



WORK WITH US

JOB DESCRIPTION

Post: Course Leader – Economics and Business

Responsible to: Deputy Principal

MAIN PURPOSE OF THE POST

You will play a crucial role in the effective operation of the College, especially in its pursuit of the highest standards of teaching and learning. In particular, the post requires a high level of subject knowledge, teaching expertise and the ability to co-ordinate the work of colleagues involved in delivering Economics and Business. In addition, as a classroom teacher, you will be expected to perform professional duties as are reasonably assigned to you by the Principal.

RESPONSIBILITIES OF THE POST

Management

- overseeing the work of all staff who teach Economics and Business
- ensuring effective co-ordination of teaching, learning and assessment within Economics and Business through regular formal and informal contact with relevant staff
- providing advice on health and safety issues relevant to Economics and Business
- ensuring that all staff who teach Economics and Business participate in relevant staff development activities which strengthen their understanding of pedagogy, the curriculum, progression routes for students and links with universities, employers and the world of work

Teaching, Learning and Assessment

- teaching Economics and Business in an exemplary manner
- overseeing the teaching, learning and assessment arrangements for Economics and Business
- advising and guiding members of the Economics and Business team to ensure an appropriate delivery of the curriculum
- researching, developing and implementing the best learning and teaching practices to enable all students to achieve their academic and personal potential



WORK WITH US

- producing schemes of work and Programmes of Learning for Economics and Business
- producing and retaining all relevant course documentation
- embedding safeguarding and Equality, Diversity and Inclusion practices within the course

Student Outcomes and Support

- devising and implementing strategies to achieve high levels of progress, retention and attendance of students in Economics and Business
- working with colleagues to achieve targets across a range of performance indicators
- improving completion and retention rates for Economics and Business
- analysing assessment grades and examination results (raw and value-added) for Economics and Business, including of disaggregated groups, and implementing appropriate improvement actions
- planning induction programmes for Economics and Business
- providing advice on the appropriate support for students who have specific learning needs and/or who are disadvantaged
- analysing destinations data and providing advice on progression including to employment, apprenticeships and to Higher Education in related courses
- developing the employability skills and work-related learning of students by effective liaison with employers

Curriculum

- shaping a coherent curriculum in Economics and Business which enables students to develop academically and personally through a range of skills including those for learning, for work and for life
- providing advice for colleagues on developments in Economics and Business
- responding to new developments in Economics and Business
- providing advice on the delivery of public examinations and overseeing any subject specific arrangements
- organising opportunities to enrich the experience and personal development of Economics and Business students



WORK WITH US

Student Recruitment

- reviewing recruitment patterns in Economics and Business
- devising and implementing strategies to maximise recruitment to the College in general and in Economics and Business
- advising colleagues on course content and entry requirements
- representing Economics and Business at open events and events in schools
- providing Economics and Business entries for the college prospectus, course descriptions and other publicity material
- liaising with counterparts in partner schools where appropriate
- pro-actively advertising the achievements of Economics and Business students

Staffing and Resources

- supporting colleagues to maximise the progress of students in Economics and Business
- providing advice on the staffing needs of Economics and Business
- assisting in the appointment of staff
- assisting with the induction of staff who will be teaching Economics and Business
- providing advice on the professional development needs relevant to Economics and Business
- evaluating staff development activity which has been undertaken for Economics and Business
- providing advice on specialist equipment and other resources needed to support teaching and learning
- organising and overseeing the use and storage of equipment and stock
- ensuring that rooms used for teaching Economics and Business present a stimulating environment for students
- providing special bids for capitation purposes
- monitoring expenditure of funds which have been allocated for Economics and Business
- participating in the college appraisal scheme including acting as appraiser of colleagues in the department



WORK WITH US

Quality Assurance

- completing and evaluating departmental self-assessment reports and Quality Improvement plans
- providing advice on quality standards and performance indicators relevant to Economics and Business
- monitoring the achievement of standards which have been set for Economics and Business
- monitoring the performance of Economics and Business against any targets which have been set
- evaluating all activity which influences the quality of teaching, learning and assessment within Economics and Business
- developing a culture of high expectations with high support through continuous reflection and improvement within the department

General

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the college as relevant to their role.

The post holder's duties must at all times be carried out in compliance with the College's Equality, Diversity and Inclusion Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the College's responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the College's vision and values and to demonstrate these values through their behaviour.

This job description is a guide to the major responsibilities of the post holder. Other duties may be added at the reasonable request of the Principal and the job description itself may be revised from time to time (after discussion with the Postholder) as the needs of the College change.



WORK WITH US

PERSON SPECIFICATION

The successful candidate will be expected to have the following qualities:

Criteria	Selection Process and Means of Identification
Qualifications <ul style="list-style-type: none"> • Good appropriate academic qualifications • A teaching qualification 	Application form Certificates
Experience <ul style="list-style-type: none"> • Relevant and successful teaching experience at A Level or Level 3 qualifications in Economics and/or Business • Effective use of a range of teaching and learning styles 	Application form Interview References
Skills & Aptitudes <ul style="list-style-type: none"> • Exemplary teaching skills • Excellent administrative and organisational skills • Ability to plan, organise, prioritise and delegate workload effectively and meet deadlines • Excellent communication and interpersonal skills • Excellent team leadership skills • Ability to work co-operatively and lead a team effectively • Managing performance, mentoring and developing others • Excellent analytical skills and the ability to interpret and use data to raise achievement 	Application form Interview References
Personal Qualities <ul style="list-style-type: none"> • Enthusiasm and commitment • Resilience and determination to succeed • High professional standards, leading by example • Positive, with the ability to inspire and energise others 	Interview References



WORK WITH US

Salary and Conditions of Service

This is a full-time permanent post.

The starting salary will be at a point on the salary structure for teaching staff in sixth form colleges (points 1-9, currently £30,500 - £47,133) depending on the qualifications, experience and progression position of the successful candidate. In addition, this role attracts a responsibility allowance of £2,322 rising to £4,467 in incremental stages. These increments will be awarded annually dependent upon identified criteria to a maximum salary of £51,600 per annum. Further details are available on request. The contract will be based on a model for teachers produced by the National Joint Council of the Sixth Form Colleges' Association. The successful candidate will be expected to take up the appointment with effect from 15 August 2024. If you require any further information, please contact hr@qeliz.ac.uk