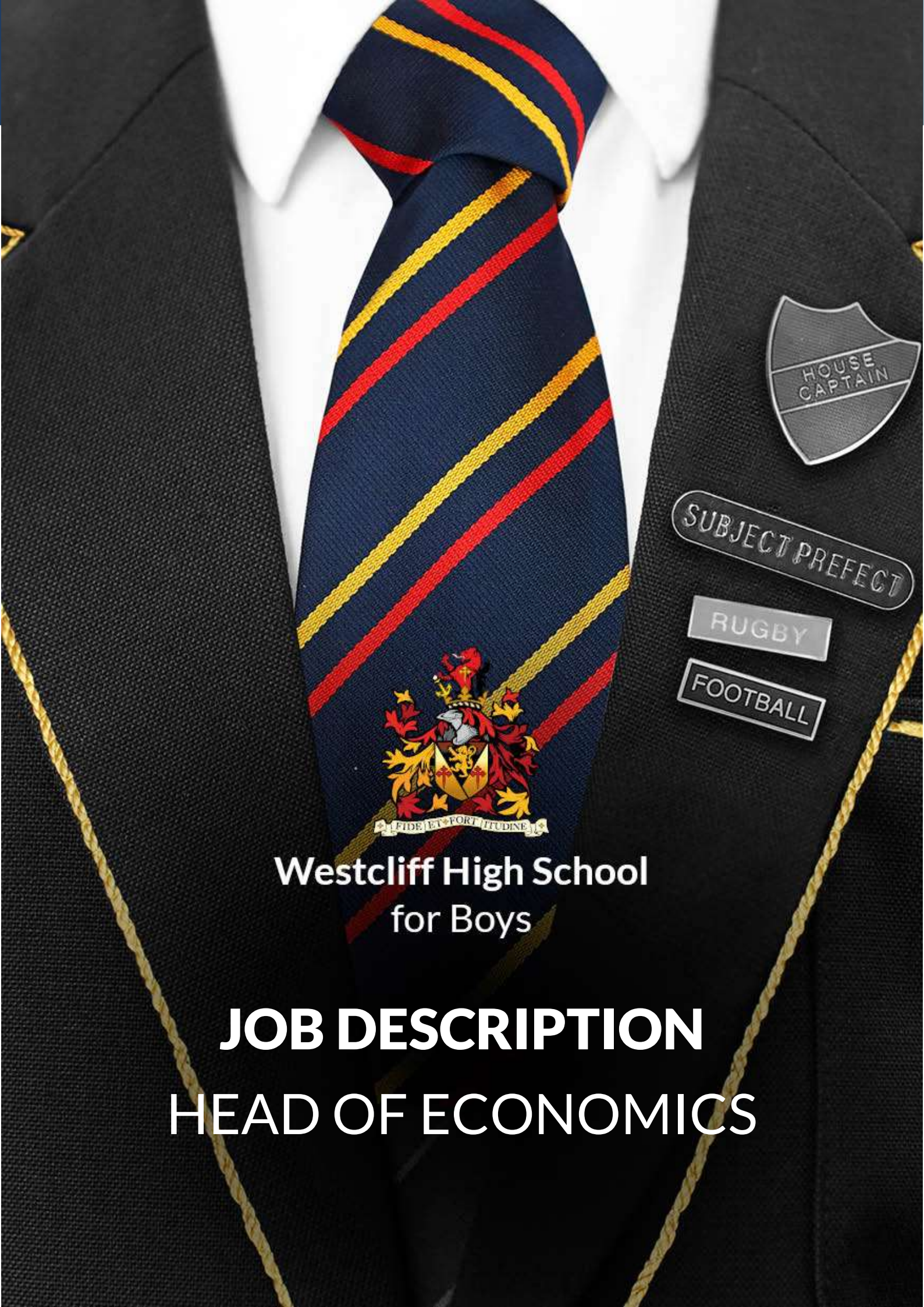




Westcliff High School
for Boys

JOB DESCRIPTION

HEAD OF ECONOMICS

INTRODUCTION

This position involves the leadership and teaching of Economics. The person appointed will be responsible for the Economics Department. She/he will work with the Senior Team to promote the strategic direction for the Department within the context of a Selective School. The School has a demanding curriculum in which reading and the pursuit of scholarship are seen as of the first importance. The successful candidate will have a strong academic background.

The Economics Department at Westcliff High School for Boys (WHSB) has been a high performing Department for many years. We have consistently achieved outstanding results in Public Examinations. The Department has grown considerably over recent years. There are presently 170 students studying Economics in Years 12 and 13, with a further ten groups (250 pupils) studying the subject in Years 10 and 11.

The Economics Department also plays an important role in the extra-curricular life of the School. The Department offers a variety of additional clubs and competitions which pupils can participate in across Key Stages 4 and 5, aimed at assisting those in need of support or extending the more able. These include The Westcliff Economics Society, The Westcliff Economist, Young Enterprise, Extended Project Qualification and Sixth Form Mentoring.

ACCOMMODATION AND FACILITIES

The Economics Department occupies a suite of classrooms, including classrooms in the Sixth Form building. All classrooms have modern audio visual systems.

CURRICULUM

The OCR 9-1 specification is taught at GCSE Level. It is an excellent introduction to Economics and provides a route for many pupils to continue studying the subject at Advanced Level and University. In the Sixth Form, students are taught Edexcel Advanced Level Economics (Specification A).

EXAMINATION RESULTS

Results at Advanced Level are outstanding and those who choose to continue their Economics studies at University generally do so at established Universities, including the Universities of Oxford and Cambridge and the London School of Economics (LSE).

In summer 2025, 89.3% of candidates at Advanced Level were awarded A*-B grades, with 16.7% achieving A* and 63.1% A*-A. At GCSE, in the Summer of 2025, 61% of candidates were awarded 7-9.

JOB DESCRIPTION

POSITION: Head of Economics

TLR: 2C (Currently £8,611)

Line of Responsibility:

The Head of Economics is responsible to the Second Deputy Headteacher.

Line Management:

The Head of Economics is responsible for appraising (as appropriate) and line managing the work of the Economics Department.

Job Content / Core Responsibilities:

The Head of Economics

- 1 provides Departmental guidance, advice and leadership on:
 - aims and objectives
 - Schemes of Work (which shall reflect the values the School seeks to inculcate)
 - teaching methods
 - Assessment, Recording and Reporting
 - the classroom environment
 - differentiation
- 2 manages the Department and contribute to the School's Appraisal arrangements, in particular to monitor standards of teaching and assessment in the Department, to make recommendations on INSET, and to seek to achieve targets on examination results set out in the Departmental Development Plan.
- 3 manages the Department's resources and to have regard to the quality of teaching materials both purchased and internally prepared. This will also involve recommending suitable library acquisitions.
- 4 ensures that the Department has in place arrangements to provide for the needs of pupils of differing abilities, including the most able and those who are within the School's Special Educational Needs provision.
- 5 organises pupils into groups, to recommend the allocation of staff and to contribute to the appointment and induction of new staff. To be conscious of ways in which the engagement of others from outside School might enrich our curricular provision and to ensure the appropriate incorporation of such elements.

- 6 ensures that the Department uses information on prior pupil attainment in planning teaching of particular groups and that the Department respects and follows the School's procedures for pupil tracking and target setting to enhance performance.
- 7 monitors academic standards within the Department, to maintain pupil records, to identify difficulties with individual pupils and to generate solutions, to ensure that all report data is in SIMS and has been checked by published deadlines.
- 8 ensures, through the use of departmental INSET time, that the Department is familiar with School and other relevant curriculum documentation and is responsive as well to relevant national developments and initiatives bearing on the work of the Department.
- 9 has a familiarity with the School's Policy on Health & Safety (H&S), to direct the Department on H&S issues and to draw to the attention of the Facilities Manager any departmental matters covering H&S requiring attention.
- 10 has overall responsibility for quality of displays in departmental teaching rooms and to ensure that arrangements are in place (using the designated Teaching Assistant) for the periodic changing of departmental display materials.
- 11 contributes as requested to whole-school initiatives such as the Sixth Form Induction courses.
- 12 promotes the Department in the School's wider agenda, e.g. via the website, *The Westcliff Diary* and through participation in the School's Outreach programmes.
- 13 produces each year, according to agreed schedules, a written review of the Department's work, covering public examination results; Teaching & Learning; staff development; departmental extra-curricular activity; departmental resources; and progress made towards meeting targets laid down in the School Development Plan.
- 14 undertakes such other duties, from time to time, as the Headmaster may reasonably request.

CONDITIONS OF EMPLOYMENT

- The above responsibilities are subject to the general duties and responsibilities contained in the written Statement of Conditions of Employment (the Contract of Employment).
- The postholder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Governing Board.
- To uphold the School's policy in respect of child protection and safeguarding matters.
- The postholder shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.
- The postholder may be required to perform any other reasonable tasks after consultation.

- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at regular intervals and it may be subject to modification at any time after consultation with the postholder.
- All staff members are required to participate in the School's Appraisal Scheme.



Westcliff High School for Boys

Headmaster: Mr MA Skelly M.A.

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