

# Ruthin School

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*Established 1284*

Principal: Mr T J Belfield MA (Cantab)

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## Head of Economics Job Description and Checklist of Good Practice

### Introduction

Currently (ie in the 2016/17 academic year), there are 62 pupils studying Economics in the Sixth Form and 75 studying Economics/Business Studies at iGCSE. In September 2017 Business Studies will no longer be offered at Ruthin School, with all students in Forms 4 and 5 (Years 10 and 11) studying Economics.

Economics is part of the Humanities Faculty at Ruthin School which currently has the following employees:

- Mark Robinson (Head of Humanities and Teacher of History)
- David Heywood (Head of Economics)
- Delyth Williams (Head of Geography)
- Julie Higham (Assistant Principal – Teaching & Learning and Teacher of History)
- Benedict Cribb (Teacher of Economics)
- Jonathan Hamer (Teacher of History)
- Isil Haywood (Teacher of Economics and Mathematics)
- Kathryn Hughes (Teacher of Politics)
- Michelle Kenworthy (Teacher of Geography and PSHE)
- Matthew Orchard (Teacher of Geography)

Due to many students opting to take Economics at A Level, with some applying to Oxford and Cambridge to read Economics, the post holder will be required to teach Economics to A Level and have the ability to coach students for the Oxbridge entrance examinations.

The post holder could be required to teach Economics to GCSE level.

### Qualifications

The post holder will need to have a good degree, from a reputable university, in Economics or a related subject.

Ruthin School does not require the post holder to hold a PGCE or have QTS (Qualified Teacher Status).

Due to a large number of pupils leaving Ruthin School to go to universities ranked in the top 20 in the UK, the post holder will be required to demonstrate strong academic knowledge up to, and beyond, A Level Economics.

In addition, the post holder will be excited about promoting Ruthin School's excellence in Economics to the external community.

## Job Description and Working Practices

The Head of Economics will report to the Head of Humanities.

Whilst it is impossible to detail every job involved in working in Ruthin School, below is a representation of what is involved.

The Head of Economics has the following duties in addition to those of a classroom teacher:

- To inspire department members by personal example and hard work.
- To create a vision, sense of purpose and pride in the Department.
- To co-ordinate the production and maintenance of the Department handbook, and to implement, monitor and evaluate all of its policies and documentation.
- To be responsible for continuously improving the quality of teaching and learning in the Department.
- To help create an effective team by promoting collective approaches to problem-solving and curricular/department development, e.g. consult when writing the development plan and produce resources as a team.
- To initiate/maintain the provision of extra-curricular activities.
- To oversee the Department development plan, its implementation and the part it plays in the whole school development.
- To oversee the development of comprehensive schemes of work which include a range of teaching and learning styles providing a rich experience for pupils, and to incorporate a variety of assessment methods at key points to enable accurate judgements on pupil progress.
- To develop departmental strategies for the pupils' spiritual, moral, social and cultural development, including citizenship.
- To monitor and evaluate the teaching in the Department; take the initiative in identifying strategies to support consistency of practice and be a lead practitioner in the team.
- To act as the initial person for others to contact regarding all issues relating to the subject.
- To liaise with other curriculum co-ordinators in order to develop integrated schemes of work, e.g. Numeracy, Literacy, SEN, ICT and Citizenship.
- To provide helpful and accurate responses to parent/carers enquiries.
- To forge appropriate and mutually beneficial links with local and national organisations.
- To liaise with other Heads of Department and members of the Senior Leadership Team in order to maintain the School's record of successful visits which enhance pupils' knowledge and understanding of Economics and its relevance in the Curriculum, and provide professional development opportunities for staff to enhance teaching with real-life contexts.
- To manage the Department's contribution to the School Prospectus.

## Other Duties

- Plan and prepare lessons carefully
- Make sure that preps. are set regularly (not too little and not too much) and that they are promptly and thoroughly marked according to the Marking Policy. Provide information for the writing of references.
- Ensure that you are aware of and understand the marking procedures and details on assessment and record keeping.
- Keep up to date with all aspects of curriculum developments, with special reference to the Public Examinations.
- Foster, by example, a spirit of academic enquiry in the Department. Read and share books, articles etc.
- Take responsibility for the development, work and behaviour of all pupils who you teach.
- Ensure that pupils' efforts are rewarded.
- Make sure that you are aware of special circumstances affecting pupils; e.g. dyslexia, physical problems, home background etc.
- Advise pupils at times of option choices and when help is needed for careers, or UCAS choices.

- Liaise with appropriate pastoral staff when problems involving specific pupils arise.
- Help with departmental contributions to parents' evenings, Open Days etc.
- Ensure that the information produced in report/ratings to parents is detailed, relevant and reflects the term's work and is specific to that pupil.
- Ensure that rooms, equipment, wall displays etc., are maintained to a high standard. Report defects promptly.
- Ensure that resources are stored securely.
- Advise the Head of Humanities about departmental needs.
- Set and mark, collate, and evaluate internal examinations at the request of the Head of Humanities.
- Keep records of all pupils: internal assessment, examinations both internal and external.
- Act as a tutor as and when advised.
- Participate in the duty rota.
- Attend staff meetings as and when called.
- Attend pre-term meetings or INSET days.
- Maintain good discipline within the classroom, the School and its facilities by carrying out the School Policy on: uniform, punctuality, respect for others, manners, appearance etc.
- Play a full part in the pastoral provisions of the School.
- Cover for absent colleagues as directed.
- Support activities within the School.
- Support all end of term events.
- Support inter-house activities.
- Share in evening and weekend duties.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

**Toby Belfield**  
Principal  
August 2017