



WALTHAMSTOW HALL

SEVENOAKS FOR GIRLS AGED 3-18

Job Description for Head of Economics/Business

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

Commencing	September 2019
Summary of the rôle	<p>This is a part-time position, but could possibly be full-time for a candidate who is also able to offer a second subject, ideally Mathematics.</p> <p>We are seeking an enthusiastic and well-qualified graduate to teach Economics and Business in the Sixth Form. In addition, he/she will manage the delivery of Economics and Business, as well as the enrichment programme for the department. The role includes contributing to Economic/Financial Literacy across the School's PSHEE and Careers programme.</p> <p>The person appointed will be able to encourage girls to succeed in and enjoy Economics and Business. He/she is likely to have experience in teaching both Economics and Business, although candidates who have taught only Economics may apply if they can demonstrate a commitment to both. Applicants for a full-time post should state which other subject(s), or skills, they can offer.</p>
The Department	<p>Both Economics and Business have grown in popularity as Sixth Form subjects with at least one group of each in Year 12 and Year 13 and, most recently, 2 groups of Business.</p> <p>In recent years approximately half the Sixth Form students have opted Economics or Business and a significant proportion have gone on to university to read these or closely related disciplines.</p> <p>The School regularly competes in the Young Enterprise Scheme with a substantial number of Year 12 students taking part in forming Young Enterprise Companies even if they do not take either subject. Walthamstow Hall's companies have a record of considerable success in recent years both at county, regional and national level.</p> <p>The subjects are based principally in the newly completed Sixth Form Centre in a dedicated room with an Interactive Whiteboard.</p>

	This is an ideal opportunity for a dedicated and ambitious professional to lead in key Sixth Form subjects and to build on the success and expansion achieved in recent years.
The Post involves:	<ul style="list-style-type: none"> • Teaching Economics and Business in the Sixth Form. • Drawing up, evaluating and updating a strategic plan for the Department in accordance with the School's Development Plan. • Developing, monitoring and evaluating curriculum and staff development within the Department (currently one other substantially part-time member of staff). • Responsibility for Department budgets and resources. • Monitoring and recording student progress, including use of ALIS, MidYIS etc. • Liaising with the Learning Support Department to monitor students' progress. • Maintenance and updating of the Departmental Handbook, including Schemes of Work and other relevant documentation. • Participating in the full and varied programme of trips (with colleagues) designed to supplement formal classroom learning. • Overseeing the delivery of enrichment programmes such as Young Enterprise. • Contributing to the whole school Economics/Financial Literacy programme and Careers programme where appropriate.
The successful applicant:	<ul style="list-style-type: none"> • Will be suitably qualified in the subject and in teaching at Sixth Form level. • Will have enthusiasm for the subject and an ability to communicate it to the girls. • Will need to be competent in ICT and willing to develop its use within the department. • Will have the ability to lead and work within a team. • Will be committed to his/her own and others' professional development.
Line Manager	A Deputy Head
General ALL STAFF <ul style="list-style-type: none"> • To uphold and implement the School's stated mission and to safeguard its ethos, including the support of the pastoral system and wider life of the School. • To expect and encourage the highest standards of work and behaviour from students at all times. • To support and implement whole School policies and practices and evaluate their own teaching critically in order to improve personal effectiveness in the classroom. • To ensure that each girl is treated as an individual and enabled to fulfil her academic potential. • To take responsibility for their own professional development and keep up to date with developments relating to subject matter and pedagogy. • To set a good example to students through personal presentation and conduct and to maintain appropriate personal boundaries with students. 	

- To establish effective working relationships with professional colleagues.
- Colleagues are expected to contribute to the outstanding pastoral care provided.

SUBJECT TEACHER

- To implement fully the department's schemes of work and to comply with policies and procedures in both the department's handbook and schemes of work on such matters as:
 - programmes of study and syllabus requirements
 - teaching strategies and differentiation
 - lesson preparation and marking
 - monitoring and assessment for students including the use of base-line data and projected grades
 - recording and reporting procedure
 - homework policy and discipline
- To keep accurate records of attendance, work covered and attainment as well as progress against prior attainment and to complete reports as scheduled.
- To attend staff meetings, department meetings, parents' consultation evenings and other functions and to share in representing the department at Open Mornings etc.
- To liaise with the appropriate Form Tutor and Pastoral Head about individual students.
- To participate fully in appraisal/performance management in line with school policy
- To respond positively to recommendations for INSET and CPD.

Knowledge and understanding

In addition to the points above it is expected that all subject staff will demonstrate competence in the following areas specified by the DfE as those expected of teachers with Qualified Teacher Status (QTS)

- Have a secure knowledge of their specialist subject.
- Have a detailed knowledge of the relevant aspects of the curriculum and examination specifications.
- Understand progression in their specialist subject, including before their specialist age range.
- Cope securely with subject related questions which pupils raise.

Planning and setting expectations

- Identify clear teaching objectives, content, lesson structures and plan sequences of lessons appropriate to the subject matter and the pupils being taught.
- Set appropriate and demanding expectation for pupils' learning and motivation and set clear targets for pupils' learning based on prior attainment.
- Be aware of and plan for pupils who have special educational needs, including gifted and talented pupils, and plan and teach in such a way as to give positive and targeted support. Seek specialist help where relevant.

Managing pupils

- Ensure effective teaching of whole classes, groups and individuals so that momentum and challenge are maintained and best use is made of teaching time.
- Set high expectations for pupils' behaviour and maintaining this through positive and productive relationships and well-focused teaching.
- Use a range of teaching methods to keep pupils engaged, including effective questioning, clear presentation and good use of departmental resources.

Assessment and evaluation

- Assess pupil progress to establish what has been achieved and to inform future teaching.
- Mark and monitor pupils' class and homework regularly, providing constructive oral and written feedback which effectively supports learning.
- Prepare informative and constructive written reports for parents which identify specifically how each pupil can improve her personal performance.

You may also be required to undertake such other comparable duties as the Headmistress requires from time to time.

Walthamstow Hall is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service

Applications should be made on the School's Application Form and should be accompanied by a handwritten covering letter to the Headmistress, Miss Stephanie Ferro. Please post your letter and application to the following address:-

Miss Stephanie Ferro, MA (Oxon), MA (Lond)
Headmistress
Walthamstow Hall
Holly Bush Lane
Sevenoaks
Kent
TN13 3UL

The closing date for applications is Tuesday 29 January 2019 (by 12 noon).

Interviews are scheduled to take place on Wednesday 6 February 2019.
References will be taken up before interviews.

The School reserves the right to change these dates, and to close the vacancy at any time, so early application is advised. The School reserves the right to call applicants for interview ahead of the closing date.

Polite notice: Please note that it is not customary for the School to provide feedback to candidates.

January 2019