



**Reed's School Job Description**  
**TEACHER OF ECONOMICS AND BUSINESS**

**Reed's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

<b>The Department and Role:</b>	<p>The Economics and Business Department currently consists of 5 teachers, including the Headmaster, Deputy Head (Academic) and Assistant Head, Middle School.</p> <p>Economics (A) and Business are taught as separate subjects at A Level and we follow the Edexcel specifications for each. Both subjects are increasingly popular with around a third of the Sixth form opting for one of them. Results have been strong and many of our students go on to study for related degrees at university.</p> <p>This opportunity to join a growing department comes at an exciting time for the school with increasing pupil numbers and extensive investment in facilities.</p> <p>The Department is very well resourced and housed in a modern building on the school site, and has a departmental office. There are currently three classrooms allocated to the department, each with interactive whiteboard and access to PCs and ipads. We have extensive resources, books and electronic teaching materials shared on the VLE.</p> <p>All members of the Teaching staff are involved in the school's tutorial and pastoral systems and are expected to be involved in the Activities Curriculum provided to the pupils, including the 6<sup>th</sup> Form academic enrichment programme.</p> <p>This role will report into the Head of Economics and Business.</p>
<b>Main Duties and Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Be able to teach Economics and Business to all year groups throughout the school.</li> <li>• Give complete support to the Head of Department and work cooperatively within the Department Team.</li> <li>• Be active in the development of initiatives in Enterprise Education in all age ranges of the School.</li> <li>• Be familiar with the aims and objectives of the Department as outlined in the departmental handbook.</li> <li>• Assist with the development of schemes of work and assessment materials.</li> <li>• Keep records of marks achieved in preps and tests by pupils taught.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Attend suitable INSET as required under the guidance of the Head of Economics and Business.</li> <li>• Promote Economics and Business as an option at GCSE, AS and A Level.</li> <li>• Keep abreast with developments in Economics and Business through relevant literature.</li> <li>• Promote and safeguard the welfare of children and young people for whom you are responsible and with whom you come into contact.</li> <li>• All members of the academic staff are involved in the School's tutorial and pastoral systems and are expected to be involved in the Activities Curriculum provided to the pupils.</li> </ul>
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**Reed's School Person Specification**  
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	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Educated to Degree level in a relevant subject</li> </ul>	<ul style="list-style-type: none"> <li>• QTS</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Experience of working co-operatively as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching successfully at all levels and differing ability needs</li> <li>• Ability to demonstrate success across the ability range</li> <li>• Ability to demonstrate creative and innovative approaches to enthusing and challenging pupils</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>• Good planning and organising skills</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use a range of ICT to gain participation and encourage learning</li> <li>• Ability to set effective, realistic and challenging lesson objectives and appropriate homework</li> </ul>

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		<ul style="list-style-type: none"> <li>• Initiative to improve personal and departmental standards and results</li> <li>• Experience of gathering, evaluating and using assessment data to inform learning</li> </ul>
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• Excellent subject knowledge and enthusiasm for the subject</li> </ul>	<ul style="list-style-type: none"> <li>• Insight into student learning needs</li> </ul>
<b>Personal competencies and qualities:</b>	<ul style="list-style-type: none"> <li>• Motivation and enthusiasm to work with children and young people</li> <li>• Ability to act as a role model for pupils and staff through demonstrating high standards of personal and professional conduct</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Positive attitude to use of authority and maintaining discipline</li> <li>• Ability to maintain consistency and fairness</li> </ul>	