



## **Job Description: Head of Economics**

### **Vision and Purpose**

- To ensure high standards of achievement in Economics
- To lead teaching and learning within the curriculum so that students make appropriate progress for their stage
- To teach across the age and ability range, focusing on the provision of a learning environment that enables all students to make outstanding progress regardless of their ability or starting point
- To share the responsibility of all staff to ensure that our students are challenged, encouraged, nurtured and developed as well-rounded young people

### **Teaching and Learning Responsibilities**

- To teach across the full range of ages and abilities (KS4 and KS5), teaching KS5 Business is also a requirement
- To monitor and evaluate students' progress in line with school policies, leading on actions within designated classes to address underachievement
- To maintain an excellent knowledge of subjects taught, coupled with powerful subject pedagogy to inspire and interest students in their learning and address misunderstandings.
- To plan and deliver effective lessons that build on students' prior attainment, promote a love of learning and intellectual curiosity in accordance with the school policy on teaching and learning, and adhere to the subject specification and relevant schemes of learning.
- To maintain good order and discipline in line with the school's behaviour policy by setting demanding expectations for students' learning behaviour at all times, establishing a purposeful working atmosphere in your classroom, making full use of the rewards system to encourage excellent work and positive attitudes and applying sanctions according to our behaviour policy where necessary.
- To know how and when to differentiate appropriately and routinely review your lesson delivery particularly in relation to content and relevance for students of varying abilities.
- To liaise with colleagues to design an engaging curriculum within your subject areas.
- To set appropriate and challenging work when on leave of absence.
- To promote the ethos, values and culture of the school within the department and wider community
- To actively engage in the performance management process
- To communicate effectively (both orally and in writing) with students, department staff, parents/carers and trustees
- To demonstrate a commitment to continued professional development
- To attend all relevant meetings as required in order to fulfil the responsibilities of

the role

- To lead and participate in extra-curricular activities
- To have due regard for the need to safeguard students' well-being in accordance with statutory provisions and the schools' procedures.
- To undertake a Form Tutor role as required
- To ensure all students have access to equality of opportunity
- To demonstrate compliance with the school's Health and Safety policy
- To set an excellent example to students in terms of appropriate dress, standards of punctuality and attendance.
- To promote the aims of the school through attending and participating in events such as parents' evenings, open evenings and options evenings
- To lead department evaluation and programme for monitoring teaching and learning.

### **Assessment, Recording and Reporting**

- To maintain accurate records of students' work.
- To mark, monitor and return work within a reasonable and agreed time span in accordance with the school marking and assessment policy providing constructive oral and written feedback and clear targets for future learning as appropriate.
- To assess student progress levels regularly and write reports in line with school policy and as specified in the published calendar.
- To provide detailed formative and summative feedback at your Parent-Teacher Consultation evenings.

### **Pastoral Responsibility**

- To undertake responsibility for a group of students to support their social and academic development, and to monitor and support their health and safety.
- To encourage outstanding attitudes to learning and behaviour in your pastoral role.
- To act as the first point of contact for parents of students in your group, liaising with other staff as appropriate.
- To communicate regularly with Head of Year about any issues or concerns relating to students in your tutor group.
- To promote excellent attendance for students in your group and monitor this in accordance with the school's attendance policy, ensuring any significant issues are communicated swiftly to relevant support staff.

### **Head of Department Responsibilities**

- To lead and manage all teaching and learning in your subject area with the aim of ensuring that standards of attainment meet the school's high expectations.
- To monitor the work of the department, holding all members of the team to account on their roles and responsibilities.
- To communicate and cascade school vision and operational details to team members on a regular basis.
- To organise departmental meetings to discuss the implementation of departmental policy.
- To prepare departmental development plans to reflect departmental priorities.
- To analyse data on student progress, achievement and attainment in line with school policy and practice.

- To lead curriculum development and act as a source of advice, guidance and authority on the subjects of Economics within the school.
- To oversee timetable preparation for your subject areas
- To establish and maintain a climate within the subjects which is inclusive, safe and secure, and where positive behaviour and regular attendance are learned and taught by all.
- To devise and implement schemes of learning for all subject courses under your responsibility in each Key Stage, ensuring that these support outstanding learning and student progress.
- To manage informal and formal assessment within the subjects, implementing school assessment policies and leading the use of assessment information to enable teachers to set appropriate progress targets and review and evaluate student progress.
- To contribute to the selection/appointment and professional development of teachers and support staff, including the induction and assessment of new and newly qualified teachers to work in the department.
- To support the retention of staff.
- Through excellent practice, well developed teaching skills and curriculum knowledge, to provide coaching and mentoring support for colleagues in your subject areas.
- To manage the budget allocation for your subject areas, ensuring that resources are deployed to support student progress.
- To ensure that each external examination syllabus is appropriate, and that the specification(s) are known and understood by all staff teaching the course, liaising with the exams officer as necessary.
- To arrange cover work in the absence of a team member.

### **Person Specification: Head of Economics**

<b>Qualifications</b>
<ul style="list-style-type: none"> <li>• Educated to Honours degree (or equivalent) level</li> </ul>
<ul style="list-style-type: none"> <li>• PGCE/Qualified teacher (QTS)</li> </ul>
<ul style="list-style-type: none"> <li>• A commitment to continuous and recent professional development with evidence of further study or professional training</li> </ul>

<b>Knowledge and Experience</b>
<ul style="list-style-type: none"> <li>• Enthusiasm and passion for teaching outstanding lessons</li> </ul>
<ul style="list-style-type: none"> <li>• Excellent classroom practitioner with knowledge and understanding of the range of needs experienced by young people</li> </ul>
<ul style="list-style-type: none"> <li>• Advanced knowledge of National Curriculum and implications of current educational developments in subject areas</li> </ul>
<ul style="list-style-type: none"> <li>• Good understanding of how students learn and how to engage all levels of learner</li> </ul>
<ul style="list-style-type: none"> <li>• Good understanding of how to use educational data and strategic information to raise standards of student attainment</li> </ul>
<ul style="list-style-type: none"> <li>• Detailed subject knowledge of A Level Economics, GCSE Business and BTec Business</li> </ul>
<ul style="list-style-type: none"> <li>• Knowledge and understanding of safeguarding issues</li> </ul>

• Experience of leading with successful outcomes in attainment and student progress (desirable)

• Completion of Middle Leadership training or other leadership qualification Teaching (desirable)

• Ability to understand and demonstrate effective budgetary control (desirable)

### **Leadership and Management**

• Positive attitude towards change

• Innovative and self-reflective practitioner

• Ability to plan and prioritise, to complete tasks efficiently on time and to work with detail

• Excellent communication and interpersonal skills

• Experience of building and maintaining effective relationships

• Resilient when faced with difficult situations

• Ability to set clear expectations, to demand high standards and to hold others to account

• Experience of leading, managing and developing a team (desirable)

• Experience of delivering presentations and training colleagues (desirable)

• Experience of communicating effectively to a variety of audiences, both orally and in writing, with the ability to communicate logically, concisely and persuasively (desirable)

• Experience of negotiating and influencing others (desirable)

• Ability to chair meetings effectively and delegate (desirable)

• Recent experience of middle leadership (desirable)

### **Skills and Abilities**

• Able to communicate well, both orally and in writing

• Excellent organisational skills

• IT skills that reflect the impact of technology on modern classrooms and an ability to deploy them when teaching

• Able to manage time effectively and work to deadlines

• Ability to develop good personal relationships with students, staff and parents/carers

## **Personal Qualities**

- Commitment to safeguarding and promoting the welfare of young people
- Excellent attendance and punctuality record
- Ability to work independently and collaboratively as part of a team
- Exudes energy, enthusiasm and passion for subject(s)
- Ability to work under pressure, prioritise workload and meet deadlines
- Ability to motivate others
- Positive attitude
- Self-motivated and hardworking
- Creative and inspirational teaching style
- Ability to lead curriculum development and a team
- Excellent communicator
- Ambitious and outcome-focused
- Approachable and sensitive to the needs of others
- Ability and willingness to work flexibly to meet school needs
- Commitment to continuous improvement
- Commitment to meeting the needs of all students
- Willingness to take part in extracurricular activities, including trips and visits, and to make a significant contribution to the wider life of the school