



## Job Description: Head of Economics

<b>Department:</b>	Humanities
<b>Job Title:</b>	Lead Teacher of Economics
<b>Pay Scale:</b>	MPS / UPS + TLR 2B
<b>Responsible to:</b>	SLT

### OVERALL RESPONSIBILITY

- To plan, develop and deliver high quality lessons and courses within the broad, balanced, relevant and differentiated subject curriculum using a variety of approaches, to continually enhance teaching and learning
- To maintain and build upon the standards achieved in the award for QTS Secondary as set out by the Teachers' Standards
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to Sixth Form policy and Area Child Protection Procedures
- To support all Sixth Form policies and procedures

### Teaching Overall Responsibility

#### Teaching and Learning

- Manage and develop student learning through effective teaching in accordance with schemes of learning and policies
- Teach, assess and support students fully, to maximise their chances of A-Level examination success
- Ensure continuity, progression, rigour and cohesiveness in all teaching
- Use a variety of methods and differentiated approaches to match curricular objectives and the range of student needs
- Set and mark all student work in accordance with the Sixth Form marking policy (in and beyond the classroom), to consolidate and extend learning and encourage students to take responsibility for their own learning
- Support individual learning by planning work with appropriate challenge and monitoring and reviewing student outcomes regularly
- Set high expectations for all students
- Use clear and precise learning objectives and defining criteria for success and progress for each lesson
- Monitor student progress, keeping student records that include assessment outcomes and targets set at regular intervals in line with Sixth Form policy, to enable all students to achieve their full potential
- Work effectively as a member of the Department team to improve the quality of learning and teaching, by contributing to the department planning and implementing and monitoring change.
- Implement new initiatives, Sixth Form, local or national, by adapting classroom procedures accordingly, monitoring progress and reflecting on pedagogical outcomes

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- Use positive management of behaviour in an environment of mutual respect that allows students to feel safe and secure and promotes their self-esteem
- Assist in the development of student resilience, confidence and intellectual curiosity

## **Monitoring, Assessment, Recording, Reporting, and Accountability**

- Be immediately responsible for the processes of assessment, recording and reporting for the students in their charge
- Track student progress, monitoring achievement against set targets and take appropriate and early action on student outcomes and under-achievement
- Assess students' work systematically and use the results to inform future planning, teaching and curricular development
- Be familiar with statutory assessment and reporting procedures
- Keep an accurate register of students for each lesson. Unexplained absences or patterns of absence should be reported immediately

## **Subject Knowledge and Understanding**

- Have a thorough and up-to-date knowledge and understanding of programmes of study and specifications for examination courses
- Contribute to the effective use of subject resources, including evaluation of new materials and equipment
- Keep up-to-date with technological change and the use of technology to enhance delivery and student access to the subject

## **Lead Teacher Overall Responsibility**

### **Leadership and Management**

- Assist the Learning Leader for Humanities by observing and reviewing the quality of A-Level learning and teaching within Economics
- Assist in the leading and managing of staff development and training within Economics
- Line manage certain members of the department at the direction of the Learning Leader
- Support and contribute to the Sixth Form's programme of professional learning and development
- With the Learning Leader ensure the effective management of resources ensuring that value for money principles are observed and implemented at all times for Economics
- When requested attend appropriate meetings and professional forums

### **Learning and Teaching**

- Assist the Learning Leader for Humanities by reviewing, evaluating and revising schemes of learning for Economics to ensure that they engage students in rigorous, appropriate and effective learning
- Be aware of current curricular developments within Economics, and recommend new courses consistent with Sixth Form and departmental aims
- Monitor student progress within the subject against Sixth Form and departmental targets
- Use and interpret data to evaluate outcomes, set targets and devise and implement intervention strategies

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- Assess, record and report on the progress and attainment of students in line with Sixth Form policies
- Assist the Learning Leader for Humanities to lead and manage the implementation of department initiatives and policies
- Assist the Learning Leader for Humanities by regularly monitoring the work of the Economics teacher and the progress of students taught by individual members providing support and direction as required
- Act as a role model of exemplary practice for colleagues within Economics and the Sixth Form
- Promote a stimulating learning environment which encourages students to learn and achieve
- Promote and support the general well-being of students within Economics
- Promote cultural enrichment and wider student understanding and experiences through the provision of a range of curricular and extra curricula activities and extension opportunities
- Provide informed advice and guidance to students and other staff to support the application of students to study Economics related subjects at university

## Professional duties

- When requested, evaluate the views of students, parents and stakeholders and act on recommendations where appropriate
- Liaise with parents / carers and stakeholders in the best interests of students
- Prepare and present reports to the Learning Leader for Humanities and other colleagues as appropriate

## General

- Attend, lead and participate in relevant meetings, training and other learning activities
- Be aware of and comply with policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To demonstrate an understanding of and commitment to equal opportunities and diversity
- To support the policies and aims of Newham Collegiate Sixth Form
- Be responsible for own health and safety as well as that of colleagues, students and the public
- Duties and responsibilities of the post may change over time as requirements and circumstances change. The job description does not form part of the post holder's contract

## General

### Professional Standards and Development

- Arrive in class, on or before the start of the lesson, and begin and end lessons on time
- Be familiar with the Sixth Form Centre and Department policies and support all the policies and procedures
- Establish effective working relationships with professional colleagues and associate staff
- Be involved in extra-curricular activities such as making a contribution to enrichment activities, trips and visits, and Sixth Form events

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- Maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions and Teachers' Standards, and teachers' legal liabilities and responsibilities relating to all legislation
- Be a role model to students through personal presentation and professional conduct
- Liaise effectively with parent/carers and with other agencies with responsibility for students' education and welfare
- Be aware of the role of the Governing Body of the Sixth Form and support it in performing its duties
- Consider the needs of all students within lessons (and implement specialist advice as required)

## Health and Safety Responsibilities

- Look after own safety and the safety of others affected by their work
- Co-operate with the Sixth Form by following safe working practices and carrying out their health and safety responsibilities as detailed in the Sixth Form's policies, risk assessments and health and safety standards
- Report to line manager any hazards they identify and any inadequacies in health and safety procedures
- Report to the Sixth Form any changes in personal circumstances which might affect their health and safety
- Take part in any health and safety training and development identified as necessary by the Principal or their Line Manager
- Use work equipment provided correctly, in accordance with instructions or training
- Ensure that when running projects or activities involving students or other non-employees, risks are assessed as part of the planning stage and control measures implemented
- Report health and safety incidents, in accordance with the Sixth Form's health and safety procedures
- All employees are responsible for contributing to the safety education of students through the formal and informal curriculum
- All employees are responsible for ensuring that any visitors in their care follow health and safety instructions
- All employees are responsible for the effective supervision and safety of students under their care. This includes ensuring that students follow health and safety instructions

## Continuing Professional Development

- Take responsibility for personal professional development, keep up-to-date with research and developments in teaching and support Sixth Form development plans
- Implement and develop pedagogic procedures introduced through Sixth Form, local or government initiatives
- Participate in leadership, peer and self-monitoring and evaluation schemes, responding to, and acting upon, advice and guidance received
- Carry out reflective practice exercises to move classroom practice, learning and teaching forward
- Use any 'gained time' to revise teaching, learning and curriculum materials in readiness for new academic year; participate in collaborative planning sessions; provide additional student support or any activity directed by the Principal

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- Maintain a professional portfolio of evidence and learning log to support the Appraisal process - evaluating and improving own practice
- Contribute to the professional development of colleagues
- Contribute to departmental development by sharing professional learning, expertise and skills with others in the team, through departmental training activities such as coaching and mentoring

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Sixth Form in relation to the post holder's professional responsibilities and duties.

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## Person Specification

### Education and Qualifications:

- Degree status and DfE recognised qualification
- Qualified Teacher status

### Knowledge, understanding and skills:

- A clear understanding of issues related to the promotion of effective learning and teaching and student achievement
- Knowledge and understanding of current curriculum developments
- Knowledge of current assessment and target setting practices
- Excellent ICT skills and a good awareness of the role of ICT in supporting learning and teaching and raising attainment
- Knowledge and understanding of strategies to promote positive behaviour, discipline, social inclusion and the development of student self-esteem
- Ability as an effective classroom practitioner
- A high level of literacy and numeracy skills
- Good verbal and written communication skills
- The ability to work independently and as part of a team

### Personal qualities:

- Excellent inter-personal skills. The ability to develop good relationships with students, parents and colleagues and other stakeholders
- Enthusiasm and ability to inspire students, staff, parents / carers and other stakeholders
- Commitment to put the needs of the students first and work with them to achieve their full potential
- A high level of commitment to the Sixth Form and its continuing development
- Flexibility and the ability to balance priorities and absorb pressure
- An ability to review own practice, set personal targets and take responsibility for own personal development
- Willingness to be contribute fully and be involved in the diversity of Sixth Form life
- Good time management skills, An ability to manage own workload and that of others, where appropriate
- Honesty, integrity, reliability and the ability to maintain confidentiality

### General:

- Be aware of and comply with policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection
- To demonstrate an understanding of and commitment to equal opportunities and diversity
- Be responsible for own health and safety as well as that of colleagues, students and the public

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