



Bristol
Grammar
School

Job Description

Head of Economics
and Business Studies

Bristol Grammar School: a company limited by guarantee, company number: 5142007
Registered Office: University Road, Bristol, BS8 1SR. Registered Charity Number: 1104425

Life changing

Job Role Specification

Post: Head of Economics and Business Studies

Line Manager: Deputy Head

Anticipated start date: 01 September 2019

Outline of Department

The successful candidate will be required to lead a department of one other full-time member and one part-time member of teaching staff, that nurtures a vibrant interest in the subjects and has a strong, sustained record of academic achievement. Economics and Business Studies are popular subjects both at GCSE and A level with healthy numbers of students. For instance we have approximately 60 students studying Economics and Business across L6th / U6th. At A Level, the department offers Edexcel Business Studies and OCR Economics. Our average A* / B pass rate for Business Studies over the past three years has been 75% and for Economics 92%. Many students go on to study these subjects (or closely related courses) at prestigious universities.

In Years 9 to 11, we teach CIE IGCSE Business Studies where our three year average at A*-C stands at 98% (A* / A at 58%). These results are good but the department knows that there is no room for complacency so we are constantly seeking ways of improving learning and teaching.

The department itself is currently situated in the Sixth Form Centre and has two dedicated teaching rooms. All rooms have both dry-wipe boards and Interactive SMART whiteboards. The department has 24 laptops all of which have wireless connection to the school network and internet. The department is well stocked with textbooks and other media resources. In addition all staff and students have their own iPad for use in school and at home.

Professional development is considered to be very important and all teachers are encouraged to take the opportunity to attend internal and external courses to enhance their professional skills, linking in with our annual Appraisal cycle. Five days every year are directed to whole-school Inset.

We are looking for an ambitious graduate with an excellent academic background and a proven track record of leadership, or a strong desire to take on his or her first department. The successful candidate will be expected to teach a mixture of Economics and Business Studies. The allocation will include both GCSE and A level teaching, with the balance between Economics and Business Studies depending on the strengths of the successful candidate and the needs of the department. IB Economics was introduced from September 2018 and so it would be highly desirable for the successful candidate to be able to teach this course or be willing to attend training to do so. The successful candidate should be capable of teaching these subjects to able pupils including those looking for Oxbridge entry with enthusiasm using a range of methods and resources.

As a department we offer a variety of co-curricular learning to complement academic lessons including the BGS Economics Society, Young Enterprise, BASE and numerous other external events; the successful candidate will be expected to organise and contribute towards this provision.

Duties and Responsibilities

A successful Department is one that not only produces good examination results, but which generates enthusiasm, enjoyment and a sense of purpose among students and staff. We aim high at Bristol Grammar School and are proud to do so, inspiring a love of learning, fostering intellectual independence, and promoting self-confidence and a sense of adventure among our students. The Head of Department has an important part to play in this and will set his / her sights high in everything they do. Successful Heads of Department are leaders, not just managers, leading by example through excellent teaching, outstanding organisation, patience, understanding and empathy, as well as knowledge of the 'bigger picture' and the place the Department has in the priorities of the School. To be a Head of Department is a great achievement and the position is held in high esteem.

All Heads of Department are responsible to the Headmaster for the proper discharge of their duties. The overall direction of Heads of Department is, however, delegated by the Headmaster to the Deputy Head who is responsible

for Learning and to the Assistant Head (Curriculum). The Head of Economics and Business Studies will be responsible for:

- The leadership, oversight and good management of the Department.
- Ensuring that the quality of learning is at its very best in the Department. This will be brought about through such things as close observation of students' work, both within and outside of the classroom, carrying out work scrutinies and student voice work, as well as analysis of data.
- Ensuring that the quality of teaching is at its very best, leading on new learning and teaching innovations in the subject, helping to facilitate all staff in the Department to discuss their teaching and develop new pedagogical techniques. This will be brought about through such things as lesson observations, being observed, advising on delivery of schemes of work, sharing of good practice and regular Department INSET on teaching styles and techniques.
- Setting the direction of the Department, with reference to the School's priorities, through the Department's Review and Plan document.
- The planning, organisation and review of the courses taught in the Department. The publication of the schemes of work, both internally for Department use, as well as on the School website for parents to access (in a shortened form).
- Liaison with the appropriate learning co-ordinator in the Junior School and ensuring that we are 'One School' as far as possible within schemes of work.
- The preparation and submission of an annual budget and the use of the budget allocated to the department for upkeep of stock, equipment and accommodation.
- The integration and induction of all new teachers to the Department. Supervision and observation of teachers during their probation period.
- The supervision and oversight of student teachers and liaison with the Director of CPD.
- The timetabling of Departmental staff to provide a fair and comprehensive spread of work.
- Ensuring that the School's homework policy is implemented within the Department.
- Ensuring that marking is in accordance with the agreed marking policy of the Department.
- The conducting of regular meetings, ensuring active and relevant participation of staff in departmental organisation. To promote the professional development of the staff in the Department by devising a suitable responsibility structure and encouraging in-service training.
- The progress of students, their welfare and the discipline within the Department, in line with the stated aims and objectives of the School, liaising with Head of Year 7, Academic tutors and Heads of House where appropriate; the maintenance of adequate records; the allocation of grades as required by the School; and advice to students on choice of subjects to be taken at both GCSE and at A Level.
- The internal and external departmental examination policy and administration.
- Appraisal of members of the Department and associated Support Staff, including formal lesson observations.
- The organisation and co-ordination of trips, visits and co-curricular activities that may add enrichment to the day-to-day teaching of the Department and to the holistic development of students.
- Ensuring effective departmental channels of communication. Holding and taking minutes of regular formal meetings as well as holding informal meetings as the need arises.
- Liaison with Form Tutors, Heads of House, Year Heads and Directors of Studies regarding the work of individual students. Responding to concerns of Heads of House, Year Heads and Director of Studies regarding the professional work of any member of the Department.
- Production of stimulating displays in and around the Department and ensuring a high standard of up-keep in those rooms used by the Department.
- Assisting the Headmaster as required with the appointment of new members of the Department.
- Participation in the interview and examination of candidates for entry to the School.
- Occasional presentations to governors and parents.
- Ensuring the Headmaster is informed of developments in teaching and examinations and of the possible implications these may have for Bristol Grammar School.
- Ensuring that all activities undertaken in the Department conform to current Health and Safety legislation and that Risk Assessments are completed and stored as required.
- Organising Young Enterprise, BASE, Economics Society and other co-curricular opportunities.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

The above responsibilities vary to a degree according to the size and nature of the Department and no job description of this kind can hope to be fully inclusive. In particular, it is assumed that in addition to leading and promoting their subject, Heads of Department will be fully involved with the pastoral and co-curricular activities of the School. Heads of Department will normally act as Form and House Tutors.

Particular duties of all teachers at BGS include:

- Keeping up-to-date with developments of their subject particularly having regard to matters relevant to the secondary school curriculum
- Planning lessons carefully and ensuring that appropriate resources are available
- Maintaining good classroom discipline having regard to the behaviour policy of the School
- Regularly marking work in accordance with the marking policy of the department
- Providing assessment information, report grades and feedback for learning as required by the assessment and reporting schedule
- Observing School policy on health and safety requirements and being aware of any subject specific health and safety requirement and ensuring that they are implemented appropriately at all times
- In the first year at BGS, attending the induction programme meetings
- Taking part in the appraisal procedures
- Acting as a Form Tutor unless other duties preclude this
- Acting as a House Tutor and supporting the Head of House in as wide a variety of House activities as possible
- Taking note of the special educational and health needs of individual students, following advice from the Director of Studies for Students' Learning Needs or Head of House or Director of Studies or School Nurse
- Referring concerns about the performance of students to the Head of Department
- Contributing to discussions of individual students or giving written advice on request from Form Tutors, Heads of Department, Director of Studies or Heads of House
- Attending Charter Day Service, Open Day, Entrance Exams, Prize Giving and other major School events
- Developing and maintaining good relationships with parents and the local community
- Contributing fully to the life of the School and to the co-curricular programme of the School
- Conforming to the School's Code of Conduct.
- Adherence to the School's safeguarding procedures

All teachers at BGS commit themselves to contribute fully to the life of the School in and outside the classroom. In addition to being an energetic and enthusiastic teacher, the person appointed will also be expected to make a contribution to school games and/or activities which can include almost anything of interest to both staff and students. Applicants should indicate their areas of interest and expertise.

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Candidate Specification

It is expected that the Head of Economics and Business Studies will possess the following attributes:

L = assessed through evidence from application form, references and letter of application	I = assessed at interview	E / D = Essential / Desirable
A highly skilled and competent teacher who is energetic and totally committed to the ethos of the School and department	L	I E
Have experience of teaching Business Studies and Economics at GCSE and A-level and of preparing students for Oxbridge entrance	L	E
Have experience of teaching IB Economics	L I	D
Be a graduate in Business Studies or Economics or a closely related discipline	L	E
An enthusiastic and approachable nature	I	E
A sense of humour and an optimistic, resilient style when faced with pressure	I	E
The ability to develop good working relationships with all members of the School community	L	E
A well organised and resourceful approach to their work and have the ability to meet deadlines	L I	E
Be able to create a challenging and effective learning environment for all students	L I	E
Plan a sequence of engaging lessons that builds on previous learning, with clear objectives and that encourages student progress and a sense of adventure	I	E
Commitment to the ethos and holistic education provided by BGS and to the maintenance of BGS as a leading independent school	L	E
Ensure that a range of teaching strategies are used that enables all learners to be highly motivated, enthusiastic and respond positively to challenge and high expectations	L I	E
Use assessment data to challenge and motivate students of all abilities and inform future planning and targets	L I	E
An up-to-date knowledge of teaching and training initiatives that can be used to enhance learning. (ICT literacy: iPads, software for recording and analysing students' performance)	L	D
Be able to communicate well with children and young people and in particular be prepared to demonstrate: <ul style="list-style-type: none"> • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with any challenging behaviour • Professional attitudes to use of authority and maintaining discipline • Understanding of safeguarding and promoting the welfare of young people 	L I	E

Working hours and conditions

Working Hours	Normal working hours will be those necessary to carry out the duties of the post as Head of Economics and Business Studies.
Salary	The salary will be determined by the BGS Teachers' Scale.
Pension	The School is part of the Teachers Superannuation Scheme and all teachers are automatically included in the Scheme.
Lunch	School lunch is provided during term time.
Education	At present the School's policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subjects to their children meeting the academic entry requirements and subject to a place being available.
Sports Facilities	Free use of school sports facilities.
Library	Free use of the school Library.
Car Parking	No car parking is provided during term time.

Equal Opportunities

The School is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

How to apply

Application forms should be accompanied by a *brief* covering letter addressed to the Headmaster, Mr JM Barot. Please send to the HR Department, BGSHR@bgs.bristol.sch.uk (Bristol Grammar School, University Road, Bristol, BS8 1SR)

The closing date for applications is Friday, 18 January 2019, at 9am

Interviews are currently planned for Monday, 4 February 2019.

Bristol Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Headmaster' which will only be opened should the candidate be shortlisted. The successful applicant must obtain List 99 clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.