



San Silvestre School

Head of Department of Economics and Business Studies

The Head of Department is responsible for:

- **Oversight** of the relevant curriculum area.
- **Monitoring** teaching and learning.
- **Facilitating** continuous improvement in the standards of teaching and learning.
- **Providing** coordination of the teaching and learning programme.
- **Providing** appropriate guidance and leadership to the relevant teaching team.
- **Collaborating** and **communicating effectively** with the teaching team.
- **Leading** and **participating** in weekly meetings.
- **Promoting** innovation
- **Managing** change sensitively and collaboratively
- **Ensuring** a thorough understanding of the policies and procedures of the Section and the School.

Post title: Full-time Head of Department of Economics & Business Studies, with teaching role.

Contractual conditions: Duration of contract - 3 years, beginning March 1st 2021.

Responsible to: Assistant Headteacher - Academic

Line Manager: Head of Social Studies

Internal Relationships: Head of Secondary, Assistant Headteacher - Academic, Heads of Department, Form Teachers

Key Qualities and Attributes

A demonstrated passion for excellence in leadership and teaching and learning
Integrity
Dedication
Outstanding communication and interpersonal skills - applied to students, parents and staff
Discretion
Flexibility

Commitment
Confidence
Confidentiality
Team builder
A proactive, positive attitude
Innovative
Creative
A life-long learner

Curriculum, Teaching and Learning

To lead the development of the department and to teach Economics to IGCSE level (Cambridge syllabus), IBDP Economics (SL and HL) and Business Studies (SL)

Be a model of outstanding professional classroom practice with an ability to inspire others.

Model and promote the effective use of technology to enhance learning: create and deliver online lessons, working with online platforms available (eg. Zoom, Google classroom, Peardeck, Nearpod and others)

Maintain awareness of new theories, practices and methodologies in the relevant curriculum area and share these with the department.

Plan /facilitate learning experiences beyond the classroom where possible - e.g. field trips, onsite visitors, museum visits etc.

Be an enthusiastic advocate for the subject.

Be conversant with and follow curriculum, policies and procedures of the section and the School.

Provide coordination of the curriculum in the relevant subject area.

Promote excellent classroom practice and teaching and learning programmes.

Promote creativity.

Facilitate collaborative planning both vertically) and horizontally

Promote and facilitate intra-curricular and cross curricular links where appropriate.

Work with and ensure that other teachers consult the Learning Support Coordinator/ staff to ensure that adaptive strategies are used to support the learning of all students.

Ensure that the CAT 4 (Cognitive Attainment Test) data and report data are disseminated and utilised to support every student's learning.

Ensure that appropriate and stimulating homework / home learning is set and is in keeping with homework /home learning timetables.

Guide teachers in the process of formally reviewing, documenting and updating the curriculum.

Evaluate the academic quality and creativity of Overviews / Schemes of Work.

Monitor teaching and learning within the curriculum area through:

- Review of long,medium and short-term planning of each year level taught
- Periodic revision of assessments / rubrics / checklists
- Regularly visit lessons and provide timely oral/ written learning-based feedback
- Invite teachers to visit and observe your professional practice

Provide Teaching Teams with guidance on the development of appropriate and varied instructional strategies and activities for their students that meet grade level expectations.

Identify curriculum needs and discuss these with the Assistant Head - Academic.

Liaise / coordinate with relevant staff in the Secondary Section to ensure continuity and progression.

Liaise / coordinate with relevant staff in the Secondary Section to ensure smooth transitions and the exchange of relevant information.

Identify professional development needs and discuss these with the Assistant Head - Academic.

Oversee the creation, modification, organisation of appropriate learning resources.

Guide and monitor assessment strategies across teams - horizontally and vertically.

Promote the use of Assessment for Learning techniques / formative assessment.

Oversee the writing of internal assessments - ensure appropriacy.

Procure, attend and when appropriate provide relevant professional development for staff in the department/ team.

Provide individual and group training or mentoring which is designed to support teachers, scaffold their professional development, meet individual or team needs and motivate teachers.

Assessment and Record Keeping

Ensure all teachers in the department mark/assess/respond to students' work consistently and formatively following the School's feedback policy.

Ensure that students are encouraged to regularly reflect on learning and to record reflections

Ensure that up-to-date, adequate records of learning are kept and are aligned closely to the report criteria.

Ensure that recorded information is available to the Assistant Head - Academic.

Administration

Represent the department at Head of Department meetings and provide timely, comprehensive and accurate feedback to teams.

Lead weekly meetings - provide an agenda and maintain minutes in a shared drive.

Participate in the recruitment of new staff.

Participate in the initial and ongoing induction of new staff.

Participate in the School's appraisal scheme.

Provide documents as required by the school and for the Ministry of Education.

Manage collaboratively the ordering of appropriate learning resources including technology.

Manage collaboratively the ordering of furniture, infrastructure requirements for team / department.

Ensure that all essential information is provided for exam entries, internal assessments, predicted grades and exam scheduling for IGCSE and IB.

Create sets/ teaching groups.

Supervise and coordinate staffing plans.

Resources

Research and manage the review and procurement of resources through the annual book order and IT order.

Manage appropriate use of materials and resources in the relevant curriculum area.

Ensure that inventories of resources are maintained by staff.

Ensure that all administrative tasks are completed in a timely, effective and efficient manner.

Relationships and Communication

Work constantly as a collaborative and proactive member of the team – planning and sharing, honestly and respectfully with all members of the team.

Meet weekly to plan, discuss and share with your teaching team.

Keep the Assistant Head - Academic adequately informed about your work progress; issues within your curriculum area; issues and developments concerning the teaching team; or any other issue that will help the Assistant Head - Academic to fulfil their role effectively.

Guide and support NQTs and teachers new to the school.

Ensure a positive, open and professional relationship with the Assistant Head - Academic, the members of the relevant Teaching Teams, other colleagues and the Senior Leadership Team.

Ensure that professional standards of communication are maintained in all contexts and at all times.

Attend meetings / training and events as directed by the Senior Leadership Team.

Parents

Ensure positive, professional and appropriate relationships are developed with parents.

In accordance with the school's policy and ethos, communicate with parents whenever relevant.

Develop and present workshops on relevant curriculum issues when necessary as determined in collaboration with the Assistant Head – Academic and/or curriculum team.

Ensure parents are informed of changes or development in the curriculum area through the Digital Bulletin, website or email.

Prepare for and attend meetings requested by parents.

Public Relations and Marketing

Represent the school positively in the School and wider community.

Participate positively and actively in School and Section events.

Participate / support any BSP and LAHC events that involve your curriculum area.

Speak positively to parents about new curriculum initiatives within the Section and / or the School.

Technology

Model the effective use of an array of technological tools / resources.

Liaise with the technology leader and research / promote the use of appropriate technology to enhance teaching and learning.

Use the School supplied technology resources primarily for teaching and learning purposes.

Concerns and Complaints

Refer any serious or ongoing parent or staff concerns to the Assistant Head – Academic.

Ensure that all parent or staff concerns or complaints are expediently responded to, so that the matter may be effectively managed, within a short timeframe.

Ensure records are kept of all serious parent or staff complaints or concerns. Send copies to the SLT.

General

Contribute overtly to the positive ambiance in the Section / department.

Make a positive contribution to the life of the Secondary Section - attending and participating in an array of events after school hours.

Supervise students before school, at break times or after school - following the duty roster.

Assist with and supervise students at sporting activities, school concerts, excursions etc, as required.

Understand, embody and be committed to the philosophy and ethos of The School.

Represent the school positively in the School and wider community.

Be willing to provide additional time outside of the standard working day for preparation, assessment and attending school events.

Ensure consistent attendance and punctuality - except in the case of serious illness or emergency.

Ensure that Education for Sustainable Development (ESD) is embedded into the curriculum area.

Formal Qualifications

Essential Qualification: Bachelor's Degree in Economics or related discipline plus a Post Graduate Certificate in Education

Desirable Qualifications: Master's Degree in a field related to the specialist subject area. A recognised Middle Leadership qualification, such as the NPQML.

Essential Knowledge and Competencies Required

Ability to understand and willingness to be committed to the philosophy and ethos of The School.

Ability to effectively manage one's own time.

Capacity to work unsupervised and use initiative.

Effective interpersonal and communication skills.

Understanding of world best practice in the implementation of effective teaching and learning programmes.

Detailed knowledge of the relevant curriculum area, curriculum development and writing.

Essential Experience

Ability to speak and teach in fluent English (first language English speaker preferred)

Ability to speak Spanish; basic oral and written skills desirable; a willingness to learn is imperative.

Other relevant experience

Experience of working with EAL pupils (English as an Additional Language).

Other Relevant Information

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position.

San Silvestre School is totally committed to safeguarding the welfare of children and young people and expects the same from its employees.

All new staff will be subject to enhanced pre-employment clearance including identity checks, criminal background checks, qualification checks and employment checks to include an exploration of any gaps in employment.

Three professional references will be sought, at least ONE of which must be from your present employer.

Please send your CV and letter of application stating your suitability for the post and relevant experience to applications@sansilvestre.edu.pe indicating *Secondary Economics and Business HoD* in the subject line OR via the TES platform.

The deadline for application is 25th October 2020.

Dated: 4.10.2020