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REDMAIDS'
HIGH SCHOOL
FOR GIRLS | BRISTOL



Job description

Head of Business & Economics – from September 2020

Redmaids' High School: A company limited by guarantee, company number: 5165135. Registered Office: Westbury Road, Westbury-on-Trym, Bristol, BS9 3AW. Registered charity number: 1105017

Job Role Specification

Post: Head of Business and Economics

Line Manager: Deputy Head

Anticipated start date: 01 September 2020

Department Outline

Redmaids' High is looking for an inspirational Head of Business and Economics to join and lead a small team in a thriving school. The ability to teach the IB Diploma Programme would be an advantage. Enthusiasm, passion and a clear vision are key attributes that the successful candidate will require for this post. This popular department plays a key role in the rounded education of our girls and achieves excellent results. To ensure that the department continues to flourish we are looking for a dynamic and innovative individual who must enjoy working as part of a team, be open to new ideas and challenges and be aware of current trends in today's society. Teaching will be at GCSE, A level and IB.

In addition to the Head of Department there is also one other teacher of Business Studies and Economics. Examination results in both subjects have been excellent for many years, and numbers at GCSE and in the Sixth Form are healthy.

Business Studies GCSE Results

	9 A*	8 A*	7 A	6 B	5 C/B	4 C	
2017	2	5	5	3			
2018	1		3				
2019	1	6	3	3		1	

Business Studies A Level Results

Economics A Level Results

	A*	A	B	C	D	E		A*	A	B	C	D	E	
2017	1		5	1	3			1	2	2		2	1	
2018		1	1	1				1						
2019	1	1	1	1					2	1				

Economics IB Diploma

	7H	7S	6H	6S	5H	5S	4H	4S	3H	3S
2019	1		1		1					

Duties and Responsibilities

A successful Department is one that not only produces good examination results, but which generates enthusiasm, enjoyment and a sense of purpose among students and staff. We aim high at Redmaids' High School and are proud to do so, inspiring a love of learning, fostering intellectual independence, and promoting self-confidence and a sense of adventure among our students. The Head of Department has an important part to play in this and will set his / her sights high in everything they do. Successful Heads of Department are leaders, not just managers, leading by example through excellent teaching, outstanding organisation, patience, understanding and empathy, as well as knowledge of the 'bigger picture' and the place the Department has in the priorities of the School. To be a Head of Department is a great achievement and the position is held in high esteem.

All Heads of Department are responsible to the Headmistress for the proper discharge of their duties. The overall direction of Heads of Department is, however, delegated by the Headmistress to the Deputy Heads.

The Head of Department will:

Leadership

- Show leadership and provide a sense of direction for the department.
- Demonstrate very strong subject expertise and commitment.
- Run and promote a programme of departmental curricular and extra-curricular trips and activities which will keep the profile of the subject "strong" throughout the school.
- Pursue your own professional development and be an example in this to others.

Teaching and Learning

- Uphold DfE Core Standards (adapted) and the responsibilities of a subject teacher attached.
- Be a role model for teaching and learning in the department.
- Encourage and facilitate the take up of your subject at all levels including the very highest levels of higher education.
- Ensure consistently high standards of teaching and learning across the department, conducting regular quality assurance measures such as observing lessons, work scrutiny and student 'voice'.
- Implement and monitor department systems of tracking student progress and oversee interventions where required.
- Support and coach members of the department in excellent teaching and learning.
- Encourage and oversee the use of ICT within the department for teaching and learning.

Management

- Further the aims and objectives of the department by drawing up, monitoring and reviewing departmental development plans in line with school policy.
- Implement departmental policy eg through a written scheme of work.
- Use departmental meetings to further the aims and objectives of the department.
- Monitor setting and marking of homework, establish a feedback policy, ensure consistency.
- Oversee cover for absent colleagues and student progress during the teacher's absence.
- Support colleagues in dealing with queries from parents or issues with students as required.
- Take day-to-day responsibility for any Ancillary staff eg technicians.
- Establish and facilitate curriculum links between departments where appropriate.
- Establish and maintain Junior School links; foster educational continuity between Years 6 & 7.
- Attend and contribute to school meetings for Heads of Department, which will normally be held once per half term and any further curriculum meetings that may be reasonably expected to attend.
- Be aware of all current examination board and syllabus details in line with school policy.
- Monitor performance, conduct annual staff appraisals and manage any under-performance.
- Keep abreast of progress and developments within the subject area and communicate these to departmental staff, and to SMT as appropriate.
- Represent the department at marketing events such as open mornings, information evenings and on results day etc.

Administration

- Bid for and manage the annual departmental budget for equipment, books, materials, reprographics and software in order to fulfil the departmental development plan.
- Arrange departmental meetings, agendas and minutes, copies of which should be sent to the Headmistress and Deputy Heads and your immediate line manager if not one of these.
- Take responsibility for the care and maintenance of equipment, books and departmental areas. Keep accurate records in all inventories.
- Take responsibility for Health and Safety procedures / practices within your departmental area.

Time Allowance

- A standard teacher will teach 39 out of 50 periods in a fortnight. Those with a specific additional responsibility post will receive a further timetable reduction.

Other

- Carry out any other reasonable duties associated with the role, as requested by the Headmistress.
- Safeguard and promote the welfare of all students in and visiting the school.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

The above responsibilities vary to a degree according to the size and nature of the Department and no job description of this kind can hope to be fully inclusive. In particular, it is assumed that in addition to leading

and promoting their subject, Heads of Department will be fully involved with the pastoral and co- curricular activities of the School. Heads of Department will normally act as Form Tutors and will be a member of a House.

Particular duties of all teachers at Redmaids' High School include:

Maximise the

- Maximise the learning opportunities for each student by employing a variety of teaching and learning approaches, and setting and marking work regularly.
- Differentiate teaching according to the special educational needs of students.
- Plan, prepare in advance and keep records of lessons and schemes of work.
- Contribute to the development of the department by regular attendance at departmental meetings; contribute to and adhere to the schemes of work of the department; provide and use relevant lesson plans and accept advice and instruction from the Head of Department.
- Record student attendance and absence in every lesson.
- Fulfil the established assessment, recording, profiling and reporting systems of the school.
- Take part in the arrangements made by the school for the appraisal of all staff.
- Take part in arrangements for further training and professional development as required
- Maintain good order and discipline among all students of the school, safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- Make use of the school Rewards and Sanctions Policies
- Liaise with the Form Tutor, Pastoral Head and Head of Department as appropriate over any students causing concern, using the green Academic Concern slips
- Prepare students for public examinations; record and report such assessments; participate in arrangements for supervision during such examinations.
- Arrive promptly for the school day and for lessons.
- Give early notice to the Headmistress in the case of unavoidable absence through sickness or other causes and indicate work for classes to follow. Mark such work on return.
- Undertake supervision duties in accordance with the rotas published in school.
- It is the expectation that all subject teachers will also act as form tutors or assistant form tutors.
- Safeguard and promote the welfare of all students in and visiting the school.
- Carry out any other reasonable duties associated with the role, as requested by the Headmistress.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

Working hours and conditions

Working Hours

Normal working hours will be those necessary to carry out the duties of the post as Head of Business Studies and Economics. Not more than 176 days plus 4 INSET days.

Salary

The salary will be determined by the Redmaids' High Teachers' Scale with reference to National guidelines in the maintained sector.

Pension

The School is part of the Teachers' Pension Scheme and all teachers are automatically included in the Scheme. An alternative scheme is also offered which teachers can opt in to. (Further details are available from the DFO.)

Lunch

School lunch is provided during term time.

Education

Discount for staff children.
Reciprocal staff discount for The Queen Elizabeth's Hospital School for Boys.

Car Parking

Limited car parking is available on site.

Equal Opportunities

The School is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

How to apply

A full covering letter addressed to the Headmistress, Mrs I M Tobias, should accompany application forms. Please send to Redmaids' High School, Westbury-on-Trym, Bristol, BS9 3AW or j_bell@redmaidshigh.co.uk

The closing date for applications is 9.00am on Wednesday 11 March 2020

Redmaids' High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Headmistress' which will only be opened should the candidate be shortlisted. The successful applicant must obtain List 99 clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.