**Head of Economics and Business**

**Job Description**

**Leadership of the Department**

Heads of Department should make a positive contribution to good practice in the school by generating enthusiasm for the work in their departments, building good relationships with colleagues, parents and girls, and by encouraging and establishing high standards in the teaching and learning of a specific subject or group of subjects.  Along with other Heads of Departments, they are asked to contribute fully to the development of the whole school community in accordance with the aims and policies of the school.

All members of staff are required to familiarise themselves with the contents of the Staff Handbook and to abide by the codes of practice it contains.

Within these general aims and within the specific department the Head of Department should:

* Establish good professional standards and a high degree of consistency in the planning and marking of work and in the punctual completion of reports and assessments.
* Promote their subject in the school.
* Give leadership and support to the team of staff in the department so that they have clear aims and objectives, and a full range of teaching approaches, and are encouraged to develop their own pedagogy by the availability of a wide range of teaching experiences, responsibilities and INSET.
* Following the school’s quality assurance programme, monitor standards of teaching and learning in the department by lesson observation, work scrutiny and pupil voice and by reference to assessment records and examination results, and two initiate remedial action if necessary. To organise the setting of groups as required and to update group records as required.
* Give special assistance to new staff, regularly monitoring their progress in accordance with the school’s induction and professional development policies.
* Monitor progress of individual girls, liaising with the SENCo and Head of Year where appropriate.
* Keep abreast of current educational developments and research generally as well as specifically within the subject, passing on relevant information to the department and any implications for the curriculum or other areas of school policy to the Head and other interested staff.  To review the departmental syllabus, schemes of work, public examination syllabuses and resources, including those in the school library, regularly and to take any appropriate action which may be required. Provide and update curriculum overview sheets as required.
* Be responsible for the review and administration of the departmental budget including the keeping of accounts.

* Complete all day-to-day administration promptly and ensure that other staff in the department maintain similarly high standards in dealing with administrative matters.
* Oversee the setting of work by absent staff and provide emergency arrangements when requested.
* Hold regular departmental meetings to discuss current practice and future plans for the teaching of the subject and to implement school policy as it relates to the department. Draw up the departmental development plan and update it on an annual basis, for discussion with the Head at the beginning of each academic year.
* Take full responsibility for pupil/teacher safety by inculcating appropriate standards of discipline in the classroom and by familiarising everyone with the safety procedures to be followed with potentially dangerous equipment.
* Be responsible for subject areas (classrooms, storerooms etc).  To ensure that departmental wall displays are up to date and in good order.  To be responsible for the safe condition of departmental equipment and to ensure that all the required Health and Safety measures are implemented in respect of checks on electrical equipment etc.
* Advise students on Higher Education and career opportunities in the subject(s) taught.
* Supervise the keeping of pupil records, the preparation of internal examination papers and the marking of those papers within the department and to make the necessary arrangements with other staff responsible for the administration of all examinations relating to the department.
* Attend Heads of Department meetings and any other committees as required by the Head in order to represent the interests of the department and also to assist in the general management of the school, including selection procedures and professional development review.
* Collaborate and liaise with the Admissions Registrar on the setting and marking of admission assessments.
* Establish good relationships with outside bodies legitimately concerned with the work of the department.
* Be prepared to meet individual parents to discuss matters related to the subject.
* Advise and support staff in the use of disciplinary procedures.
* Make available any statistical or other information which may be required by the Head, Governors, Inspectorate, HMC, GSA, the Local Authority or DfES.
* Keep the Head fully informed of any non-routine matters arising in the department.
* Ensure that extra-curricular teachers/regular visitors organised by the department are checked in accordance with the School’s Safeguarding and Child Protection Policy.

**As a Teacher**

**Role overview / Post Outline**

The main purposes of the role are to:

* Inspire students beyond the classroom either by contributing to the department’s co-curricular activities or the wider school co-curricular programme.
* As a Form Tutor, act as the champion for the personal growth, wellbeing and development of the students in the tutor group and be the first point of contact for all concerns, communicating, recording and advising on these as appropriate.

**Academic**

* Plan and deliver inspiring lessons to stimulate a sense of scholarship, love of learning and genuine interest in the subject, ensuring each student 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.
* Be innovative and prepared to take risks in teaching methods.
* Accurately and fairly assess, record and report on the progress, effort and attainment of students, in accordance with the 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 to help in the development of subject knowledge or teaching skills.

**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 (KCSIE)
* 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.

**Professional**

* Attend Department meetings, Staff meetings, Open Events, Parents’ Evenings, Inset Days and other such events as the Head 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 Senior Leadership Team, ensuring effective communication between students, parents and staff.
* Support the Marketing and Admissions teams through involvement in school Open Events and sharing information about activities and student achievement that promote the School.
* Participate in the Professional Development Review process.
* Perform any other duty which the Head, from time to time, might reasonably request.
* Foster the good name of the school in all dealings with students, parents and the wider public.

**Personal Profile**

Maynard teachers should have the following qualities and attributes, or the potential to develop them:

* Profound interest in your subject and commitment to conveying that to your students.
* Kindness and a belief in the ability and potential of all students to grow and develop.
* Clear and effective communication with colleagues, students and parents
* Collaborative approach to work
* Self-reflective and committed to a coaching ethos.
* Resilience and flexibility to respond to challenges and change.
* Willingness and ability to embrace digital technology to enhance learning.
* Engagement 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.

*This list in not an exhaustive list and may be amended from time to time.*

If you would like to apply please ensure you complete the school application form and send along with a covering letter and cv to recruitment@maynard.co.uk

The closing date for applications is Wednesday 15th May at 9am 2024

Interviews will be held on Tuesday 21 May 2024.

The Maynard School is an equal opportunities employer and welcomes applications from any appropriately qualified person. We are committed to safeguarding and promoting the welfare of children and applicants will undergo child protection screening including DBS and checks with previous employers.