

Post: Teacher of Economics and Business

Reporting to:

1. Head of Department
2. Academic Deputy Head
3. Headmaster

Prior Park Schools

Prior Park College is an independent day and boarding school for 600 girls and boys aged between 11 and 18. The school occupies an imposing 50 acre site on Ralph Allen Drive in Bath, combining beautiful Grade 1 listed buildings with more modern, purpose-built facilities. Prior Park College is one of the group of Prior Park Schools which includes our junior school, The Paragon, on a 7.5 acre site in Lyncombe Vale, Bath, and our sister school, Prior Park Gibraltar, opened in September 2016. More information can be found at www.priorparkcollege.com.

The Department

The Economics and Business department is a thriving and lively department and is a popular choice for students at both GCSE and A level. The Economics and Business department makes extensive use of ICT in learning. We have two interactive digital screens in two of the teaching classrooms, located at the top of the school campus. Teachers utilise Microsoft 365 software, in particular Microsoft OneNote in the delivery of all lessons, and in the monitoring and tracking pupil progress. All students in the department bring their own laptop device to lessons and use this as their normal way of working.

All classrooms are equipped with a digital projector and whiteboards and pupils and staff have access to an excellent wireless network in all school buildings and grounds. Additionally, all teaching staff are issued with Lenovo ThinkPad Yoga devices, with digital pens, to help with their teaching.

Prior Park Schools use Office 365 as our learning platform and all teaching staff are expected to have, or be working towards, the Microsoft Innovative Educator award. At present, we use OneNote and Teams as our main learning tools with other Office 365 apps as required e.g. Word, PowerPoint and Excel. We are also involved in rolling out a 1:1 initiative across the school from September 2019.

There are currently 4 Economics and Business teachers (including the Head of Economics and Business and the Deputy Head - Academic). Economics is taught from Year 12 to 13 and Business from Year 10 to 13. The department meets at least fortnightly to discuss department and school-wide issues and to share good teaching practice and ideas.

Prior Park operates a two-week timetable. Pupils studying GCSE Business in Years 10 and 11 have four 55 minute lessons per fortnight. Pupils studying A level Economics and Business have eleven 55 minute lessons per fortnight. A level teaching is arranged so that classes are shared by two teachers. GCSE business is currently in its first year at Prior Park college and is a popular choice for Year 10 students who follow the new Edexcel 9-1 GCSE course. At A level we follow the OCR A level syllabus. The subjects are popular with students and is one of the larger A level departments with around 25 pupils each year opting for Economics and 20 for Business. Results over recent years have been strong we have a good record of pupils continuing to study Economics and Business related degrees at top universities.

The Role

The purpose of this role is to teach Economics and Business throughout the school.

The main areas of responsibility include:

- To assess homework and coursework, set and mark tests and provide appropriate feedback.
- Maintaining records and writing academic reports
- Attending parents evenings and where appropriate holding meetings with parents to discuss student progress.
- Contributing to schemes of work and working to the guidelines provided, planning lessons carefully and regularly setting and marking written work
- Acting in accordance with advice from the SENCO, the Medical team and House staff on the best approach to individual students
- Participating in the system of cover for absent colleagues. (Note: Full-time staff cover for part-time staff in their absence. Part-time staff are reasonably expected, therefore, to play their part in covering for absent colleagues).

Please note that this list is not exhaustive and other additional, reasonable tasks falling within the capabilities of the post holder may be required, depending on the needs of the School.

Personal and Professional Specification

The ideal candidate will display the following attributes:

- Continuous updating knowledge and expertise; willingness to learn;
- Willingness to make an active contribution to the policies and aspirations of the College;
- Keenness to take responsibility for professional development and to use the outcomes for their own benefit and that of the school;
- Willingness to train, coach and support colleagues; encouragement and motivation of others to perform to the best of their abilities;

- Ability to plan (short, medium and long term), prioritise and manage time well ensuring decisions are implemented; anticipation of problems and challenges, viewing them as an opportunity to do something different and creative;
- Willingness to take on challenges;
- Keeness to seek feedback and the ability to remain positive when challenged or criticised;
- The ability to assimilate different types of information, come to logical conclusions, identify options and make sound judgements; persistence in looking for new and improved ways of doing things.
- Drive to achieve the best possible results with the time and resources available; high expectations in the tasks and objectives set for themselves and others;
- Ability to work under pressure, managing a variety of tasks without becoming overly distracted by one key task at the expense of others;
- Effective communication skills selecting and using appropriate media to communicate (good ICT skills);
- Good understanding of Office 365 (training and support provided);
- Willingness to apply existing IT skills to the Office 365 environment;
- Good listening skills and the encouragement of others to contribute their views; the transference of information to relevant people; skills in presenting a convincing argument;
- A willingness to work beyond the contracted hours;
- The ability to negotiate and agree a way forward;
- Confidence, resilience and the ability to keep a sense of proportion in a range of situations; Good role model in behaviour, personal standards and hygiene;
- Loyalty and integrity. Willingness to accept the authority of line managers;
- Discretion and the ability to keep confidentiality.

Induction, In-Service Training (INSET) and Appraisal

Teachers are required to:

- attend the induction programme as required by the Senior Deputy Head
- participate in the system of appraisal
- identify their own training needs in consultation with their Head of Department
- ensure they are familiar with the Common Room Handbook and school guidance policies
- be aware of, and act in accordance with, school Health and Safety policies (as set out in the Health and Safety Manual).

Pastoral role and wider contribution

Teachers will:

- act as House tutors (unless their other roles/duties preclude this), being part of a team reporting to a Housemaster/Housemistress and making a full contribution to the House. This role involves routine registration, monitoring of academic progress and general welfare, conducting and

generating pastoral sessions, supervision in House (as directed by the HsM) and supporting House events

- contribute to the extra-curricular programme of the school. For example, it is expected that all teachers run at least one activity per week (4.45 – 5.45pm) every term. Again, support for General Studies, evening events, weekend activities (including occasional Sunday trips), and PDP and the Pastoral Programme is expected.
- Take part in games and community activities (such as CCF/Prior Concern/D of E, school trips), including contribution to Saturday fixtures and afternoon duties throughout 2 terms
- Discharge necessary routine duties, such as Dining Hall and queue supervision, and cover for colleagues and contribute to the good order of the school
- Teachers will be expected to lead and co-ordinate morning prayers (and evening prayers in boarding Houses), as a minimum delivering the House or year group prayer at morning tutor group registration.
- Offer a positive example in all that they do and provide a professional presence at all times.

Child Protection

Prior Park Educational Trust is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Data Protection

In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The School is registered under the Data Protection Act 2018 and operates under policies that meet General Data Protection Regulations (GDPR). Staff must not at any time use the personal data held by the school or disclose such data to a third person.