



**Mayfield Grammar School  
Gravesend**

**Appointment of  
Subject Coordinator of Economics &  
Business Studies**

Start date to be negotiated

**Closing date: 1 p.m. on Monday 17<sup>th</sup> April 2023**  
**Interviews will be held shortly after the closing date**



# Mayfield Grammar School

## Gravesend

Pelham Road, Gravesend, Kent DA11 0JE  
Telephone: 01474 352896 Fax: 01474 331195  
Website: [msgsg.co.uk](http://msgsg.co.uk) Email: [enquiries@msgsg.kent.sch.uk](mailto:enquiries@msgsg.kent.sch.uk)

### **Subject Coordinator of Economics & Business Studies**

**Full Time**  
**Main Professional Scale, UPS**  
**TLR2C (currently £3,017)**

This is an exciting opportunity for an enthusiastic and committed Teacher of Economics & Business Studies to lead a committed team of staff in these popular subjects.

You will be joining a successful department within a high performing 11-18 selective girls' school with boys in the Sixth Form.

We are looking to appoint a well-qualified colleague on the Main Professional Scale or UPS who is flexible, highly motivated and creative with excellent subject knowledge.

The person appointed will receive high quality mentoring and support and there is also plenty of scope to be involved in a wide range of extra-curricular activities.

The school prides itself on its strong record of internal professional development and was judged by Ofsted to be 'Outstanding' in all categories of inspection in June 2013.

Further details and an application form are available from the Staff Vacancies section of the school website [msgsg.co.uk](http://msgsg.co.uk)

Applications made via TES Online will be accepted.

CVs will not be considered and should not be submitted.

All applications with a covering letter addressed to Mrs E Wilson, Headteacher must be received by **1 p.m. on Monday 17<sup>th</sup> April 2023**

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***This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***



## **Mayfield Grammar School, Gravesend**

Mayfield Grammar School, Gravesend is a selective girls' school with boys in the sixth form which is situated in the town of Gravesend, with easy access to the A2 and M25 and a direct rail link to Charing Cross. In February 2012 we converted to Academy Status and the school celebrated its Centenary throughout 2014/15.

The school occupies two sites. One houses the original 1926 building with its distinctive quadrangle and bell tower, surrounded by its playing fields. New Science, Technology and Dining facilities opened across 2020-2021. Our second site has specially designed facilities for Technology, Sports and Drama which opened in 1995. There is ICT provision on both sites and a new teaching block will open in September 2022 to house our Learning Resources Centre, Music, Multi-purpose Sports Hall, additional classrooms and specialist IT rooms.

The school is an 11-18 grammar school. Entry at age 11 is via the Kent 11 plus selection procedure comprising nationally standardised Verbal, Non-Verbal and Mathematics tests. The procedure allows admission of the top 25% of the ability range. An optional additional opportunity to assess eligibility for admission is available through the Mayfield testing procedure.

The school was judged to be Outstanding by Ofsted in June 2013. Ofsted reported that "achievement in all subjects including English and Mathematics is exceptionally high" and that "The behaviour of students is exemplary. They engage enthusiastically with their learning, are courteous, polite and keen to contribute fully to the life of the school".

We are an outward looking school determined to provide the highest quality education by capitalising on opportunities available to the school. We work as a team where the contributions of all the staff are equally valued. We place major importance on providing new staff with an effective induction into the school and all staff are constantly seeking to improve their professional practice through external and internal training. Governors, parents and the community are extremely supportive of the work of the school.

The Senior Team consists of the Headteacher, a Deputy Headteacher and five Assistant Headteachers. Curriculum Leaders lead their subject teams to ensure a high-quality teaching and learning experience for all our pupils. Pastoral care is led by an experienced team of Learning Leaders who work with Form Tutors and are supported by Key Stage Co-ordinators (AHTs). A House System was introduced in September 2020. Merit points are given to students during the year and the Aster Trophy is awarded to the House with the most points overall at the end of the academic year.

The curriculum follows National Curriculum guidelines. All students have the opportunity to gain ten or eleven GCSEs at the end of Year 11.

There are circa 1319 students on roll, 320 of whom are in the Sixth Form.

From 2018, we expanded the Pupil Admission Number (PAN), to 180. For the last five years, the school has admitted above PAN, and from September 2021 we increased our PAN to 210.

Extra-curricular activities include a full sporting programme, choirs, orchestras and other club activities. A large number of students participate in the Adventure Service Challenge (Lower School) and the Duke of Edinburgh Award scheme (Upper School and Sixth Form). There are Conferences, the Graduation Ball and many other opportunities for students to participate in events outside their classroom studies. The school enjoys strong links with the local business community and runs a full Careers (CEIAG) programme. The school runs an extensive programme of trips and visits both locally, nationally and abroad for all year groups.

Mayfield Grammar School, Gravesend is a happy community where we foster excellent relationships between staff and students.

This is a non-smoking school.

Anyone interested in the school is welcome to visit our website at [mgsq.co.uk](http://mgsq.co.uk)

# **Mayfield Grammar School, Gravesend**

## **ECONOMICS DEPARTMENT**

A position has arisen for a Teacher of Economics & Business Studies. The person appointed will join a lively, experienced, enthusiastic and academically successful Mathematics Faculty comprising of Mathematics, Computing and Economics.

Mr M Zanier	Subject Coordinator Economics & Business
Mrs E Mountcastle	Assistant Headteacher, Teacher of Maths & Business Studies
Mrs K Kaur	Teacher of Economics & Mathematics

The department is supported by a technician, Mr Bobby Bahra who is shared with the Mathematics and IT Departments.

The Economics Department aims to provide all MGSG's students with a high degree of confidence and competence in the subject, by understanding the curriculum, making connections that enable progress in other subject areas and developing skills that will be useful in life beyond the school. The Department has supported students to achieve some very pleasing external examination results in recent years.

### **Upper School**

#### **GCSE Economics [OCR]**

This course enables students to:

- develop an understanding of economic concepts and apply these concepts to real-life situations;
- interpret and evaluate economic data in order to make reasoned arguments and informed judgements;
- develop an awareness of economic change and its impact on developing and developed economies;
- understand economic issues, problems and possible solutions that affect mixed economies;
- participate effectively in society as citizens, producers and consumers.

### **Sixth Form**

#### **Economics A level [Edexcel]**

Economics is often referred to as a 'real world' subject. The study of the subject helps to explain current affairs and much of what can be seen in the news. We discuss topics as wide and varied as: why the price of fuel is falling; what explains unemployment; the significance of globalisation; the growth of China; the impact of BREXIT and how the government make decisions about taxation and spending each year. After studying this course students will realise the impact this subject has on day-to-day lives and have a better understanding of what is heard and seen in the media.

A level Economics is a linear course and is divided into the following themes:

Theme 1: Microeconomic theory – markets and market failure

Theme 2: Macroeconomics – how the economy works

Theme 3: Business behaviour and the labour market

Theme 4: Global perspective

#### **Business A level [Edexcel]**

Business is a dynamic subject. Students learn about the diverse nature of business enterprise and the interdependence of the various parts of the business world. We explore business success and business failure, investigate local, national and global business markets, and understand how businesses need to adapt and respond strategically to the changing environment in which they operate to survive and grow. This constant evolutionary process makes business a fascinating subject.

A Level Business is a linear and is divided into the following themes:

Theme 1: Marketing and People

Theme 2: Managing business activities

Theme 3: Business decisions and strategy

Theme 4: Global business

## Job Description

<b>Post Title:</b>	Subject Coordinator for Economics & Business Studies	<b>TLR</b>	2C £3,017
<b>Post Holder:</b>			
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>• To be responsible for coordinating Economics &amp; Business Studies department.</li> <li>• To develop and enhance the teaching practice of others within the subject area.</li> <li>• To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying Economics &amp; Business Studies, in accordance with the aims and the curricular policies of the school.</li> <li>• To be accountable for student progress and development within the students studying Economics &amp; Business Studies.</li> </ul>		
<b>Reporting to:</b>	<b>Senior Staff/SLT</b>		
<b>Liaising with:</b>	Head/Deputies, relevant colleagues and support staff, LEA representatives external agencies and parents		
<b>MAIN (CORE) DUTIES</b>			
<b>Operational/ Strategic Planning</b>	<ul style="list-style-type: none"> <li>• To coordinate the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies within Economics &amp; Business Studies.</li> <li>• To actively monitor and follow up student progress in Economics &amp; Business Studies with the support of the staff team and SLT Line Manager.</li> <li>• To assist in the implementation of school Policies and Procedures.</li> <li>• To work with colleagues to formulate aims and objectives for the faculty which have coherence and relevance to the needs of students and to the aims of the school.</li> <li>• To incorporate the use of ICT and e-learning strategies in supporting Teaching and Learning in the subject.</li> </ul>		
<b>Curriculum Provision and Development:</b>	<ul style="list-style-type: none"> <li>• To liaise with the Curriculum Line Manager to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school's strategic objectives.</li> <li>• To support curriculum development within the whole department including enrichment opportunities and cross curricular pinpoints</li> <li>• To keep up to date with national developments in the subject area, teaching practice and methodology.</li> <li>• To actively monitor and respond to curriculum development and initiatives at national, regional and local levels including Citizenship, British Values, Enterprise, Careers as appropriate.</li> </ul>		
<b>Staffing Staff Development: Recruitment/ Deployment of</b>	<ul style="list-style-type: none"> <li>• To work with the Curriculum Line Manager to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li> <li>• To contribute to Appraisal/Performance Management Review and to act as reviewer for a group of staff within the subject area as required.</li> <li>• To evaluate the effectiveness of staff development within Economics &amp; Business Studies.</li> </ul>		

<b>Staff:</b>	<ul style="list-style-type: none"> <li>• To promote teamwork and to motivate staff to ensure effective working relations.</li> <li>• To ensure the effective efficient deployment of classroom support.</li> <li>• To participate in the school's SCITT programme as and when required.</li> <li>• To participate in the interview process for teaching posts as required.</li> </ul> <p>To be responsible for the day-to-day management of subject staff and act as a positive role model.</p>
<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>• To establish the process of setting of targets within Economics &amp; Business Studies and to work towards their achievement.</li> <li>• To help to establish common standards of practice and develop the effectiveness of teaching and learning styles within Economics &amp; Business Studies.</li> <li>• To implement school self-review procedures and processes to ensure adherence to those within Economics &amp; Business Studies.</li> <li>• To participate in the monitoring and evaluation of Economics &amp; Business Studies in line with agreed school procedures as laid out in the policy.</li> <li>• To seek/implement modification and improvement where required within Economics &amp; Business Studies.</li> </ul>
<b>Student Performance:</b>	<ul style="list-style-type: none"> <li>• To assist in the implementation of the Behaviour Management Policy in the subject so that effective learning can take place.</li> <li>• To identify and take appropriate action on issues arising from data, and reports and review progress on the action taken.</li> <li>• To make use of analysis and evaluate performance data provided.</li> <li>• To ensure the maintenance of accurate and up to date information concerning the subject on the management information system.</li> <li>• To sample subject reports in each year group to check progress.</li> <li>• To produce reports on student progress, examination performance, including the use of value-added data for both internal and external exams.</li> </ul>
<b>Communication:</b>	<ul style="list-style-type: none"> <li>• To follow agreed procedures for communication within the school.</li> <li>• To ensure effective communication/as appropriate with the parents/carers of students.</li> <li>• To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases.</li> <li>• To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies as required.</li> <li>• To contribute to the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of Economics &amp; Business Studies at Open Days/Evenings and other events in partner schools and the wider community.</li> <li>• To promote the subject at Open Days/Evenings and other events as appropriate.</li> </ul>
<b>Management Of Resources:</b>	<ul style="list-style-type: none"> <li>• To help identify resource needs and manage by acting as cost centre holder.</li> <li>• To contribute to the efficient/effective use of physical resources and take responsibility for the classrooms used for the teaching of the subject.</li> </ul>

	<ul style="list-style-type: none"> <li>To co-operate with other departments to ensure a sharing and effective usage of resources to the benefit of the school and the students.</li> </ul>
<b>Pastoral System:</b>	<ul style="list-style-type: none"> <li>To undertake the role of Classroom Teacher and Form Tutor (see separate document).</li> </ul>
<b>Other Specific Duties</b>	<ul style="list-style-type: none"> <li>To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.</li> <li>To support the school in meeting its legal requirements for worship.</li> <li>To undertake any other duty as specified by STPCB not mentioned in the above.</li> <li>To know and follow school policy and statutory guidance with regard to the welfare and safeguarding (including Prevent and FGM) of all students in your care.</li> <li>To support the wider life of the school by supporting (when requested) the ASC (<i>Adventure Service Challenge</i>) Co-ordinator in attending the ASC camps that operate in Year 7 and Year 8 or/and support the school's DofE (<i>Duke of Edinburgh's Award</i>) Leader (when requested) by attending expeditions/training days as appropriate. A separate allowance may be applicable for certain activities. The school will seek staff volunteers in the first instance to support these activities before requesting individual staff to participate as laid out in this job description.</li> <li>First aid qualification (or willing to train) preferred.</li> <li>To support Sixth Form students in the completion of the EPQ as directed by the school. This will include monitoring student progress and assessment of student work.</li> </ul>

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Staff are expected to undertake any other duties as may be reasonably expected.

Staff are expected to uphold the ethos of the school in all aspects of their work.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed:

Date:



## Job Description

<b>Post Title:</b>	Classroom Teacher
<b>Post Holder:</b>	
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>• To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.</li> <li>• To monitor and support the overall progress and development of students as a teacher/Form Tutor.</li> <li>• To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.</li> <li>• To contribute to raising standards of student attainment.</li> <li>• To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.</li> <li>• To play a full part in the life of the school community, to support its distinctive ethos and to encourage colleagues and students to follow this example.</li> </ul>
<b>Reporting to:</b>	Curriculum Line Manager
<b>MAIN (CORE) DUTIES</b>	
<b>Operational/ Strategic Planning</b>	<ul style="list-style-type: none"> <li>• To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department.</li> <li>• To contribute to the Curriculum Area development plan and its implementation.</li> <li>• To contribute to the whole school's planning activities.</li> </ul>
<b>Curriculum Provision:</b>	<ul style="list-style-type: none"> <li>• To assist the Faculty and/or Subject Leader to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.</li> </ul>
<b>Curriculum Development:</b>	<ul style="list-style-type: none"> <li>• To assist in the process of curriculum development within the subject area and change so as to ensure the continued relevance to the needs of the students and the school's Strategic Objectives.</li> <li>• To assist the Subject Leader to identify resource needs and to contribute to the efficient/effective use of physical resources.</li> </ul>
<b>Staffing Staff Development: Recruitment/ Deployment of Staff:</b>	<ul style="list-style-type: none"> <li>• To take part in the school's staff development programme by participating in arrangements for further training and professional development.</li> <li>• To continue personal development in the relevant areas including subject knowledge and teaching methods.</li> <li>• To engage actively in the Performance Management Review process.</li> <li>• To ensure the effective/efficient deployment of classroom support where appropriate.</li> <li>• To work as a member of a designated team and to contribute positively to effective working relations within the school.</li> </ul>
<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>• To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.</li> </ul>

<p><b>Teaching:</b></p>	<ul style="list-style-type: none"> <li>• To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.</li> <li>• To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.</li> <li>• To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</li> <li>• To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.</li> <li>• To undertake a designated programme of teaching.</li> <li>• To ensure a high quality learning experience for students which meets internal and external quality standards.</li> <li>• To prepare and update subject materials/share with colleagues in the team.</li> <li>• To use a variety of teaching and learning approaches which will stimulate learning appropriate to student needs and demands of the syllabus.</li> <li>• To maintain discipline in accordance with the school's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</li> <li>• To undertake assessment of students as requested by external examination bodies, departmental and school procedures.</li> <li>• To mark, grade and give written/verbal and diagnostic feedback as required.</li> <li>• To communicate effectively with the parents of students as required.</li> <li>• To maintain appropriate records and to provide relevant accurate and up to date information for the management information system.</li> <li>• To complete the relevant documentation to assist in the tracking of students.</li> <li>• To track student progress and use information to inform teaching and learning.</li> </ul>
<p><b>Form Tutor Role:</b></p>	<ul style="list-style-type: none"> <li>• To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.</li> <li>• To be the first point of contact for students in the tutor group for both academic and welfare concerns.</li> <li>• To maintain effective communication between students in the tutor group, staff and parents in relation to the students' progress and welfare.</li> <li>• To liaise with a Learning Leader to ensure the implementation of the school's Pastoral System.</li> <li>• To register students, accompany them to assemblies and remain with them as appropriate, encourage their full attendance at all lessons and their participation in other aspects of school life, including form assemblies and form council meetings.</li> <li>• To evaluate and monitor the progress of students and keep up to date student records as may be required.</li> <li>• To contribute to the preparation of Action Plans, progress files, reviews and school reports.</li> <li>• To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.</li> </ul>

	<ul style="list-style-type: none"> <li>• To communicate as appropriate, with the parents of students and with outside agencies.</li> <li>• To contribute to PSHE and citizenship and enterprise learning according to school policy.</li> <li>• To apply the Behaviour Management systems so that effective learning can take place.</li> <li>• To make effective use of form time to progress student learning.</li> </ul>
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<b>Other Specific Duties</b>	<ul style="list-style-type: none"> <li>• To support the school in meeting its legal requirements for worship.</li> <li>• To promote actively the school's corporate policies.</li> <li>• To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.</li> <li>• To know and follow school policy and statutory guidance with regard to the welfare and safeguarding (including Prevent and FGM) of all students in your care.</li> <li>• To support the wider life of the school by supporting (when requested) the Mayfield Challenge Co-ordinator in attending the Mayfield camps that operate in Year 7 and Year 8 or/and support the school's DofE (<i>Duke of Edinburgh's Award</i>) Leader (when requested) by attending expeditions/training days as appropriate. A separate allowance may be applicable for certain activities. The school will seek staff volunteers in the first instance to support these activities before requesting individual staff to participate as laid out in this job description.</li> <li>• First Aid qualification (or willing to train) preferred.</li> <li>• To support Sixth Form students in the completion of the EPQ as directed by the school. This will include monitoring student progress and assessment of student work.</li> <li>• To undertake any other duty as specified by STPCB not mentioned in the above.</li> </ul>

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