



EWELL CASTLE SCHOOL

Where Children Thrive



Independent Co-Educational Day School
for Boys and Girls aged 3 to 18 years

Head of Economics and Business—Full Time

Job Location: Ewell Castle Senior School
Reporting to: Head of Business & Economics
Start Date: September 2024
Salary: Ewell Castle Teacher pay scale plus
Pension Scheme + benefits



INSPIRE – ENGAGE - EXCEL

Head of Business and Economics

Ewell Castle is a thriving, independent school located in leafy Ewell Village. The school is co-educational from Nursery to Sixth Form and enjoys small classes, averaging approximately fifteen pupils over the whole School. Ewell Castle has an excellent reputation for its family-friendly ethos, with a strong focus on pupil wellbeing and personalised learning. The School has a vibrant community spirit including regular events for staff, parents and friends of the School. Ewell Castle is a genuine mixed ability school with a focus on achieving each individual child's potential.

Ewell Castle is a busy and dynamic place to work with teaching and support staff working as a team to fulfill the School's mission: To inspire our children and young people to thrive, engaging them to excel in a creative and academic environment. We will instill a growth mind-set to develop: confidence, contentment and emotional intelligence.

We are seeking to appoint an enthusiastic and appropriately qualified Head of Business and Economics . Both subjects of Business and Economics are incredibly popular at both GCSE and A Level and student attainment is high.

The School is looking for a talented driven department head to drive continuous improvement and maintain a high profile for the subjects within the school, driving learning and teaching and role modelling best practise.

The starting salary for this position will be in accordance with the Ewell Castle Pay Scales (M1—U3) plus a management allowance. Ewell castle salaries currently track in excess of the maintained sector's pay grades, and will reflect the experience and qualifications of the successful candidate.

Click here to watch our video and learn more about us:

[‘Welcome to Ewell Castle School’](#)



Job Description: Head of Economics and Business	
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This description is in addition to the Teacher's job description, with the expectation of meeting the Department for Education's Teaching Standards.

The Head of Economics and Business is accountable to the line manager, currently the Assistant Principal.

Aims:

To lead, manage and develop the subject area of Economics and Business.

Specific Responsibilities:

- To develop essential enterprise skills and an enterprising mindset amongst pupils to support the vision and ethos of the School, through an engaging enrichment portfolio
- To continue to build an inspiring strategic development plan for the Department
- To lead, develop and enhance the practice of other teaching staff in the department.
- To be responsible for and directly accountable for all matters in the Subject Areas and to ensure that appropriate procedures are in place to monitor academic results and to enable all students to achieve their potential.
- To draw up of Schemes of Work, programmes of study, assessment, monitoring and recording procedures including reporting to parents in line with current school practice, and the effective setting (where appropriate) and monitoring of homework within the Subject Area.
- To monitor the maintenance and upkeep of the fabric and the presentation of the Subject Area rooms and corridors.
- To monitor the maintenance and upkeep of the resources and consumables within the department, while staying within budget.
- To monitor the safety procedures and policies within the department with regard to activities both on and off site with due regard to the health, safety and welfare of students, teachers and visitors.
- To manage the internal discipline of all students within the Subject Areas and communicate with Form Tutors and Heads of Year on matters relating to behaviour, attitude, work and sanctions taken.
- To encourage the professional development of members of the Subject Areas including the induction and monitoring of NQTs and students.
- To prepare and monitor the Subject Areas' capitation and accountability for all the Subject Areas' resources.
- To ensure that all Subject Area administrative work is carried out accurately, punctually and efficiently including public examination entries.
- To ensure that the Subject Area is represented at all inter-disciplinary meetings.

- To represent the Subject Area at all relevant meetings including Heads of Department and impart information to colleagues as required.
- To support the School's endeavours to meet the needs of its community including organising Department trips and regularly contributing to the School co-curricular programme.
- To liaise with other subject areas and outside agencies, where appropriate, on matters of Health and Safety and Work Experience.
- To teach Economics to KS4 and KS5 and Business to KS4 and KS5.
- To plan and prepare for any changes to the GCSE and A Level curriculum.
- To keep abreast of academic and pedagogic developments in Economics and Business by attending courses as necessary.
- To liaise with and support other departments through cross-curricular activities.
- To organise displays of students' work in the Department and around the School.
- To arrange and attend departmental meetings, record minutes and report back to their line manager.
- To oversee the continuing development of the department.

Other:

- To be aware of and abide by all the School's policies, in particular safeguarding.
- To assist at school functions and with extra-curricular activities.
- To carry out teaching responsibilities as assigned in the School Timetable.
- To perform such other duties as may be required by the Principal.

This job description will be reviewed as and when necessary in accordance with the needs of the School.

28/11/23



*"Ewell Castle is like
being part of a working
family"*

Staff member Jan 2022

*"Ewell Castle is where
every child becomes the
best version of themselves,
in a nurturing and
supportive environment"*

Parent, January 2022

Person Specification: Head of Economics and Business



Qualifications	• Qualified Teacher Status • Good relevant degree • Minimum 5 GCSE passes grade A-C (or equivalent) including English and Maths • High standard of literacy and numeracy	• Post graduate Teaching qualification
Experience	• KS3 -KS5 Teaching Economics and Business. • Successful teaching of the full ability range • Experience developing others	• Experience of teaching BTEC • Experience of working with a (school) management information system such as iSAMS • Experience leading a department • Experience managing people
Knowledge & Skills	• Ability to demonstrate excellent subject knowledge • High level of student attainment as a result of own teaching • Up to date knowledge of current best practice and curriculum developments • Able to engage, inspire and foster a love of Business and Economics • A proactive approach to self-evaluation and contribution to developing department best practices • Able to contribute to and collaborate with a forward-thinking team • Able to demonstrate excellent classroom management. • Ability to relate extremely well to students and adults and demonstrate excellent oral and written communication skills • Able to use ICT in teaching • Ability to work under pressure and meet deadlines • Leadership skills, ability to lead and inspire teachers.	• Understand the relative opportunities for all pupils in a mixed ability school • Ability to be able to translate school strategy into departmental and classroom practice

Personal Qualities	• Ability to liaise with parents and colleagues in a professional manner. • Be able to lead and motivate pupils in their learning. • Be committed to the co-curricular life of the school. • A commitment to safeguarding and promoting the welfare of children. • To display the highest levels of integrity and complete trustworthiness and discretion. • Have an excellent punctuality and attendance record. • Be of smart professional appearance • Display excellent teamwork skills • Be flexible, versatile, and self-motivated • Be passionate about developing one's own practice • An awareness of the importance of confidentiality and data protection	• Conversant with relevant educational issues and developments within the specific field but also in more general areas
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28/11/2023

Why join us?

- Children of members of staff benefit by a 50% maximum (i.e. unaffected by scholarship or bursary) remission of school fees.
- Lunches are provided during term time, free of charge.
- The School currently subscribes to the Teacher's Pension Scheme.
- Interest free loans are available for the purchase of computers through the school.
- Ride to work
- CPD opportunities are available to all staff. The School also part funds MQSL, NPQSL, NPQH and MA courses.
- Paid dependant leave days, family and wellbeing friendly policies

Applicants invited for interview will be required to bring proof of identity e.g. passport, and qualifications to interview. Please note that we reserve the right to appoint before the closing date.

Further information about the School is available on our website: www.ewellcastle.co.uk.



Ewell Castle School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). Staff recruitment is also subject to the School's 'Equal Opportunities' policy and monitoring procedure.





**EWELL CASTLE
SCHOOL**

Where Children Thrive

What is it like being part of the Ewell Castle Team?

"I joined Ewell Castle in September 2015 as part time Reception Administrator in the Senior School. It was a role that enabled me to get to know many students and members of staff over the years. No two days were ever the same and there were very few dull moments! I am now working in the Principal's office, which enables me to support the school in a different way, with opportunities to develop and grow. The camaraderie among the staff at Ewell Castle is great and I love that the school is always a hive of activity! "

"I joined Ewell Castle in 2015 as a maths teacher. As a teacher I have developed both professionally and personally within my role at the school. I have had many wonderful opportunities to be involved in the whole of school life at Ewell Castle. I have particularly enjoyed improving the data management systems within the school and being involved in sport and associated co-curricular activities. I would highly recommend the school to anyone looking to teach within a supportive

"I joined Ewell Castle Senior School in January 2015 as Head of Art & Photography and I have enjoyed it from the start! The Art Department is a fabulous team which I really appreciate, as working together in a cohesive team is so important.

It is a pleasure to teach the students and Art & Photography allows for us to often see different, creative sides to the children - it is a happy place and there is a lot of laughter in the Department!

In September 2018 I started the brand new position of More Able Coordinator which has seen me develop the role from scratch - seeing what works successfully and what can be adapted in order to suit the students' requirements and inform my colleagues; of which couldn't be done without their support and input. I have been on CPD to further my knowledge in this area which gave me some valuable tools, and confidence to build on my ambition for the post.

I appreciate being given the opportunities to expand my position at the School and develop the roles too."