



Gildredge House Recruitment Head of Economics Job Description

1. Post

- Head of Economics at KS4 and KS5
- The post also incorporates leadership of Business Studies and the post-holder will be able to teach Business Studies, ideally up to A Level.

2. Purpose of the Job

We are looking for a well-qualified, enthusiastic and motivated Head of Economics to join a progressive team focused on developing engaging learning experiences for students across the 11-19 age range. The successful candidate will have the ability to teach Economics at Key Stage 5, to launch a new Economics GCSE qualification and to carry out such other associated duties as are reasonably assigned by the Head Teacher.

3. Functional Relationships

The post-holder is responsible to the Director of Sixth Form in all matters.

The post-holder also interacts on a professional level with colleagues and will seek to establish and maintain productive relationships with them and to promote mutual understanding of the school aims with the purpose of improving the quality of teaching and learning in the school.

4. Particular Responsibilities

This post offers an exciting opportunity for either an experienced or aspiring leader to take responsibility for introducing innovative strategies to support the learning of students of all abilities and thereby raise levels of attainment. Other duties will include coordinating the departmental assessment of students in Economics and developing Schemes of Work.

a) Subject-specific teaching

Provide stimulating and academically rigorous teaching of Economics, including up to A Level, including the preparation of students for Oxford and Cambridge and those applying to specialist courses.

b) Strategic Leadership and Development of the Subject

- To establish subject policies, in line with whole school policies on such areas as differentiation, independent learning, enrichment, assessment, homework, marking and spirituality;
- To monitor the implementation of all subject policies and review them regularly;
- To produce, and then keep subject documentation under review and ensure that an up to date copy is available for all staff;
- To establish development plans for the subject and monitor the progress made in achieving them via self-evaluation;
- To establish a clear, shared understanding of the importance and role of the subject in contributing to students' spiritual, moral, cultural and physical development;
- To communicate and co-operate with other subjects and departments, including sharing good practice;

- To analyse and interpret national and school data, research and inspection evidence to inform the development of the subject;
- To remain informed of academic and pedagogical developments in the subject area, remaining familiar with external examinations requirements.

c) Subject Management

- To teach, according to their educational needs, students assigned to the allocated classes;
- To control and oversee the use and storage of books, computing equipment and other teaching materials provided for class usage;
- To maintain discipline in accordance with the rules and disciplinary systems of the school;
- To contribute to meetings, discussions and management systems necessary to coordinate the work of the subject and integrate this into the work of the school as a whole in seeking to achieve school aims and targets;
- To promote safeguarding, student well-being and equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy in keeping with the Equality Act 2010.

A classroom teacher's professional duties are deemed to include the following:

Teaching (having regard to the curriculum of the school):

- planning and preparing courses and lessons;
- developing teaching resources, particularly with regard to the differentiation for students of different abilities and the increased use of ICT;
- teaching the students assigned to the teacher (according to their educational needs) and setting and marking work to be carried out by the students in school or elsewhere;
- providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students;
- implementing whole school academic policies.

Activities related to teaching

- promoting the general progress and well-being of individual students and of any class or group of students assigned to the teacher;
- providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports;
- making records of, and reports on, the personal and social needs of students;
- communicating and consulting with the parents of students;
- communicating and co-operating with persons or bodies outside the school;
- attending and presenting reports at Governors' meetings if required;
- participating in meetings arranged for any of the purposes described above.

Review: further training and professional development

- reviewing methods of teaching and programmes of work; and
- participating in arrangements for further training and professional development.

Educational methods

- advising and co-operating with the Head Teacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment, and pastoral arrangements.

Discipline, health and safety

- maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

Staff meetings

- participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

Covering for absent colleagues

- supervising / teaching any students whose teacher is not available.

Public examinations

- participating in arrangements for (i) preparing students for public examinations and (ii) assessing students for the purposes of such examinations;
- recording and reporting such assessments; and
- participating in arrangements for students' presentation for, and supervision during, such examinations.

Whole School

- Most staff are responsible, as Form Tutors, for the academic progress and pastoral welfare of a small group of students.
- Most staff attend assemblies, register the attendance of students and supervise students, whether these duties are to be performed before, during or after school sessions.
- All teaching staff are expected to contribute to the extra-curricular life of the school by offering an activity or participating in the supervision of student preparation.
- All staff are expected to participate in whole-school and out-of-school activities as reasonably required.

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, including the provision of high quality teaching and learning and the safeguarding, well-being and care of students.

It should be noted that the post-holder is expected to carry out such duties as may reasonably be required by the Head Teacher from time to time.