



Job Description: Head of Economics Department

PURPOSE

Support Faculty leadership in the effective running of a specialist department, ensuring that school policies in relation to planning, monitoring and student support are in place and fully supported. Collaborate and lead staff, where appropriate, to ensure that curriculum delivery is relevant, up to date and effectively meeting the needs of all students.

LEADERSHIP RESPONSIBILITIES:

- Map Curriculum and ensure Schemes of Work are in place and up to date
- Monitor data, track students after key assessment points and give feedback on intervention plans and communicate to parents where appropriate
- Attend and represent the department at Data Meetings three times per year, in line with all Subject Leaders
- Line management of the department, where appropriate, and take an active role in observation cycles with the Head of Faculty
- Maintain department records in respect to meetings and student records
- Communicate with parents and students on the progress and attainment of students
- Deputise for Faculty Lead where appropriate
- To be the subject expert and the 'go to' person for the subject in the faculty

TEACHING AND LEARNING RESPONSIBILITIES

- Teach children of all abilities using a variety of styles to create appropriate learning opportunities for all pupils
- With the HoF, ensure there is clear vision as to how the subject should be taught and developed
- Drive excellent standards of teaching and learning in the department
- Ensure the effective use of data to promote students learning and target setting is well embedded into the department
- Identify underachieving pupils and ensure appropriate intervention

PASTORAL RESPONSIBILITIES

- Work within a House team and be a Tutor in a specified Year Group
- Show an active interest in each child's personal and domestic circumstances
- Foster the personal and social developments of each pupil in your care
- Promote pride in the school among the pupil body through high standards of dress, behaviour and commitment
- Actively promote the social, moral and cultural ethos of the school community
- Create an atmosphere of support by being aware of, and fully complying with, all the school Policies; including the Code of Conduct, School Rules and the Anti-Bullying Policy
- Be familiar with in all the school's policies on Health and Safety and be proactive in ensuring the safety of all members of the school community at all times
- Be aware of and comply with the school's rewards and disciplinary policies, promoting exemplary behaviour and a responsible attitude amongst all pupils at all times
- Be aware of and act upon all policies regarding the safeguarding of children

PROFESSIONAL RESPONSIBILITIES

- Ensure that all communication is acted upon appropriately and in a timely manner
- Attend Parents' Evenings, Assemblies, Productions, Sporting and Special Events
- Be responsible for all school resources particularly those in your care, reporting damage or loss to your line manager or the facilities manager as appropriate
- Foster a close partnership with parents, initiate contact in appropriate circumstances and ensure that there is a record of this
- Carry out any reasonable professional request made by the Principal, Head of School or member of the ESLT
- Represent the department at relevant school events (eg options evening, open evenings)

POSITION SPECIFICATIONS

Allowance

This post will receive a time allowance where possible.

Minimum Academic/Professional Qualification:

Appropriate teaching degree.

Related Experience

Minimum 3 years teaching experience

Competencies (Knowledge, Skills & Abilities)

- Have a strong learning-focused philosophy
- Have strong interpersonal skills and be a real team player
- Be a strong transformational leader in addition to having strong transactional leadership skills
- Embrace, innovate and lead educational change
- Recognise the importance of developing strong meaningful relationships with staff and students
- Bring a balanced set of personal and professional goals
- Enjoy and contribute to a professionally stimulating environment
- Have a good sense of humour

Competencies (Behavioural)

- Excellent, caring student-centred educator
- Ability to work collaboratively as part of a team
- Ability to react well under pressure
- Excellent organizational skills
- High standards of dress, punctuality and attendance

This job description may be adapted to best fit the skills and needs of the appointed candidate. Over time, the job description may be modified through consultation between the post holder and the management.