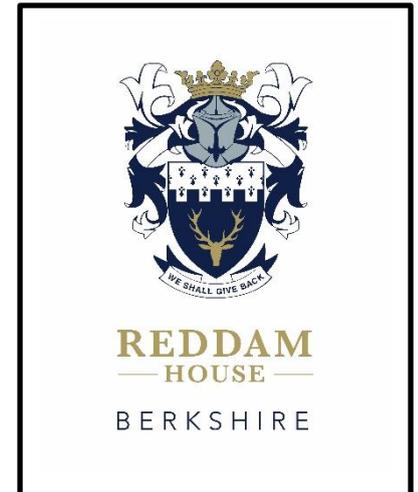


## Job Description

### Head of Business and/or Economics

#### Reddam House Berkshire

<b>Line Manager/Reporting into:</b>	Head of Academics
<b>Contract Type:</b>	Permanent contract Full-time preferably
<b>Closing Date for Applications:</b>	9am on Wednesday 30 June 2022
<b>Start Date:</b>	September 2022



Reddam House Berkshire are seeking to appoint a **Head of Business and Economics** to join in September 2022. Please note, we are accepting applications for candidates looking for both part-time and full-time, and this will be discussed further during the interview process.

You will be leading a thriving department with outstanding results. Business is the most popular GCSE option and Business and Economics are the 2nd most popular subjects at A level, just behind Mathematics. We are looking for a Head of Department to continue fostering our students' passion for the subjects and to drive forward academic excellence in an already top performing subject area.

### OUR SCHOOL

Reddam House Berkshire is a co-educational, independent school, housed in a Victorian mansion and set in 125 acres of wood and parkland.

Around 700 students between the ages of 3 months and 18 years are registered here (day students and boarders from age 11+). Children are recognised as individuals with unique skills to celebrate and given tailored support and guidance at each stage of their school career. Our structure of Early Learning School, Junior School, Middle School and Senior School means that every year group works with professionals who specialize and enjoy working with the students in their care.

The unique Reddam House philosophy and our formula for success are based to a large degree on the quality and depth of our curricula, cultural and sporting activities and especially our teaching staff, fully recognising that what goes on in the classroom between teacher and student strongly influences the success of the school.

[www.reddamhouse.org.uk](http://www.reddamhouse.org.uk)

### “Inspiring Academic Excellence Across 5 Continents”

A definitive statement of excellence in private education, Inspired is a co-educational, non-denominational, independent school group designed to inspire students to achieve their maximum potential in a nurturing, progressive academic environment from ages 3 months to 18 yrs.

Inspired offers a fresh and contemporary approach to education by re-evaluating traditional teaching methods and curriculums, and creating a more dynamic, relevant and powerful model reflecting current attitudes. We nurture the unique individuality, talent and self-assurance of each student, equipping them to take on the world with the skills and confidence to ensure success.

Our current portfolio of 70+ schools currently operates across Europe, Asia-Pacific, Africa, the Middle East and Latin America, with quick ongoing expansion foreseen. The group has grown exponentially since its founding 7 years ago and offers a unique opportunity to join a connected global community obsessed with a dedication to excellence.

We take great care when selecting new colleagues to join Inspired Education and hand pick every single role. We believe true excellence in education is only achieved through an inspiring and passionate team with whom are dedicated to supporting our schools to recruit and retain students by sustaining engaging and inspiring learning environments through our 3 pillars of: Performing and Creative Arts; Academics and Sport.

Professionalism, responsive teaching, specialist knowledge, strong planning, excellent qualifications and an outstanding personal reputation, are just few of the core requirements we look for when recruiting Inspired teaching staff.

For more information about us, please visit [Inspired Schools - Premium Private Education \(inspirededu.com\)](https://inspirededu.com)

## WHAT WE OFFER

- The most collaborative environment, at every level, that you will find anywhere;
- Excellent resources;
- Excellent professional development within the Inspired group and a global network of over 70 schools to learn alongside;
- At the leading edge of independent school thinking;
- A culture of excellence;
- Network of opportunities;
- Competitive package;
- Accommodation may be available in line with the School's Accommodation Policy;
- School's pension scheme, as well as death in service benefit
- Staff at Reddam House may be eligible for school fee discounts of up to 50%, subject to their child(ren) meeting the entrance requirements;
- Free delicious lunch each day;
- On-site parking

## WHY APPLY

### **"Be at the forefront of International Education"**

When you join Inspired, you don't just join a business. You become part of a unique global community of passionate professionals, with unrivalled access to extensive guidance, support and advice all focused on creating a culture of excellence in education.

## HOW TO APPLY

An application/information pack can be downloaded from <http://reddamhouse.org.uk/> or TES.

Alternatively, for further details please contact [vacancies@reddamhouse.org.uk](mailto:vacancies@reddamhouse.org.uk)

All applicants will be expected to provide:

- a supporting statement clearly outlining why they are interested in the position and school
- a completed application form with their details and history of education, employment, and achievements
- at least two referees from a recent/current appointment

### SAFEGUARDING STATEMENT

Inspired are committed to safeguarding and promoting the welfare of children and young people and if successful you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles and values of our organisation.

Any successful applications will also be required to undergo rigorous child protection screening including checks with past employers and an enhanced DBS check as well as completing any relevant safeguarding assessments

### VACCINATION STATUS

It is a condition of employment for all new staff to be vaccinated against Covid-19. You will be asked to provide visual proof of your status if you are offered a job with us. If you are unable to be vaccinated because of a relevant protected characteristic, then please discuss your situation with us in confidence during the interview process. Disclosure of vaccine status will be dealt with in accordance of the provisions within the GDPR Regulations.

### EQUAL OPPORTUNITIES STATEMENT

Inspired Education is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by law.

This policy applies to all employment practices within our organisation, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Inspired makes hiring decisions based solely on the skills, experiences and attributes needed to continue to deliver excellence.

## ROLE SUMMARY & JOB PURPOSE

We are seeking to appoint a committed and dynamic teacher who can deliver inspirational lessons across all aspects of the Business and Economics curriculum and lead the department. The successful candidate will have the ability to motivate, enthuse and influence our students, to ensure optimum levels of student learning and achievement across Key Stages 4 and 5. They will also be required to play an active role in the extra-curricular activities run by the Faculty and/or elsewhere in the school.

## ROLE RESPONSIBILITIES

All teaching staff are expected:

- To promote the school's consciously expressed culture;
- To espouse the fact that it is an independent school with a significant boarding section;
- To acknowledge that the early learning, junior and senior sections constitute one school;
- To be a fluent user of digital technology, to advance and enhance teaching and learning;
- To use differentiation in his/her teaching, enabling all students to reach the highest standards;
- To be sensitive to the complexity of the relationships that pertain within the school;
- To be sensible about expenditure;
- To behave appropriately at all times;
- To accept that he or she bears, as does everyone else connected to the School, a responsibility for marketing it.

Every teacher must be committed to the fulfilment of the School's strategic intents:

- a) In academic matters, to foster and communicate a culture of high expectations, focused on teaching and learning;
- b) In pastoral matters, to ensure that each student is given the individual attention she or he requires;
- c) To recognise that we all in some ways exercise leadership responsibilities; to ensure that any formal leadership or managerial responsibilities he or she holds are fulfilled in such a way that the School's aims are promoted;
- d) To develop one's own professional expertise as fully as possible;
- e) To contribute to making the School welcoming and accessible to the wider community;
- f) To ensure that the resources used in teaching and learning are as good as they can be within the bounds of affordability.

### Co-curricular expectations

Further to this, every member of staff has some responsibility towards the provision of co-curricular activities, which are a central feature of a ReddamHouse education. Each member of staff is also responsible for ensuring that students' behaviour is appropriate and as good as it can be. It is very important that we are all positive about the benefits that membership of our diverse community of students brings to every member of our community.

### Departmental Responsibilities

Reporting to the Head of Academics, the primary focus of this post will be:

- To lead all academic aspects of the department
- Line manage colleagues in the department
- To be an outstanding classroom practitioner, using a variety of methods and techniques to engage, motivate, support and challenge students;
- To have an excellent rapport with students and be involved in the pastoral care of the school;

- To ensure that lessons are well-planned in accordance with the schemes of work for each course;
- To know students well and understand prior learning and progression needs;
- To set high expectations for the achievement of their students;
- To set and assess work in line with the School's assessment policy, providing positive and meaningful feedback which enables students to improve;
- To monitor students' performance aiming continually to raise their levels of achievement;
- To report accurately and honestly on progress in line with the School's reporting schedules;
- To contribute to the raising of professional standards in the Business /Economics department; including the development of curriculum and schemes of work, keeping abreast of new developments and research and the sharing of good practice;
- To participate in the wider life of the School, including trips, activities and in boarding;
- To fulfil administrative duties in both an efficient and effective manner;
- To supervise and, where possible, teach students whose teacher is not available, as well as invigilating examinations;
- To liaise closely with the Head of Academics on all academic matters.

#### Additional Duties and Responsibilities

- To have a working knowledge of teachers' professional duties, legal liabilities and responsibilities;
- To have a working knowledge of all relevant Policies and Procedures;
- To establish effective working relationships with professional colleagues and other staff, as appropriate;
- To be committed to ensuring that every student is given the opportunity to achieve their potential and meet the high expectations set for them;
- To observe and manage all Health and Safety requirements to maintain a safe environment for students, colleagues and parents.

## WHAT WE'RE LOOKING FOR

	ESSENTIAL	DESIRABLE
<p><b>Inspired Required Teaching Standards</b></p> <p>A full outline of <i>Teaching standards</i> are available on request</p>	<ul style="list-style-type: none"> <li>• Able to set clear expectations and stretching goals</li> <li>• Adaptable teaching style incorporating feedback</li> <li>• A depth of understanding in the relevant subject area</li> <li>• Ability to judge learning effectiveness</li> <li>• Excellent preparation and planning</li> <li>• Assessment of student outcomes and feedback to enhance performance</li> <li>• Genuine care and attention for the highest standards of student welfare</li> </ul>	
<p><b>Skills and previous experience</b></p>	<ul style="list-style-type: none"> <li>• Proven experience of teaching Business and/or Economics.</li> <li>• Demonstratable interest and expertise in their subject area, having undertaken professional development activities</li> <li>• Confidence with use of ICT in teaching</li> <li>• Excellent interpersonal skills; ability to work both collaboratively and independently</li> <li>• Excellent organisational and</li> </ul>	<ul style="list-style-type: none"> <li>• Proven experience of leading a department in Business and/or Economics.</li> <li>• Experience in the preparation of students for external assessment</li> <li>• Experience in pastoral care and student wellbeing</li> <li>• Experience of teaching AQA GCSE Business and/or AQA A level Economics.</li> <li>• Experience with coursework moderation</li> <li>• Experience teaching vocational</li> </ul>

	administrative skills – ability to plan, prioritise and manage a varied workload	Business qualifications such as BTEC or Cambridge Technicals <ul style="list-style-type: none"> <li>• Experience running a Business and/or Economics extra curricular club</li> </ul>
<b>Qualifications and Accreditations</b>	<ul style="list-style-type: none"> <li>• University degree Business / Economics and/or in a related subject</li> <li>• PGCE, QTS or equivalent</li> <li>• Strong academic credentials</li> <li>• Appropriate right to work</li> </ul>	
<b>Personal Competencies and Attributes</b>	<ul style="list-style-type: none"> <li>• A commitment to professional development</li> <li>• Enthusiasm, energy and a positive and flexible approach</li> <li>• Ability to engage and motivate young people</li> <li>• Ability to manage own workload, to cope well under pressure and meet deadlines</li> <li>• Interest in working with students inside and outside the classroom to support their learning and personal development</li> <li>• Readiness to engage wholeheartedly in the extracurricular and wider life of the school</li> <li>• Recognition of the importance of personal responsibility for health and safety</li> <li>• Demonstrable commitment to the safeguarding of students and child protection</li> <li>• Demonstrable commitment to equal opportunities</li> <li>• Commitment to the School's ethos, aims and whole community</li> <li>• A commitment to professional development and a demonstrated record of having kept abreast of recent, relevant educational methodology</li> </ul>	

