

JOB DESCRIPTION

Post: Head of Economics (TLR 2A (£3,391) available for suitable candidate)

Responsible to: SLT Line Manager and Headteacher

Core Purposes

- To ensure high quality teaching of Economics (AS and A Level).
- To monitor standards and raise achievement.
- To promote the Christian ethos of The Urswick School within the context of a multi faith community.

Responsibilities: Teacher

- To teach KS5 and teach KS3 and KS4 if timetabled to do so.
- Act as a Form Tutor/Co Tutor and be a member of the Sixth Form tutor team.
- Carry out share of supervisory duties in accordance with published rotas.
- To take an accurate register at the start or near to the start of every lesson.
- Set and mark classwork and homework and keep appropriate records in line with school policy.
- Monitor, evaluate and report on the work of all students taught using school systems.
- Attend Parental Engagement events as directed.

Responsibilities: Teacher of Economics

- Promote the Sixth Form in general and the study of Economics through attendance at Sixth Form Open Evening and other events linked to Post 16 Transition.
- To set and mark mock examinations and other assessments as required.
- To prepare for the potential introduction of GCSE Economics in the future.
- Attend meetings of Sixth Form teachers as required.
- Report regularly on standards in Economics and analyse mocks, other assessments and exam results for SLT and the Governing Body as required.

Responsibilities: Head of Department

- To establish a 'vision' for the department in partnership with your line manager. To establish a Curriculum Plan for the delivery of Economics.

- To lead and manage the department with responsibility for securing high quality learning and teaching within the subject area.
- To ensure schemes of work are high quality, meet the requirements of the National Curriculum and appropriate exam syllabus.
- To write a Subject Improvement Plan each year and to review the previous year's plan. To maintain a subject handbook and other relevant documentation.
- To analyse the department's exam results and other assessment data and report on standards to the Headteacher/SLT/Line Manager.
- To manage the budget for Economics.
- To support the induction of ECTs, GTPs and BTs within the department. To ensure staff are offered appropriate CPD. To lead some departmental CPD.
- To ensure Rewards and Sanctions are used by within the department in accordance with school policy.
- To ensure appropriate cover work is set in case of absence and support supply teachers and other staff covering lessons within your department.

Personal and Professional Characteristics

- A strong commitment to comprehensive education within a diverse inner-city environment, including the development of a de-colonised, anti-racist curriculum.
- A willingness to support and promote the ethos of a Church of England school within the context of a multi faith school community.
- The proven ability to work in teams and partnerships with staff and students alike.
- Excellent communication skills.
- Have high expectations of yourself and others within the school community, as reflected in our 'Believe and Achieve' mission statement.
- The ability to inspire the trust and confidence of staff, students and parents.
- Be proactive and self motivating.
- A readiness to innovate.
- A proven commitment to developing your own professional learning.
- The ability to operate effectively both as a team leader and team member.

Experience

- Qualified Teacher Status and/or other relevant professional qualifications.
- Successful teaching experience post 16. Experience of teaching KS3 –KS4 would be an advantage.

- Experience of working with young people, parents and the wider community.

Knowledge, Skills and Aptitudes

- Excellent subject knowledge.
- An up to date knowledge about successful Learning and Teaching within the secondary school context.
- Appropriate ICT skills.
- An understanding of how student performance data can be used in order to bring about improvement in standards.
- The ability to work closely with fellow professionals in bringing about improvement.

Selection Criteria

- Qualified Teacher Status.
 - Ability to teach classes of all ability ranges and differentiate materials where appropriate.
 - Willingness to contribute to curriculum development within the department.
 - To be knowledgeable about the National Curriculum and exam syllabuses and be able to use it as a working document in the planning of lessons and for assessment.
 - Ability to help in preparation of materials and resources according to the requirements of the National Curriculum.
 - To have an understanding of the needs of students for whom English is an additional language.
 - To have a working knowledge of and a commitment to the School's Equal Opportunities Policy.
 - To be able to regularly evaluate classroom practice and adapt as necessary to ensure effective delivery of the National Curriculum.
 - To have an understanding of the pastoral needs of students from diverse backgrounds.
 - Willingness to be a form tutor or co-tutor and take part in the School's PSHCE programme, which is mainly delivered via 'drop down' days. (Note: we refer to tutors as Urswick Parents or Co-Parents)
 - Willingness to support the Christian ethos of the School.
 - Willingness to support the development of literacy and numeracy throughout the School.
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Notes

- A** The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- B** This job description allocates duties and responsibilities, but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post-holder must use Directed Time in accordance with the School's published expectations and have regard to the appropriate clauses of a Teacher's Conditions of Employment.
- C** This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- D** The directed time allocation for Sixth Form teachers starts at 9:15am and ends at either 4pm or 5pm as determined by your timetable

Signed; _____

Name; _____

Date; _____