



EPSOM

COLLEGE

Head of Economics & Business

Start Date: September 2024/January 2025
Teaching Department: Economics
Reporting to: Deputy Head Academic

Overview of Epsom College

Epsom College is an inspiring place to work, renowned for delivering an excellent all-round education to 1,100 girls and boys aged 11-18. We are proud to have been judged 'Independent School of the Year 2023' and named by *The Sunday Times* as the "UK's Most Improved School" in its 2024 Parent Power league tables.

The College has grown significantly in the past six years, with pupil numbers rising 38% as the result of the opening of our Lower School in 2016, and strong growth throughout the rest of the College. We admit pupils into Years 7, 9, and 12, with an average of five applicants for every space.

Epsom is a happy school. The College values of kindness, ambition and integrity are at heart of all that we do. Almost all our pupils remain with us for their A-levels, and staff retention is equally strong.

From 8am until 6pm, our 72-acre campus is alive with learning; academic lessons also take place on Saturday mornings meaning that pupils have time each day to learn and develop outside the classroom. Our co-curricular programme – which features a vast array of clubs, societies and activities each week – is award-winning (picking up the 'Best of the Best' accolade from *The Week* for six consecutive years); our CCF is one of the largest in the UK; and our Duke of Edinburgh programme currently has over 100 pupils completing their Gold or Silver award.

In addition, our timetable features wellbeing lessons, an award-winning Personal Social Development offering, and an hour each week for volunteering in the community. Last year Epsom pupils gave 8,500 hours of their time to help local charities, schools, and community groups.

When pupils are not busy with all of the above, they can relax and catch up with friends in their House. We have 13 single-sex Houses for all our pupils from Year 9 upwards (whether they are day pupils or boarders). This combination of single sex accommodation within a co-ed environment provides pupils with the best of both worlds.

The fact our Houses are physical buildings, where pupils can step through the door into a space that's entirely their own, is key to the success of our pastoral programme. The Carnegie Centre for Excellence in Mental Health in Schools honoured us with their Gold Award – making us one of just four UK boarding school to receive their top accolade – and in 2023 we were judged Independent School of the Year for Student Wellbeing.

Sport is central to the College. Last year, we won national titles in Squash, Tennis, Rugby and Shooting; and reached the national finals in Hockey, Golf and Swimming. Over 22 sports are offered to our pupils, and the aim is to encourage participation for all – we regularly field D and E teams, and see an average of 90% of pupils playing competitive fixtures. The arts are also an emphasis, with frequent opportunities for performance in concerts, plays and musicals throughout the year.

Our focus on delivering an all-round education that develops the whole child, is regularly celebrated. In the past four years, in both the TES and Independent School of the Year Awards, we have been a finalist in the categories of Boarding School of The Year, Co-Ed School of the Year, SLT of the Year, Creativity in Teaching, Student Wellbeing, Community Initiative, and Sporting Achievement.

It is an exciting time to be joining the College, with Mark Lascelles taking up the Headship from September 2024.

We hope that you will want to come and join the fantastic teachers and support staff who work here.

Head of Economics and Business

An inspirational individual is required to lead our highly successful department in which Economics and Business A levels are delivered, along with BTEC Level 3 National Diploma in Business. This is an exceptional leadership opportunity for an inspirational and ambitious person.

Epsom is strongly committed to staff development and this significant middle management role would suit a candidate wishing to progress to a Senior Leadership post in the future.

Economics is a notably successful and popular subject in our Sixth Form, with the highest uptake at A Level except for Maths. The Economics and Business Department is thriving, with an excellent team of subject specialists delivering not only Economics and Business at A level but the BTEC Level 3 National Diploma in Business too. As Head of Economics and Business, you would lead on the delivery of Economics A level and line manage the Heads of Business A level and Business BTEC respectively.

There are currently 56 students in five sets studying the Edexcel Economics A specification in the Upper Sixth and 54 students across 4 sets in the Lower Sixth. In recent years, results have been strong with well over 76% of all candidates gaining an A* or A grade and 99% achieving the A*-B standard; value added results are very high. With Business, there are currently 38 students across 3 sets in the Lower Sixth and 44 across 3 sets in the Upper Sixth. 80% of last year's cohort went on to achieve A*-B with the team achieving impressive Value Added results too.

9 teachers provide the full complement of staff within the Economics and Business Department. The success of the Department is built upon the collective strengths of forward-thinking and collaborative professionals who have a real passion for teaching and learning.

Departmental Principles and Aims

- To ensure high quality teaching and learning that motivates and enthuses students, generates academic confidence, and develops independent thought;
- To provide a wide range of co-curricular opportunities for students including, but not limited to, the CISI qualification, Investment Club and the Young Enterprise Scheme.
- To cater for the academic needs and interests of individual students by developing their competence in a wide range of core academic skills such as logical thought, effective communication and quantitative techniques;

- To produce consistently strong public examination results in, above average expectations derived from prior academic attainment.

Characteristics of the Department

- A proud record of outstanding value added and the ability to teach successfully across the full ability range.
- The teaching team is committed to exploring new ways of delivering the subject material, working efficiently and sharing resources.
- High quality accommodation, including modern spacious classrooms.
- The teaching team contains a considerable breadth of experience from both within and outside of the profession.

Job Description

Responsibilities and Expectations of Heads of Department

Strategic Direction and Development

- To prepare, in consultation with colleagues, a departmental development plan which supports the vision and furthers the College Development Plan; in addition, to monitor and review the implementation of the departmental development plan.
- To prepare an annual Departmental Review and to set and monitor targets for departmental development in close liaison with the Deputy Head (Academic) and to prepare for and respond effectively to the recommendations of Departmental Internal Reviews (MOTs).
- To embed College and departmental aims and policies in departmental schemes of work.
- To maintain and develop links with professional groups, prep schools, exam boards, in order to keep up to date with educational and subject related best practice and thus assure and promote the excellence of departmental provision.

Leadership, Management and Organisation

- To lead and manage the department in order that high performance standards are achieved, recruiting, inducting, developing, deploying, motivating and appraising members of the department; to establish clear expectations of teachers and offer appropriate development opportunities.
- To manage efficiently vital routine administration (examinations, cover, etc.).
- To identify, in liaison with the Assistant Head: Teaching Staff & Professional Development, the training needs required for departmental development and to promote the professional development of teachers in line with departmental and College aims.
- To make effective use of departmental meetings to improve teaching and learning and to ensure that actions are recorded and implemented.
- To create departmental documentation of high quality (Departmental Handbook, Schemes of Work, Subject Information, etc.) and to develop a vibrant presence on the College website and VLE.
- To prepare and monitor a budget which promotes the cost-effective management of resources to support high quality teaching and learning.
- To ensure that the department is a safe, well ordered and stimulating environment in which to teach and learn.

Teaching and Learning

- To promote and inspire excellence in teaching and learning to ensure all pupils develop their potential in the subject - including the most able and those with learning needs.

- To exemplify in own practice the skills of teaching and learning typified by lead professionals.
- To identify, analyse and challenge underperformance in teaching and learning making effective use of raw and value-added data in collaboration with HMMs, HOYs and SLT.
- To develop, review and implement schemes of work which support high standards of teaching and learning.
- To ensure that individual pupil progress is regularly assessed, recorded and reported and used to inform future teaching and promote further progress.
- To develop imaginative provision of co-curricular opportunities in order to promote pupils' enjoyment and understanding of the subject - and their broader personal development - and to collaborate with other colleagues in supporting cross-curricular initiatives.
- To support the work of the Careers Department in preparing pupils for the world of work and in preparation for UCAS applications and to give support pupils

As a teacher

- Teach a reduced timetable allocation (currently lessons of 50 minutes over a six-day timetable);
- Contribute to the successful teaching of the subject in Years 7 to 13, adapting and reassessing lesson plans to meet specific student needs, liaising with the Academic Support Department as necessary;
- Be responsible for the processes of assessment, recording and reporting for the pupils in their charge;
- Assess pupils' work frequently in line with departmental and school policy and use the results to inform future planning, teaching and curricular development;
- Be familiar with school assessment and reporting procedures and prepare and present informative, helpful and accurate reports to parents both in writing and at parent consultation evenings;
- Enhance the quality of teaching and learning in the Department and wider College through sharing resources and good practice, lesson observation, collaborative teaching, mentoring and active participation in continuing professional development;
- Consolidate and extend learning, encouraging pupils to take responsibility for their own learning;
- Set high expectations for all pupils to deepen their knowledge and understanding and to maximise their achievement;
- Use positive management of behaviour in an environment of mutual respect that allows pupils to feel safe and secure and promotes their self-esteem;
- Play an active role in the co-curricular life of the Department, including contributing to support sessions, extension programmes, competitions, trips, open days, prep school events;
- Contribute to the school wide co-curricular programme as requested by the Assistant Head: Total Curriculum. This may include coaching sport at the appropriate level or delivering activity programmes over the six day working week;
- Work as a tutor in either the Lower School, or in a day or boarding house as requested by the Second Master;
- Adhere to, and promote, all College policies and procedures;
- Undertake any other reasonable task as directed by the Head or Deputy Head Academic

This job description is indicative of the expected duties and responsibilities of a teacher and HoD at Epsom College. Given the dynamic and evolving nature of teaching and learning this job description is fluid and would expect to alter as the College's teaching and learning strategy and academic developments evolve.

Epsom College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Criteria for the Appointment:

Essential

- Possess an excellent degree in Economics or a related subject;
- Evidence of an outstanding classroom practitioner capable of inspiring pupils
- An impressive track record of GCSE and A Level results
- Display an appetite for using data to drive up academic standards
- Demonstrate a capacity to lead and develop colleagues
- Demonstrate a willingness to take the lead in developing the department's co-curricular activities and raising the profile of the department in College life

Desirable

- Display an innovative, imaginative approach to teaching and learning
- Evidence of creative and effective use of IT in teaching and learning
- Evidence of a continuing academic interest in Economics and Business
- Experience of preparing pupils for Oxbridge entrance
- Experience of leading initiatives
- Experience of leading colleagues

In order to arrive at a decision, the selection panel may enhance any or all of the desirable criteria and we reserve the right to appoint at any time during the recruitment process.

The College has its own salary scale, and offers a generous fee remission for the sons and daughters of staff along with numerous other benefits including private health care and accommodation may be available.

The offer of the role would be made subject to receipt of references, proof of relevant qualifications, Teaching Regulation Agency and other relevant checks for teaching positions in the UK, obtaining a letter of professional standing from the professional regulating authority for teachers who have worked outside the UK where appropriate, a check of online search engines and websites of publicly available information that does not identify the candidate as potentially unsuitable to work within a school setting, sighting of birth certificate, Enhanced Disclosure and Barring check at management level, an overseas check, if appropriate, and pre-placement medical assessment that are all satisfactory to Epsom College. Proof of entitlement to work within the United Kingdom will be required. Prior to interview, an online search of internet search engines, websites and other publicly available and publicly accessible platforms to ascertain applicant's suitability to work within a school environment will be undertaken on applicants that have been shortlisted.

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the College's Health and Safety Policy. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the College, including personal protective equipment in accordance with training and instruction.

Anyone wishing to discuss these details further may contact Mrs Becky Brown, Deputy Head Academic rebecca.brown@epsomcollege.org.uk or Mr Gordon Watson, Head of Economics & Business gordon.watson@epsomcollege.org.uk

Candidates are asked to complete Application Form available from our website www.epsomcollege.org.uk or 'quick apply TES' along with a letter of application and submit these as soon as possible. Applications will be assessed in order of receipt and interviews and subsequent offer may occur at any stage after applications are received. We therefore invite interested candidates to apply as soon as possible.

Please contact Vikki Stroud, Recruitment and HR Manager, with any queries regarding the application process vikki.stroud@epsomcollege.org.uk

Closing date 9am 24th April 2024

15/3/24