THE PERSE SCHOOL
SUZHOU

Appointment of Head of Economics to start August 2020

The Perse School, Suzhou is seeking to appoint an inspiring teacher of Economics to establish and lead a new department.

Full details about the School, its locality, and the relationship with The Perse School Cambridge can be found on the school website www.perseschool.cn. The accompanying staff recruitment brochure also provides further information about the school and living and working in Suzhou, China.

Applications

Applications are to be made using the application form. Any queries regarding the application process should be directed to The Principal, Naomi Atkins on principal@perseschool.cn. Completed application forms should be sent to HR@perseschool.cn.

Safer Recruitment

The Perse School Suzhou is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The school will carry out a number of pre-employment checks. The information you will be asked to provide is required so that the school can comply with these obligations and expectations should your application be successful.

Where practical, interviews will be conducted in person. All interviews (online or in person) will explore the candidates' suitability to work with children.

Data Protection

Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form you are giving consent to the processing of your data.

Interviews

Interviews are to be held at The Perse School Cambridge, UK between Thursday 30th January and Friday 7th February 2020. However you may be contacted at any time after submitting your application and the school reserves the right to appoint an outstanding candidate at any stage during the process, therefore early applications are encouraged.

The closing date for applications is **Sunday 19th January 2020 at Midnight GMT.**

Job Description: Head of Economics

The Economics Department

The department will offer a one and two year IGCSE programme and both the International AS and A Level qualifications from CAIE (Cambridge Assessment International Examinations). In addition the department will also be expected to contribute to the Perse Plus Programme of academic extension, the co-curricular programme and to provide academic support to students as required.

The department will be based in newly renovated teaching rooms with ample provision for staff working space nearby.

Accountability

The Head of Economics is ultimately accountable to the Principal through the Assistant Principal Academic.

The following responsibilities shall be deemed to be included in the professional duties which the post holder may be required to perform:

Management and Leadership

- To establish and lead the department in line with the school's overall vision 'to love learning and strive for the greater good';
- To support the values of the school;
- To inspire and motivate students and teachers within your department and the wider school community;
- To contribute to the formulation of school policies and to ensure that they are adhered too;
- To produce the development plan for the department in line with the school development plan;
- To liaise with the Assistant Principal Academic regarding timetabling and setting (where appropriate);
- To liaise with staff at The Perse School Cambridge or within other Perse Schools worldwide on shared projects for student learning and professional development;
- To market the department both internally and externally as required (with support from the marketing department);
- To be responsible for producing and updating the departmental handbook;
- To hold regular formal departmental meetings, with an agenda and summarising minutes;
- To disseminate all information from Head of Department and other meetings, exam boards and subject organisations to the department;
- To provide accurate and prompt information to the exams office about the internal and external examinations and predicted grades;
- To ensure that all relevant health and safety measures are in place and adhered to in the department;
- To be responsible for the ordering and organisation of departmental resources and to ensure that they are readily available to all staff;
- To produce the annual budget and ensure effective expenditure;
- To be responsible for the quality of written reports to parents produced by the department;

Teaching and Learning

- To have a love of learning;
- To devise an inspiring and challenging curriculum;
- To contribute to and oversee the production of schemes of learning using the best teaching and learning approaches, both traditional and more innovative;
- To produce a programme of academic extension activities to inspire and challenge the students and prepare them for the next stages in their academic career (Perse Plus Programme);

- To teach well-structured lessons that inspire and motivate students and ensure student progress;
- To be ambitious for the teaching and learning outcomes for all the students;
- To keep abreast of current developments in your subject area and ensure that schemes of learning are regularly updated;
- To establish departmental systems for the assessment and tracking of student achievement and progress;
- To be able to use data to identify underachieving students and to use interventions to raise achievement;
- To ensure that a vibrant and engaging learning environment is created and maintained in the subject classroom areas;
- To ensure that arrangements for coursework/controlled assessment are in place, including task setting, marking, internal moderation and despatch of samples and documentation to external moderators where appropriate;
- To organise mock exams, end-of-year exams and where appropriate scholarship and entrance exams;
- To attend parent evenings as required;

Staff

- To have responsibility for the line management and professional development of the department staff in conjunction with the Assistant Principal Academic;
- To assist with the recruitment of new teaching staff;
- To ensure the continuing professional development of the staff and contribute to staff professional review;
- To guide and support staff to ensure their effective performance and wellbeing;
- To ensure an effective team culture and set an example of professional standards of behaviour;

University Guidance

- To provide individual focused advice to students on relevant university courses;
- To organise additional classes for subject based university tests and subject based practice interviews for candidates who will receive university interviews;
- To provide advice on tasks and marking of submitted work where required for university entrance;
- To seek advice from The Perse School Cambridge on university guidance matters as may be appropriate;

Co-curricular

- To promote breadth and balance and contribute to the co-curricular life of the school;

Pastoral

- To oversee the academic progress, wellbeing and personal development of a small group of students by acting as a personal tutor;
- To teach the PSHEE programme;
- To play an active role in the life of the boarding house and assist with the evening supervision of boarding students (approximately once a week);

Safeguarding

- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact;

General

- To attend and contribute to school open events and information sessions where required;
- To assist in the student recruitment and selection process;
- To support school events;

Review

The job description will be reviewed annually as part of the professional development cycle.

Person Specification: Head of Economics

Qualifications and Experience

- High Class Honours Degree in Economics or a related subject.
- At least four years' relevant teaching experience at both (I)GCSE and A Level.
- A PGCE / professional teaching qualification (desirable).
- Previous leadership experience (desirable).
- A strong track record of academic results/value added at both (I)GCSE and A Level.
- Experience of teaching students for whom English is an additional language (desirable).

Personal Competencies and Qualities

- Shares in the values that define the school community.
- The ability to demonstrate a vision for the future of the subject and capacity to lead and inspire a department of teaching staff.
- Flexibility of thought and clarity of approach that it best suited to the establishment and leadership of a subject department and a determination to make it succeed.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- A generosity of spirit and a willingness to contribute to the co-curricular and boarding life of the school.
- Sensitivity to the cultural context including the language learning challenges of the students.
- Resilience to cope with and learn from challenging situations.
- Empathy for students, parents, staff and the community.
- Concern for the wellbeing of staff and ability to balance the needs of students, staff and the School's operations.
- Respects and values the different experiences, ideas and backgrounds others can bring to work and to teams.
- Works collaboratively and supportively with colleagues within school and with colleagues in other organisations.
- An entrepreneurial approach and a willingness to contribute to the development of a new school.
- Committed to continual personal and professional development.
- An ability to inspire and motivate students of a range of abilities and educational and cultural backgrounds.
- Proven communication and interpersonal skills.
- High level of literacy, attention to detail and ability to use initiative.
- High order administrative and time management skills.
- The capacity to adopt a creative and innovative approach to teaching and learning which may include the use of new technologies as appropriate.
- ICT competence and willingness to learn and use new technologies.