

# Queenswood



PERSON SPECIFICATION  
AND JOB DESCRIPTION



## Head of Business and Economics



**JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>Job Description</b>	
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
<b>Job Title:</b>	<b>Head of Business</b>
<b>Main Purpose of the job:</b>	<ul style="list-style-type: none"> <li>• To be aware of and seek to fulfil the aims of the school.</li> <li>• To teach interesting, informative and engaging lessons in a consistent fashion.</li> <li>• To establish good working relationships with all staff (teaching, administrative and ancillary) and to liaise with them as necessary.</li> <li>• To establish good working relationships with pupils.</li> <li>• To be well disposed towards them and to praise and encourage them as much as possible.</li> </ul>
<b>Reporting to:</b>	Head of Global Faculty
<b>Line management duties and responsibilities:</b>	N/A
<b>Reporting to the job holder:</b>	N/A
<b>Main responsibilities and duties</b>	<ol style="list-style-type: none"> <li>1. Planning and preparing courses and lessons.</li> <li>2. Teaching, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupil in school and elsewhere.</li> <li>3. Assessing, recording and reporting on the attainment, progress and development of pupils.</li> <li>4. Maintaining good order and discipline.</li> <li>5. Contributing to the wider co-curricular programme in each case having regard to the school's curriculum.</li> </ol> <p><b>Other Activities</b></p> <ol style="list-style-type: none"> <li>1. Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her.</li> <li>2. Taking an interest in the personal and social needs of pupils and communicating as appropriate with the Housemistress and Tutor.</li> <li>3. Attending Parents' Meetings and seeing parents by appointment with the knowledge of the Senior Deputy Head.</li> <li>4. Communicating and dealing with outside bodies in consultation with the Head of Faculty and the Senior Management Team.</li> <li>5. Participating in meetings for any of the purposes described above.</li> </ol> <p><b>Assessments and Reports</b></p> <p>Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.</p> <p><b>Review, Further Training and Development</b></p> <ol style="list-style-type: none"> <li>1. Reviewing annually methods of teaching and programmes of work in consultation with the Head of Faculty.</li> <li>2. Participating in arrangements for further training and professional development as a teacher.</li> </ol>

**Educational Methods**

Advising and co-operating with the Principal, Head of Faculty and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

**Discipline, Health and Safety**

Maintaining good order and discipline among the pupils and 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.

**Meetings and School Functions**

1. Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
2. Attending relevant school functions and marketing events.

**Absence/Cover**

1. In the case of unavoidable absence, setting work for pupils.
2. Supervising pupils as required. The Senior Management Team will make every effort to arrange additional help in cases of prolonged absence.

**Public Examinations**

1. Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations.
2. Recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations.

**Boarding School Duties**

Taking responsibilities, shared by the whole staff, to ensure the smooth running of the boarding school. These will include one or more of the following: -

- Tutor, House Tutor,
- Helping with clubs, societies or activities
- Supervising study and supper by rota from 4:30-5:50PM
- Supervising lunch duties

**Management**

Taking such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

**Administration**

Participating as required in administrative tasks related to the curricular, pastoral, boarding, organisational tasks described above.

**Conclusion**

A teacher should set high personal and professional standards at all times.

Other duties as may be deemed appropriate to the role by the Principal.

<b>Person Specification</b>		
<b>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>		
	<b>Essential</b>	<b>Desirable</b>
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good honours degree in relevant subject areas of Business (or related) or Economics.</li> <li>• A qualified teacher.</li> </ul>	<ul style="list-style-type: none"> <li>• A PGCE in the relevant subject areas of Business or Economics.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Experience of teaching Business up to and including Year 13.</li> <li>• Experience of exam marking.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching Economics up to and including Year 12.</li> <li>• Experience of teaching both A Level and BTEC Business courses.</li> <li>• Experience of running Enterprise programmes.</li> <li>• Practical experience in Business that will be helpful to contextualise the subject.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent communication of subject</li> <li>• Ability to use range of teaching strategies</li> <li>• Understand interests &amp; concerns of pupils</li> <li>• Able to enthuse pupils in the learning of their subject.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to engage children in the importance of current affairs.</li> <li>• Ability to use EdTech systems such as Google Classroom, Google Drive.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Good knowledge of all aspects of A level Business, particularly Edexcel A Level Business.</li> </ul>	<ul style="list-style-type: none"> <li>• Good knowledge of all aspects of Edexcel A Level Business and Economics.</li> <li>• Good knowledge of Edexcel BTEC Business.</li> <li>• Subject knowledge of Maths.</li> </ul>
<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Emotional resilience in working with challenging behaviours</li> <li>• Positive attitude to use of authority and maintaining discipline</li> </ul>	<ul style="list-style-type: none"> <li>• A willingness to identify areas of personal development and pursue these.</li> </ul>