

Head of Economics & Business - Job Description

Role overview / Post Outline

The successful candidate will be the champion of their subject across the school, acting as line manager for members of the department (with the assistance of a Second in Department). What follows is not an exhaustive list of responsibilities and may be changed as needs evolve.

The main purposes of the role are to:

- Reflect and implement the school vision and ethos through strong leadership of the department
- Proactively lead and direct the teaching and learning of the subject from Lower First through to Upper Sixth
- Inspire Department members to enthuse the students with a sense of scholarship, love of learning and of Economics and Business
- Be at the cutting edge of new academic developments, subject scholarship, changes in exam requirements and pedagogy, encouraging innovation in and beyond the classroom
- Lead and motivate members of the Department, voicing opinions and concerns within the department to SLT, which in turn may feed into changes in policy, and feeding back SLT guidance and directives to the team

Key activities

Teaching and Learning responsibilities include:

- Being responsible for the Departmental Plan, which aligns with the school plan
- Ensuring schemes of work are stimulating and promote progress across the students' academic careers at the school
- Conducting Departmental Reviews as required by the Headmaster and the Deputy Head
- Conducting observations and mark scrutinies to ensure consistency and effectiveness of teaching and learning across the department
- Ensuring systems are in place to track pupil progress
- Leading the creative use of digital technology to enhance learning about Economics and Business
- Ensuring provision of co-curricular activities in each year group designed to stimulate richer exploration of Economics and Business, including trips
- Organising stimulating preparation sessions for elite universities and enrichment activities

Line management responsibilities include:

- Enthusing, galvanising and guiding the department, acting as the first point of contact for any concerns from members of the department
- Nurturing talent: facilitating the development of autonomy, mastery and purpose in team members. Also ensuring outstanding teachers are financially rewarded where possible
- Running regular departmental meetings to keep team informed and engaged, and discuss best practice Teaching and Learning
- Conducting regular Professional Development Reviews with each member of the department (assisted by other senior colleagues), identifying individual professional development needs and recommending appropriate CPD
- Playing a lead role in the recruitment of new members of the department
- Inducting new members of staff to ensure they feel well supported and directed as they start their Whitgift careers

Administrative responsibilities include:

- Completing staffing returns and recommending rooming
- Coordinating cover and managing absence
- Oversee detentions and subject sanctions
- Represent the subject at Open day events
- Preparing and managing the departmental budget
- Overseeing administration of internal exams
- Organising public examination entries
- Setting and marking entrance exams
- Maintaining Departmental handbook/ Firefly area/ minutes of meetings/ past papers
- Overseeing subject-specific communication with parents

Personal Profile

In senior teachers, we are looking for the following qualities and attributes, or the potential to develop them:

- Ability to inspire and develop both students and colleagues
- Clear and effective communication with the team and SLT
- Excellent organisation and administrative skills
- Kindness and a belief in the ability and potential of all students to grow and develop
- Honesty in giving and receiving feedback
- Willingness to work collaboratively with other departments and foster a collegiate and collaborative ethos within the department
- Ability to facilitate meetings effectively and positively
- Self-reflective and committed to a coaching ethos
- Resilience and flexibility to respond to challenges and change
- Engaged with international trends and global perspectives
- Respectful and inclusive of diversity in all its forms
- Commitment to making the school's vision and values a reality

In addition, all teachers are expected to:

Academic

- Plan and deliver inspiring lessons to stimulate genuine interest in the subject, ensuring each child makes appropriate progress and is thoroughly prepared for public examinations
- Teach students according to their educational needs, and set and mark work according to agreed guidelines, keeping a record of students' performance as is required for internal assessment and external examinations
- Accurately and fairly assess, record and report on the progress, effort and attainment of students, in accordance with School reporting policy
- Give students regular and effective feedback, both orally and through marking work, and encourage them to respond to the feedback
- Reflect on your own teaching and effectiveness of lessons, committing to your continued professional development
- Keep abreast of developments in your subject(s), attending courses as agreed by the Head of Department to help in the development of subject knowledge or teaching skills
- Undertake such tasks, within the Department, which the Head of Department might reasonably request

Pastoral

- Promote and protect children's welfare in all aspects of their contribution to school life, demonstrating a clear understanding of safeguarding and Keeping Children Safe in Education (KSIE)
- Establish a safe classroom environment, rooted in mutual respect
- Be aware of the systems within the school to support safeguarding
- Hold students to a high standard in terms of their conduct and general behaviour around the School, maintaining good order and discipline
- Act as form tutor

Professional

- Attend Department meetings, Staff meetings, Open Morning, Parents' Evenings, Inset Days and other such events as the Headmaster may, from time to time, reasonably require
- Ensure the effective and meticulous registration of both tutor groups and teaching sets
- Cover for absent colleagues and invigilate examinations
- Assist with administrative, organisational and other tasks as may reasonably be expected as requested by the Head of Department or Senior Leadership Team, ensuring effective communication between students, parents and staff
- Participate in the Professional Development Review process
- Perform any other duty which the Headmaster, from time to time, might reasonably request
- Foster the good name of the School in all dealings with students, parents and the wider public

2023-2024