsible for ensuring that all students make excellent progress in Economics and Business Studies, and find them interesting and challenging.

The Head of Economics and Business Studies must subscribe fully to the core values of DBS, and understand how academic study, pastoral care and co-curricular activities contribute equally within it. The Head of Economics and Business Studies will be responsible to the Vice-Principal Academic.

The Head of Economics and Business Studies is required to teach Economics and Business Studies from Year 10 to Year 11, which will extend to upper years, as the school grows. In addition, initially there will be some lessons for students younger than Year 10. The post holder is responsible and accountable for securing the highest standards of student achievement, specific to the subject, for the students that he or she teaches. This occurs through effective monitoring, evaluation and review of the learning progress and teaching outcomes, and setting targets for improvement.

KEY RESPONSIBILITIES

School Values and Ethos

- To actively promote our Unique DBS Vision through enthusiastic participation in all areas of School life.
- To share and support the School's commitment to provide an all-round, outstanding education for all our students.
- To always set high expectations, which inspire, motivate and challenge students.
- To have the highest aspirations for all our students' development and achievements, both in and out of the classroom.
- To offer excellent pastoral care for all students.
- To participate fully in the DBS co-curricular and school activity programme.
- To respect and support Thai culture.

Leadership and Management

- To lead by example by being an outstanding classroom practitioner; attend assemblies, departmental meetings, parents' evenings, school functions and other staff meetings; and maintain high standards of professional behaviour, including timekeeping and personal presentation.
- To follow, implement and advise on school policies and procedures in and out of the classroom.
- To establish clear guidelines for how the department should be run, especially with regard to teaching, homework, marking and assessment policies.
- To work closely with the Head of English, the Vice-Principal Academic and the Admissions Team to ensure that children enrolled with additional ESL needs, are placed on the correct ESL pathway.
- To produce a Department Annual Report, including a department development plan that will contribute to the overall School Development Plan.
- To update the Departmental Handbook.
- To develop a subject related co-curriculum, such as assemblies, talks, displays, the Newsletter, website and trips.
- To attend specific marketing events such as Open Days at the reasonable direction of the Principal.
- To promote Economics and Business Studies competitions, both internally and externally.

Staff

- To meet regularly with members of the department in order to review progress and plan for the future.
- To monitor the teaching of members of the department by scrutinising students' work and observing lessons, thus playing a significant role in members' professional development.
- To make effective use of learning assistants to support children in their learning.

Curriculum and Assessment

- To lead on the Economics and Business Studies curriculum development and planning in all respects, from Year 10, liaising with the Vice-Principal Academic, ensuring that the curriculum is broad, balanced and challenging.
- To have in place thorough up-to-date schemes of work with details of topics to be covered as well as clear aims and objectives.
- To ensure that school procedures for assessing, recording and reporting on students' achievements are followed, and to use this information effectively for review and planning.
- To supervise the production of appropriate exams or other means of assessment as and when necessary.
- To liaise with the Head of ESL and Head of Learning Support regarding students having additional support.
- To seek opportunities for the teaching and delivery of Entrepreneurship through the curriculum.
- To contribute to the scholarship programme.
- To support the Examinations Officer with the information required to enrol candidates onto the correct external examination(s).

Teaching and Learning

- To facilitate and encourage high quality learning which provides children with the opportunity to achieve their full potential.
- To ensure effective differentiation.
- To demonstrate excellent subject knowledge.
- To ensure that students are set challenging targets and to draw upon varied strategies, resources and technologies to support students in achieving them.
- To ensure that students are provided with regular written and oral feedback and encouraged to reflect and respond to their feedback.

Resources and Environment

- To make good use of educational resources, especially IT and the Library.
- To provide a safe, purposeful and well-managed learning environment.
- To ensure that all subject rooms have suitable displays of educational material and the students' own work.
- To be responsible for the departmental budget, including the production of an annual resource list for planning purposes.

Parents

- To promote the home-school partnership in the department, working closely with other members of staff to establish and manage good relationships with parents.
- To ensure effective reporting to parents on the development, progress and attainment of students in the subject.

Person Specification **(E is Essential, D is Desired)**

Qualifications

- Bachelor Degree in Economics and Business Studies. (E)
- Post Graduate Certificate of Education (or equivalent). (E)
- Qualified Teacher Status. (D)
- Evidence of further post graduate study. (D)

Skills and Experience

- A proven track record of high quality teaching. (E)
- A minimum of four years relevant teaching experience. (D)
- A high level of subject knowledge. (E)
- Experience of being a Head of Department. (D)
- Experience delivering the ISEB Common Entrance syllabus. (D)
- Experience of preparing students for GCSE/IGCSE Economics and Business Studies examinations. (E)
- Experience of preparing students for A level Economics and Business Studies examinations (IB experience would be considered). (E)

- Experience of working with children who have English as a Second Language. (D)
- Excellent working knowledge of the National Curriculum for England. (E)
- An understanding of how Digital Technologies can be used to enhance the curriculum. (D)
- A strong academic background, stature and experience that will command the respect of students, parents, colleagues and the wider community. (E)
- An understanding of the demands of a UK independent day school environment. (D)
- A commitment to academic progress and the welfare and safeguarding of students. (E)
- Experience of curriculum development in the subject. (D)
- Knowledge and understanding of recent educational developments and best practice. (E)

Personal Qualities

- Ability to stretch the most able students, whilst also ensuring the curriculum is accessible to all. (E)
- Ability to inspire children with a love of learning. (E)
- Ability to understand the needs, challenges and opportunities of an international school community. (E)
- Strong personal-relations and team-working skills. (E)
- Ability to use ICT to enhance learning. (E)
- Energy, charisma and dynamism with the vision and drive to create productive learning environments and excellent outcomes for all children. (E)
- Ability to work with and apply all school policies. (E)
- Rigorous can-do attitude, positive team player with a sense of humour. (E)
- Be willing to work hard and with enthusiasm, avoiding a “nine-to-five” approach. (E)