Curriculum Leader of Business Studies and Economics

Required as soon as possible.

INTRODUCTION

This post is currently vacant, and it is hoped that the successful candidate will take it up as soon as possible.

INTRODUCTION

Enniskillen Royal Grammar School is an academically selective, co-educational, non-denominational voluntary grammar school which opened on 1 September 2016, bringing together the two school communities of Collegiate Grammar School and Portora Royal School. Our enrolment currently stands at 955 and we have over 260 pupils in our Sixth Form where we offer twenty-eight subjects, the majority of which are delivered in-house. Sixth Formers access a wide range of university courses in the UK, Ireland and beyond with an increasing number choosing to access Higher Level Apprenticeships as our CEIAG provision seeks to provide agile and up to date advice and guidance for our young people. We are also a fully committed member of the Fermanagh Learning Community, supporting its development work in curriculum provision, staff development and professional learning.

At the heart of the vision for our school is our commitment to make it a centre of excellence where pupils are challenged and supported in equal measure by a staff committed to pursuing the highest standards across a rich diversity of curricular and extra-curricular learning experiences. Our staff work hard and with real purpose to provide a holistic school experience underpinned by strong and healthy relationships at all levels and characterised by processes which build open and productive lines of communication between pupils, staff, parents and carers and Governors. Rooted in our proud heritage, we are also outward and forward looking in our aspirations and we strive to ensure that our pupils are well prepared for the future through strong partnerships with local, regional and national organisations.

As we look forward to celebrating our first decade in 2026-27, our school is embarking on a new and exciting chapter in its development, following the Minister of Education's announcement of capital funding which will see our new school build progress to construction. This will allow our vibrant school community to flourish in state-of-the-art accommodation enhanced by the refurbishment of our iconic listed building, as together we pursue the four pillars of our ERGS ethos:

Engagement in a rich range of curricular, co-curricular and extra-curricular learning experiences which inspire in our pupils, curiosity, independence of thought, enjoyment of learning and motivation to contribute positively to their community

Resilience in an environment where pupils learn to persevere, adapt and grow through challenge, developing into resourceful and confident young adults

Growth for our pupils as we nurture them academically, socially, emotionally and physically and as we encourage them to understand themselves, build strong character and develop values such as respect, tolerance and responsibility

Support for each member of our school community to feel safe, respected and listened to as we foster strong relationships, open communication and close partnerships with parents and carers and as we aim to ensure that pupils know that help and encouragement are always available.

The Business Studies/Economics Department is a flourishing one with very strong uptake at GCSE and A Level in Business Studies and a strong uptake of Economics at A Level. Accordingly, the Board of Governors is seeking to appoint an enthusiastic and committed Curriculum Leader of Business Studies and Economics who can develop, articulate, and implement a vision for a high performing, forward looking Business Studies and Economics department in line with the overall ethos and needs of our school and our pupils.

The person appointed will be expected to act as a form tutor.

The Governors are also seeking to promote the extra-curricular life of the school, and it is highly desirable that applicants for the post demonstrate an ability and willingness to contribute to the school's extra-curricular programme.

The person appointed will be awarded Teaching Allowance 1.

JOB SPECIFICATION

The Curriculum Leader in addition to the essential qualifications and experience should be able to demonstrate the following:

PERSONNEL SPECIFICATION

Management Knowledge and Skills

- Ability to think strategically and contribute to building and communicating a shared coherent vision within the subject area of their responsibility
- Ability to provide direction in promoting a culture of high expectations, successful learning, and achievement
- Ability and experience in a robust use of data to support self-evaluation and target setting for improvement
- Ability to make informed decisions and communicate these effectively

- Ability to form and foster good interpersonal relationships with colleagues, pupils, and parents
- Effective conflict resolution skills.
- Good communication skills and presentational skills, both oral and written.
- Good organisational and planning skills and the ability to deal with complex administration tasks in a timely fashion

Leadership Qualities

- Leading and motivating staff in the pursuit of the Departmental aims and objectives.
- Lead and motivate the staff in their continuous professional development.
- Work well with others to build an effective team within the department.
- Develop strategies which will seek to promote high standards of pupil achievement, attendance, behaviour, appearance, and well-being.
- Develop and maintain a shared understanding within the department of effective behaviour management and discipline within the school's pastoral care policy.

Personal Qualities

- An understanding of the importance of establishing a clear vision for the department based on a consistent pupil centered approach to education.
- A commitment to high quality teaching, learning and pastoral support.
- A willingness to promote and develop the career opportunities related to the subject area.
- A sound value system consonant with the ethos of the school and an ability to lead by example.
- Integrity, energy, enthusiasm, determination, resilience, compassion, sensitivity and flexibility.

JOB DESCRIPTION – Curriculum Leader of Business Studies and Economics

Job Purpose:

- Strategic direction and development of the subject
- Teaching and Learning
- Leading and managing staff
- Efficient and effective deployment of staff and resources

General Responsibilities:

A Curriculum Leader takes responsibility for the learning and teaching of pupils in a subject within the aims and ethos of the school. As a Leader of a subject area s/he is expected to manage curriculum resources and teachers in an effective and efficient manner. The Curriculum Leader is directly responsible to a designated member of the Senior Leadership Team, the Deputy Principal and to the Principal.

A Curriculum Leader's responsibilities will include:

- Maintaining the ethos of the School.
- Fostering constructive relationships within Enniskillen Royal Grammar School
- Involvement in the performance management and self-evaluating structures of the department
- Responsibility for the review of policies relevant to their department
- Undertaking any reasonable duties as requested by the Principal.

Key Responsibilities

1. **Strategic direction and development of the subject.**

- Work with members of the department, teaching and support staff to formulate aims, objectives and strategic plans for the department consistent with the aims and ethos of the school and the School Development Plan
- Develop and review syllabuses, resources, Schemes of Work, marking policies and assessment procedures to be followed so ensuring consistency in internal standardisation within the department
- Plan, implement, monitor, and evaluate the departmental policies and departmental development plan in line with school policies and with the School Development Plan
- Provide examination analysis and subject area review as part of the School's self-evaluation cycle
- Maintain accurate and up to date information concerning the department on the Management Information System
- Encourage staff and pupils to become involved in extra-curricular activities related to the work of the Department
- Keep abreast of learning, teaching and curriculum developments and examination requirements
- Co-ordinating special events, e.g. field trips, education trips, guest speakers;
- Encourage links with external agencies, e.g. examination boards, Education Authority, university, industry.

2. **Teaching and Learning**

- Undertake an appropriate programme of teaching in their subject area.
- Monitor and evaluate the teaching standards and methods within the department
- Develop the effectiveness of teaching and learning styles
- Be responsible for the co-ordination and standardisation of assessments and moderation of controlled assessment where appropriate
- Ensure common standards of behaviour, work etc. are maintained in line with relevant school policies, e.g. Positive Behaviour Policy, Learning and Teaching Policy
- Use data effectively to raise standards within the department and to identify areas for improvement
- Plan, implement and monitor the Departmental Learning and Teaching Policy in line with the School aims
- Provide Learning Support by raising staff awareness of the difficulties experienced by pupils who have special and additional educational needs, providing resources and information about a repertoire of strategies for staff within the department
- Inform the school's examinations officer of all entries for public examinations.

3. **Leading and Managing Staff**

- Lead members of the department in the process of regular self-evaluation of the work of the department to effect improvement
- Promote the professional development of the members of the department
- Chair regular departmental meetings
- Represent the department at all relevant meetings and play a full role in decision-making to whole school issues

4. **Efficient and effective deployment of staff and resources**

- Ensure the deployment of teaching staff and support staff to individual classes and other duties
- Oversee the work set for classes of absent teachers
- Assist with the appointment of new staff to the department
- Manage induction and monitoring progress
- Oversee the effective deployment of student teachers to classes
- Oversee the effective deployment of the Departmental budget
- Maintain an accurate and up to date inventory of all resources within the department
- Assist the Librarian with the acquisition of Library support materials for the department
- Monitor the safety of pupils and staff within the department.

Essential Criteria:

Applicants must: -

- Have a recognised teaching qualification and be recognised as a teacher by the GTCNI
- have a good Honours Degree (2.2 or above) in Business Studies and/or Economics or a degree where Business Studies and/or Economics was a substantial part of the degree
- have experience of teaching A Level Business Studies and Economics
- have experience of teaching GCSE Business Studies
- have a minimum of two years' post-primary teaching experience

Desirable Criteria:

Preference may be given to applicants who:

- have a 2.1 or above Honours Degree
- demonstrate the ability and willingness to contribute to the extra-curricular life of the school
- have experience of leading and managing a staff team.