

APPLICATION PACK

Role

Head of Economics and Business

September 2024

INTRODUCTION

Eastbourne College is a co-educational HMC independent school of just over 640 pupils, of whom half are full-time boarders. It is a strong community with excellent links with local schools and the remarkable town in which it is located.

Academic standards are very high with an average of over 80% of A-level grades being awarded A*, A or B in the last ten years. At GCSE approximately two thirds of all grades awarded are 9 to 7. The College recruits from a wide ability range and value-added outcomes are exemplary. The majority of College leavers enter higher education in leading universities at home or abroad.

The College is run as a seven-day week, full boarding school. Day pupils share the same wide curriculum as boarders and enjoy equal access to the physical and human resources of the school. Day pupils can complete their prep in Houses; buses run at both 18:00 and 20:00 on weekday evenings.

c. **640**
pupils

80%
A*, A or B
A levels

66%
grades 9 to 7
at GCSE

We are proud of our rich cultural and sporting traditions. The recently built Birley Centre is a hub of music practice, performance, composition and recording. There is an established partnership with Glyndebourne and links with Ballet Rambert, local artists and musical ensembles. College artists exhibit in London, actors have starred in film and TV; the Design & Technology department wins an extraordinary number of Arkwright scholarships. We have an enviable reputation for sport both regionally and nationally. Eastbournians frequently represent the county in hockey, rugby, cricket and netball; several old Eastbournians have gone on to achieve international honours. There are also thriving CCF, D of E and service programmes.

Eastbourne College places great emphasis on the importance of developing a school in which education is built on core values and positive, supportive relationships. These central qualities will endure long after a student moves on from the College. The five key values of participation, the pursuit of excellence, integrity, courtesy and kindness are, it believes, the bedrock upon which every child's education should stand, providing them with the wherewithal to flourish both at school and beyond.

More information about the College may be found by visiting the website: www.eastbourne-college.co.uk.

News of latest events can also be found by visiting our Facebook page: <https://www.facebook.com/EastbourneCollege>.



PURSUIT OF
EXCELLENCE
PARTICIPATION
INTEGRITY
KINDNESS



Our
150th
year



30
State of the
art classrooms





THE POST

THE POST

We are looking for someone who is passionate about Economics and Business with the ability to communicate their enthusiasm in an inventive and inspirational way. She or he will be able to demonstrate originality in teaching, inspire creativity in pupils and staff, and inculcate the skills necessary for excellence in examinations while maintaining excitement and interest in learning.

The successful applicant will be expected to teach A-level Economics and A-level Business to eager and enthusiastic pupils in the sixth form. He or she will be able to cope with administration competently yet speedily, leaving him or her free to concentrate on inspiring teachers and motivating young people. The Head of Economics and Business will have opportunity to take the time to reflect and plan, and when appropriate they will be able genuinely to enjoy the exuberant life of the College. All members of the Common Room are expected to play an additional part in the boarding life of the school, e.g. by acting as tutors in one of the day or boarding houses, by offering their expertise in coaching team sports, or contributing to music, drama, debating etc. The department has a long tradition of wide and varied contribution, recognising the value it brings to relationships with pupils in the classroom.

The College has its own salary scale and the successful applicant will be placed on the scale at a level commensurate with their experience and qualifications. There is also a generous responsibility allowance for this important management role. Accommodation may be available for single or married applicants, including those with families. Teachers benefit from a generous rate for the education of their own children, and there are similar arrangements with St. Andrew's Prep.

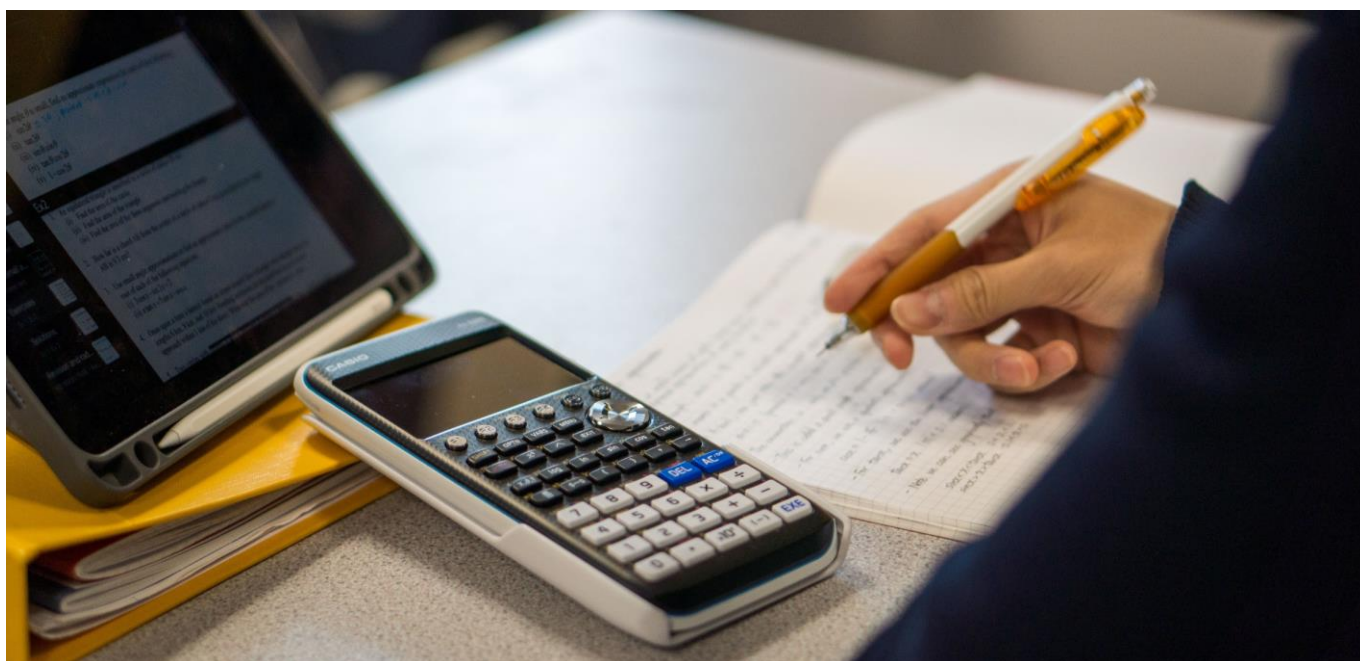


THE DEPARTMENT

The Department attracts large numbers of pupils; Economics and Business are both among the most popular subjects at A-level. The Department is well-resourced and occupies an enviable location in the Winn building, in the heart of the College's recent £35m development. Each member of the department has their own classroom; each equipped with an interactive touch screen and multimedia facilities. There is a broad range of teaching and commercial experience within the department teaching staff.

With an open entry policy, the department attracts pupils from across the ability range. Over the last seven years the public examination results have been impressive, with value-added scores being amongst the best in the sector nationally.

The Department frequently organises trips to local businesses and invites visiting speakers to enrich and support the taught curriculum. The department also offers a recognised, Level 2 finance qualification to pupils in year 12 and has enjoyed considerable success in relevant national competitions arranged by institutions such as the Bank of England and the Institute of Economic Affairs. Economics and business pupils at the College have a real sense of enjoyment and enthusiasm for their studies.



JOB DESCRIPTION

Job Title:	Head of Economics and Business
Responsible to:	The Deputy Head (Academic)
Job Summary:	To be responsible for the teaching of Economics and Business throughout the College. To make a personal contribution that will enable students and staff in the department to excel.

Duties and Responsibilities

Academic

- To foster interest in, and enthusiasm for, Economics and Business and their significance in the outside world.
- To draw up schemes of work and other necessary documentation in consultation with the Deputy Head (Academic) and those teaching the subject to ensure that the department meets deadlines for assessments, examinations and reports.
- To ensure that the department keeps abreast of curriculum developments, and to arrange for INSET as appropriate.
- To update and renew teaching materials, resources and equipment, and to give a lead in teaching topics to new examination specifications.
- To consult with the Senior Management Team over major decisions, particularly those affecting the department as a whole, or its place in the curriculum.
- To administer all matters in the department in accordance with school policy as laid down by the Senior Management Team.
- To encourage and develop extra-curricular activities in the department, involving societies, educational visits and outside speakers.

Staff Management

- To hold regular meetings for all members of the Economics and Business department.
- To assist in, and advise on, the appointment of any new members of staff working within the department.
- To be responsible for the work, attendance, training and monitoring of any support staff working in the department.
- To ensure equal access and opportunity for students by appraising the work and lessons of teachers within the department as part of the annual department review.

JOB DESCRIPTION

Financial Management

- To submit a draft budget to the Deputy Head (Academic) and to ensure that expenditure is kept within the approved budget.
- To order equipment, materials and books as appropriate, and to keep an up-to-date record of all expenditure.
- To keep an inventory of equipment and plan for future needs.

Administration

- To co-ordinate the recording and moderation of all pupils' work for examinations/assessment and to ensure that all the awarding body's criteria are met.
- To supervise the setting, moderation and marking of the internal College examinations.
- To submit an annual report of the work of the department to the Deputy Head (Academic) as part of the annual department review.
- To be responsible for all aspects of health & safety in the department ensuring that all risk assessments are made in accordance with College policy and national legislation.
- To attend Heads of Department meetings, and to represent the subject in all discussions concerning the curriculum.

Pastoral

- To promote and uphold the College's core values and reflect them in the teaching of Economics and Business in the school.
- To support the development of all pupils through the unspoken curriculum (the way pupils learn to treat each other and the way they are expected to behave).
- To be a tutor in a day or boarding house as directed by the Deputy Head (Pastoral).
- To act as tutor to a group of tutees as directed by the Hsm.
- To hold regular meetings with tutees to discuss academic progress and any pastoral issues.
- To discuss eRCs with tutees and comment as appropriate.
- To support the Hsm and house by attending house activities and events.
- To support tutees in their wider College lives.
- To attend chapel alongside tutees at weekly chapel services and any other school congregational events as requested by the Second Master.

JOB DESCRIPTION

Co-curricular

- To play an active role supporting the co-curricular programme as directed by the Deputy Head (Co-curriculum) and the Second Master.

Safeguarding

- The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement and staff code of conduct at all times.
- If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the School's Designated Safeguarding Lead or, if they are the School's DSL, to the Headmaster and relevant agencies.
- The post holder will be engaging in regulated activity.

General

- To represent the subjects at Heads of Departments meetings.
- To Chair regular meetings of the Economics and Business department.
- To attend staff meetings as requested by the Headmaster.
- To carry out any other duties associated with the role as requested by the Headmaster or Senior Management Team.

In making the appointment the Headmaster will have regard to the experience and potential specifically exhibited by candidates. The exact delineation of responsibilities will be determined by the strengths and interests of the appointee.

This job description may be altered to meet changing educational context at the discretion of the College.

PERSON SPECIFICATION

Applicants should be able to demonstrate the following

Attribute	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> ▪ Educated to good degree standard (or equivalent) in Economics, Business, or a closely-related discipline ▪ Evidence of continuous personal and/or professional development 	<ul style="list-style-type: none"> ▪ Teaching qualification ▪ Post graduate degree
Knowledge and Experience	<ul style="list-style-type: none"> ▪ An ability to teach A-level Economics ▪ An understanding of A-level Economics and A-level Business and the importance of them in the school curriculum 	<ul style="list-style-type: none"> ▪ Schools experience ▪ Experience of working in a boarding/residential environment ▪ An ability to teach A-level Business ▪ Management experience
Skills	<ul style="list-style-type: none"> ▪ A dynamic and skilled leader with the ability to manage people towards a common goal ▪ Excellent communication and listening skills ▪ Strong organisational and administrative skills ▪ A high level of ICT competency ▪ An inclusive manner and the ability to work in a team ▪ The ability to interpret quantitative and qualitative feedback; to monitor and evaluate 	
Personal Qualities	<ul style="list-style-type: none"> ▪ A belief in the College's core values and the determination to uphold them ▪ An ability to set deadlines, meet them and manage expectation against them ▪ An ability to build, foster and sustain positive relationships with all in the College community ▪ Patience, compassion, courage, resolve and objectivity ▪ Dedication, loyalty, commitment and positivity ▪ Capacity for hard work ▪ To positively embrace change and development ▪ Being a positive role model for all in the College community by virtue of approachability, personal conduct and standards of expectation ▪ To be a lead learner 	



INFORMATION



SALARY AND CONDITIONS

The College has its own salary scale and the successful applicant will be remunerated at a level representing their qualifications, skills and experience. Specifics of this can be discussed with the Headmaster at interview.

The College offers generous packages of additional benefits and pay; all staff are on a salary scale above the national average and have opportunities for salary progression.

All appointments are made subject to an enhanced check with the DBS and any other pre-employment checks deemed necessary by the College.

The College is a non-smoking establishment and an equal opportunities employer.



SAFEGUARDING STATEMENT

Eastbourne College (Incorporated) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to an enhanced DBS check, pre-employment medical questionnaire and positive references.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the Charity is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.



EQUALITY STATEMENT

Eastbourne College (Incorporated) welcomes applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake. We consider the most important factor to be the right skills, abilities and attitude for the job which will ultimately improve the well-being and education of the pupils.



HOW TO APPLY

To apply, please visit www.eastbourne-college.co.uk/contact/employment-opportunities and click the APPLY NOW button to complete the mandatory application form.

A letter of application (addressed to the Headmaster), evidencing your suitability for the post against the job description and person specification described above, and an up-to-date CV should be uploaded with this online application form.

Please provide two or three referees, one of whom should be your current employer (if applicable).

Applications should be received by no later than **Friday 19 April 2024**.

Interviews week commencing 22 April 2024.

Please e-mail hr@eastbourne-college.co.uk for further details, or telephone 01 323 452288.



POSTSCRIPT

There are many attractions to teaching at Eastbourne College, not least its location on the south coast in the sunniest part of the country.

The College provides a safe urban environment in an attractive part of a peaceful town where pupils have easy access to shops, cinemas and theatres at appropriate times, and this strengthens the boarding experience. The railway station is close, with easy travel to Gatwick (one hour) and London (under 90 minutes). The beach and sea are a five-minute walk away and the South Downs (the newest National Park) are literally on our doorstep.

The school is a strikingly happy, cohesive and coherent community. We look forward to meeting you.

March 2024