



# Shrewsbury School

## ***JOB DESCRIPTION and PERSON SPECIFICATION***

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### **Head of Economics**

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<b>Section:</b>	Academic Staff		
<b>Responsible to:</b>	Deputy Head (Academic)	<b>Status of position:</b>	Full time, permanent

### **Main purpose of the role**

Heads of Faculty report to the Deputy Head (Academic) and are expected to lead their team of teachers, to oversee Faculty administration, and to deliver the subject to an exceptional level across all relevant year-groups, helping pupils to cultivate confidence, knowledge and understanding in all areas of the subject. Heads of Faculty also contribute to the wider academic leadership of the school as a collective body.

### **Management**

- Line-managing all staff within the Faculty, including supporting colleagues with their Individual Development Plans and ensuring the sharing of good practice.
- Promoting and monitoring the quality of evidence-based pedagogical practice throughout the Faculty.
- Ensuring equitable and effective delegation of responsibilities within the Faculty, including teaching load and super-curricular activities.

- Ensuring that appropriate provision is made, on a faculty level, for pupils for whom adjustments must be made (SpLD, EAL, more able).
- Oversee super-curricular Faculty activities (e.g. trips, societies, clinics).
- Assisting in the appointment of new members of staff to the Faculty.

## **Curriculum**

- Developing an appropriately ambitious Economics curriculum that incorporates the Public Examination specifications that best suit our pupils.
- Constructing and developing schemes of work for all year groups.
- Giving advice about subject choices, exam results and higher education to pupils, parents and guardians as appropriate.
- Liaising with the School's Examination Officer and examination boards on matters related to Public Examinations in Economics.
- Ensuring that the super-curricular opportunities (e.g. competitions, trips & lectures) are available and inspire our pupils to participate.

## **Classroom Teaching**

- Teaching an allocation of lessons that reflects the additional responsibilities of the Head of Faculty, as directed by the Deputy Head (Academic).
- Undertake occasional additional teaching duties (e.g. the delivery of the Extended Project Qualification, or Supervised Study) as directed by the Deputy Head (Academic).
- Plan and deliver excellent lessons, consistent with the published schemes of work, and faculty and school policies which engage and inspire pupils of all levels to make outstanding academic progress.
- Adapt the planning and delivery of lessons to ensure that all pupils are able make good progress.
- Set high expectations of classroom behaviour and maintain a classroom environment which is safe, stimulating and within which the positive attitudes, values and behaviour expected of pupils are consistently

modelled.

- Continuously evaluate and refine teaching to improve the pupil learning experience.
- Model the highest standards of literacy in spoken and written communications.
- Liaise effectively with the pastoral teams to ensure that any pupil's progress can be seen in full context of their wider school life.
- Use school ICT equipment and systems confidently to support learning.

## **Assessment & Reporting**

- Take responsibility for pupils' ongoing attainment, progress and final outcomes.
- Mark work regularly (in accordance with the Faculty and School marking policy) and use assessment and feedback as a means of giving pupils an opportunity for reflection as well as to inform the planning of future sessions.
- Write academic reports according to the published schedule and guidance.
- Attend Parent Consultation meetings for all pupils taught each year.

## **Administration**

- Taking overall responsibility for Health and Safety for all Faculty work.
- Organising and chairing regular Faculty meetings that enable all staff to contribute to planning and policy making.
- Playing an active role in Heads of Faculties' meetings and attending any other meetings as directed by the Deputy Head (Academic).
- Taking responsibility for setting internal examinations.
- Preparing the faculty timetable, including the class set lists.
- Publishing an annual Faculty Report, Faculty Handbook and Faculty Development Plan.
- Ensuring the Faculty is well-resourced and that Economics classrooms are inspiring learning spaces.

- Taking overall responsibility for the Faculty budget.

## **Wider Professional Responsibilities**

- Supply cover teaching for colleagues within the Faculty and the whole school as required.
- Engage thoroughly with all processes of induction and the Individual Development Plan process.
- Assist with School Partnership and Community Engagement projects and Admissions events as required, leading on Faculty-specific elements of these.
- Ensuring that the Economics content of the website and intranet is accurate and up to date.
- Representing the Faculty at internal and external events such as Open Days, Prep School events, the A Level Options Fair and Rugby Group meetings.
- Play a significant role in both the pastoral and co-curricular life of the school.

## **Safeguarding**

- Shrewsbury School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- The postholder must comply with the School's Safeguarding & Child Protection policy at all times.
- The postholder must undergo Safeguarding & Child Protection training as directed by their Line Manager.

*These duties are illustrative. Shrewsbury School reserves the right to alter the content of this job description, after consultation and consistent with the level of responsibility of this role, to reflect the school's changing demands.*



# Shrewsbury School

## Person Specification

### Head of Faculty

*A = Application form D = Documents I = Interview P = Presentation*

<b>Description</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method used</b>
<b>Subject knowledge</b>			
Good undergraduate degree in Economics or a closely related subject.	✓		A / D
The ability to provide stimulating, well-planned lessons.	✓		A / P
Subject knowledge in Economics to challenge pupils.	✓		A / D / I
Experience of working with young people in an educational context.		✓	A
Teaching Qualification or Postgraduate qualification in Economics or a closely related subject, or in a relevant Education field.		✓	A / D
<b>Management and Administration</b>			
The ability to lead a team of teachers and administrative practices of a busy Faculty.	✓		A / D
Previous leadership experience within an academic setting		✓	A / P
The ability to support teachers in their professional development, including observing and providing feedback to teachers.	✓		A / D / I
The ability to manage Faculty data and documentation, utilising these resources to inform decision making.	✓		A / I / P
<b>Pastoral and co-curricular duties</b>			
Commitment to boarding school life and the ability to carry out the role of tutor effectively.	✓		A / I
Professional, yet caring and compassionate approach to working with pupils.	✓		A / P

Willingness to be involved in a range of co-curricular activities.	✓		A / I
Experience of working with young people in a residential context.		✓	A / I
Qualifications and/or experience of leading/coaching and/or performing in a competitive environment in Sport, Music, Drama or Adventurous Activities.		✓	A / I
<b>Personal qualities</b>			
Excellent communication skills (oral and written) for dealing with pupils, parents and colleagues.	✓		I / P
Conscientiousness, enthusiasm, and the ability to sustain term time hours, including some evenings and weekends.	✓		A / I
Ability to work independently and in a team.	✓		A / I
Ability to develop a rapport with pupils and teachers throughout the school.	✓		I / P
Strong organisational skills, and the ability to meet deadlines.	✓		I
A positive attitude towards professional development and their own learning.	✓		A / I
<b>Suitability to work with children</b>			
Shrewsbury School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	✓		D
The postholder must comply with the School's Safeguarding & Child Protection Policy at all times.	✓		D
The postholder must undergo Safeguarding & Child Protection training as directed by their Line Manager and the Designated Safeguarding Lead.	✓		D
An enhanced Disclosure & Barring Service check will be completed on the successful applicant.	✓		D