



HEAD OF BUSINESS AND ECONOMICS JOB DESCRIPTION

St Mary's is a vibrant independent school for girls aged from 3 to 18 years, conveniently located minutes from the M40 and M25 and five minutes walk from Gerrards Cross station (20 minutes from London Marylebone). Founded in Kensington in 1872, the school moved to its present site in 1942. It is a happy, academic environment in which girls thrive in relatively small classes of up to 16. Examination results are excellent with over 95% achieving five or more GCSEs at grade A* - C (9 – 4) and almost all of the Sixth Form go to courses of their choice at university.

The Post

This is an opportunity for an enthusiastic and inspirational Business or Economics teacher to lead a small, but strong department. An interest in current affairs is essential to lead and bring the teaching of both subjects to life, and to give credibility to, and create interest in, the course content.

The school is looking for a talented, enthusiastic, energetic, flexible leader with a sense of fun who has a readiness to respond and adapt to pupils' individual needs.

They will be expected to attend regular departmental and staff meetings, parents' evenings, the annual Saturday morning Speech Day in July, an annual evening Christmas Carol service as well as the School's Open Morning in the Autumn Term.

- To lead the teaching and learning in the department to an excellent standard
- Be responsible for the day to day running of the department
- To line manage, account for, and professionally develop the teaching and marking of your departmental colleagues in accordance with School policy and procedure
- To chair department meetings, share good practice, track the students' progress and problem solve/collaborate with your team
- To build and improve all schemes of learning so they reflect and cater for all educational needs
- Write and implement the departmental improvement plan in accordance with the school's priorities
- To promote the department in the school and beyond
- To manage the departmental Twitter feed and submit newsletter articles
- To keep the departmental handbook up to date and fit for purpose
- To plan, prepare and teach lessons as required by the department
- To set homework and mark written work regularly according to the Marking Policy and ensure that the correct procedures are followed if work is missing, incomplete or late.
- To set, supervise and mark school examinations and coursework for public examinations.

- To assess, record and report on the development, progress and attainment of pupils and to communicate this information to parents via written reports and parents evenings
- To provide written information for UCAS and other similar forms when required
- To lead on and share any matters occurring over academic matters, such as aspects of the curriculum or the syllabus for GCSE or A Level
- To participate in and look for arrangements for further training and professional development for both yourself and your departmental colleagues
- To contribute to co-curricular activities
- To maintain good order and discipline among pupils and safeguard their health and safety
- To liaise with Form Tutors or Heads of Section about serious discipline problems or any other difficulties pupils may cause, or appear to be having
- To attend Departmental, Staff, Parents and INSET meetings
- To attend assemblies
- To provide cover for absent staff
- To carry out any other duties which may be reasonably requested by the Headmistress from time to time to ensure the effective running of the school

The Department

The Business Studies and Economics Department functions as a small, hard working, collaborative, supportive and successful team and teaches both Business Studies and Economics as separate A Levels and Business Studies GCSE. The department is well resourced with wide-ranging electronic learning and teaching materials for all levels. It uses course specific texts and has a variety of additional topic specific material available as and when necessary. The department currently teaches the Edexcel Business GCSE. A Level students follow the AQA specification for Business Studies and the Edexcel specification for Economics. Classes tend to be small and of mixed ability. The department has an excellent track record for added value with all girls routinely exceeding expectations.

The Business Studies and Economics Department is currently involved in organising and running Work Experience, the Young Enterprise Company Programme and one day Enterprise Days for every year group once a year. The post holder will be expected to lead on all of these. They will also be required to organise and participate in suitable visits relating to the department.

This is an exciting opportunity for an ambitious teacher with a real passion for teaching and learning, who is looking for a new challenge and middle management experience.