

## Claremont Fan Court School



### JOB DESCRIPTION

**Job Title:** Head of Economics and Business Studies

**Reports to:** Head of Faculty: Humanities

**Aims:** To teach pupils the skills and content necessary in economics and business that will enable each pupil to achieve well and be confident with further study in this subject.

To deliver the values and ethos of this school which is founded on 'a great love for children, a deep appreciation of their spiritual possibilities and on the recognition of the great demands the future is likely to make on them.' (Geith Plimmer, co-founder of Fan Court School).



### Management and Leadership responsibilities

1. Provide dynamic leadership, ensuring that all economics and business studies activities have clear direction and that the teachers and other staff as appropriate work together effectively
2. Contribute to the implementation of the School Development Plan
3. Promote economics and business studies at Claremont Fan Court School to prospective parents
4. Maintain and oversee the delivery of appropriate schemes of work which reflect the national curriculum and the needs of this school
5. Chair regular departmental minuted meetings in order to set standards and monitor progress against targets, to support departmental communications and to provide relevant information to the department in a timely manner
6. Report regularly to the Senior Leadership Team about developments and initiatives in economics and business studies

7. Keep up to date with examination board changes such as specification updates and examination changes.
8. Actively seek appropriate INSET and training to develop teaching staff within your department.
9. Work with the other Heads of Department within the humanities faculty on areas with common ground such as grade boundary criteria and required practical delivery for examination classes.
10. Conduct annual appraisals and foster development of individuals within the department
11. Work collaboratively within the faculty of humanities
12. Participate in and oversee quality reporting, parents evenings and parental communications
13. Participate in the recruitment of teaching staff
14. Contribute to bids for and management of funds to form a working budget that will benefit the department, faculty and pupils
15. Support UCAS applications including Oxbridge preparation.
16. Actively lead department promotion at Open Mornings and Evenings and GCSE evenings
17. Contribute regularly to website, newsletter, digital signage, year book publications and curriculum booklets
18. Drive a mini bus as required for economics and business studies and other activities
19. Show professionalism in personal standards including dress, communications, decision making and advocacy
20. Work professionally at all times and in accordance with published school policies
21. Contribute to the duty and consignment room timetables and any other activity as directed by the Headmaster



### **Teaching responsibilities**

1. Teach an agreed curricular and co-curricular programme
2. Teach lessons in accordance with the school's requirement
3. Plan, prepare and deliver lessons that follow the department's scheme of work. Ensure lessons are suitably differentiated and appropriate to all members of the class
4. Mark pupil work on a regular basis in accordance with department and school marking policies
5. Accurately record-keep for classes including registering, assessments, rewards and referrals
6. Feedback to pupils and parents through writing reports and attending parents' evenings
7. Attend morning staff briefings and school staff meetings
8. Cover lessons both within and outside the department and be available for exam invigilation as directed by the cover supervisor
9. Check school e-mail account on a regular basis and reply to colleagues and parents within 24 hours
10. To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed

### **Pastoral Responsibilities**

1. Act as a tutor as required

2. Work within the pastoral team of Year Heads and tutors to share all necessary knowledge about students
3. Report any issues of concern, including child protection issues, to the DSL and Heads of Year

### **Co-curricular responsibilities**

1. Teach an agreed co-curricular department club, society, sport or activity
2. Teach an agreed co-curricular non-department club, society, sport or activity

These activities will be of approximately 50 hours combined per year

### **Classroom Environment**

1. Establish a teaching environment that is positive and supportive of learning
2. Consider the needs of pupils at all times interacting in a supportive and positive way
3. Establish a culture for learning with pupils of all abilities
4. Establish effective teaching practices so that pupil behaviour is consistently within the expectations of this school being purposeful, safe, respectful, open, valuable, and appropriate.
5. Maintain the learning environment and keep classroom space in order so that it can be used by all staff and be a source of pride for the school and visitors

### **Responsibility to parents**

1. Be available for appointments with parents
2. Monitor pupil progress in prep books and report cards as necessary
3. Demonstrate a thorough knowledge of each learner and their individual needs
4. Written reports are to be accurate, unbiased, individualised, pertinent, goals-based and follow school procedure

### **Performance measures**

The performance of the Head of Economics and Business Studies will be measured by an annual performance review which will include the following:

Planning and preparation:

- An expectation of at least 30% of GCSE learners gaining a grade 7 or above
- All GCSE learners gaining a grade 4 or better
- An expectation of at least 30% of A level learners gaining an A
- All A level candidates gaining a C grade or better

Classroom Environment:

- Represent the subject to the school through termly displays within the class rooms

Professional Responsibilities:

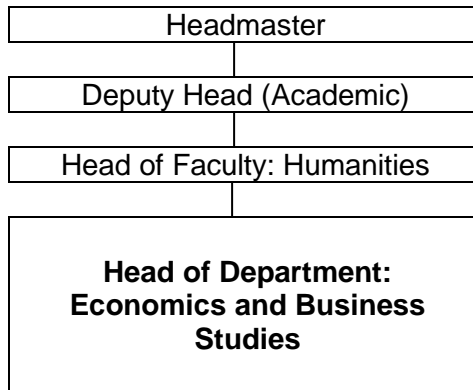
- Attend subject and whole school INSETS

Responsibility to parents

- Accurately report to parents according to school and departmental policy

### **Organisational chart**

The Head of Economics and Business Studies will work within the Faculty of Humanities. The immediate line diagram of responsibility is as follows:



### Contextual Information

Claremont Fan Court School promotes continuous learning, independence of thought, teamwork, a critical approach to studies within a framework expecting excellent academics and high standards of character from its pupils and staff.

This school values each of its learners and actively seeks to clearly see evidence of God-given potential in every child.

WPB/AHi/HR Jan 20



## Claremont Fan Court School



### Position Outline - Head of Economics and Business Studies

A Head of Economics and Business is required from September 2020.

#### Outline

- The job will be to teach economics and business studies and lead the department. The immediate line manager for this work will be the Head of Faculty of Humanities.
- In addition, staff are expected to attend a range of meetings, duties and cover lessons. All staff are expected to contribute to the school's pastoral and co-curricular programmes
- Teachers may be responsible to other colleagues in their work, e.g. a form tutor will have the head of year as their line manager for pastoral work
- A positive understanding of the school, its ethos and community is essential

#### Background



#### Syllabi

GCSE	Edexcel Business
AS/A level	Edexcel Business and Edexcel Economics

#### Staffing and Accommodation

From September 2020, the department will include the following staff:

Successful Candidate	Head of department
Mrs Emma Martin	Teacher of Business

The Economics and Business Studies department has become a well-established part of Claremont Fan Court School. It currently employs one full-time and one part-time member of staff who teach both GCSE and A level classes.

In line with the school's approach to laptop use, the department has a wide range of digital resources. The department encourages pupils to ask questions and to see the connections between current events and their curriculum. The department also aims to bring the subject to life by using a diversity of teaching methodologies as well as developing specific enterprise skills.

At GCSE Level, when business becomes optional, Edexcel Business 9-1 is offered. The department consistently has a strong uptake at GCSE with two classes running in both year 10 and 11. On average, classes have between 12-15 pupils. The department has achieved 100% A\*- C grades at GCSE over the past three years with 93% of pupils achieving A\*-B.

There will likely be one class each of business and economics in the lower sixth form year studying the Edexcel specifications for Business and Economics A.

A key departmental strength is the Young Enterprise company programme which is offered as part of the school's co-curricular activities. Claremont Fan Court companies have an enviable record of success in this competition having been winners of the North Surrey and

Surrey County final on numerous occasions as well as collecting many awards for innovation. Three teams are entered annually into the competition from Year 10 and Lower Sixth. The department also runs the ICAEW BASE competition for LVI and the IFS Student Investor competition for Years 9-11. Recent trips have included visits to the Bank of England, London Docklands and BMW Mini.

The Economics and Business Studies department is largely situated in the historic setting of the Leopold classroom in the mansion building funded by Clive of India from the earnings of the East India Company. Some sixth form lessons also take place in the Sixth Form centre.

All staff are expected to uphold the moral ethos and the Christian foundation of the school and to help deliver the school's character programme. In addition, they are expected to attend regular general staff meetings including morning briefings and departmental meetings and to participate in co-curricular activities. For teachers with commitment and enthusiasm, Claremont Fan Court is an exceptionally rewarding place to work. The successful candidate is likely to be inspiring, creative and adaptable with a balanced outlook.



Factory Visit



BASE Challenge



## Person specification

The successful candidate is likely to match the following characteristics:

- Possess a degree with a economics and business major at a good honours level
- Possess a post graduate teaching qualification – PGCE, diploma of teaching or equivalent.
- Enthusiastically commit to all aspects of the department programme of extra-curricular activities, including trips, visits and weekly study clinics
- Possess a cheerful, enthusiastic and well-presented image, capable of inspiring confidence in pupils and parents
- Have excellent communication skills, oral, written and in the use of ICT (all teaching staff are supplied with a laptop)
- Demonstrate a proven track record of results in examinations
- Possess an understanding of the nature of independent learning
- Set high expectations amongst all pupils
- Understand the skills required when teaching pupils with a range of abilities, encouraging all to develop to their maximum potential
- Be capable of working independently and as part of a team and willing to contribute to departmental resources
- Think creatively to help develop the department
- Possess calmness and efficiency and the ability to work under pressure at certain times
- Be eager to learn and to attend INSET as necessary (the school has a generous INSET budget)
- Be aware of health and safety issues and compliance with health and safety policy
- Be aware of the nature of the school and be prepared to commit to its all-round ethos, extra-curricular activities and pastoral approach
- Possess ability, skills and experience to contribute to the school's extra-curricular activities
- Be prepared to work hard with energy and enthusiasm

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