



## Head of Economics KS5

Recruitment Information for Candidates

Application Deadline – Midnight 15 March 2026





Dear Applicant,

Thank you for expressing an interest in joining The FitzWimarc Academy Trust.

FitzWimarc School is extremely proud of its excellent reputation, not only within the town of Rayleigh but across the county of Essex. Our traditional values, where a caring, supportive environment is reinforced by high standards of behaviour, allow each and every child to develop a lifelong love of learning

We believe in a balanced curriculum that introduces and develops a wide range of skill areas to ensure stability and flexibility of learning. A high emphasis is placed upon the literacy and numeracy skills that are essential for success, whilst maintaining a wide range of academic, sporting and cultural opportunities. At FitzWimarc, our students can discover and develop talents and interests that they never knew they had.

We have the very highest expectations of both staff and students. Every individual, subject and grade is valued. Your child will have the opportunity to excel in which ever area they choose; the hard-earned grade 4 pass at GCSE is valued just as much as the copious amount of grades 7 and above (or equivalent) that are achieved. This is a school with a passion for learning; our enthusiasm for success intertwines with supporting our students in their role in their local, national and global communities. A modern education at FitzWimarc will prepare young people to be thoughtful and responsible members of society in an ever changing world, ensuring that they are equipped for lasting success.

Mr R. Harris

Headteacher



### **The School Aims**

- To provide a stable and caring, yet disciplined, environment in which individuals may develop.
- To extend students' horizons and to broaden and deepen their knowledge, skills and understanding.
- To develop respect for religious and moral values and to encourage acceptance of others as members of a tolerant and democratic community in Britain.
- To prepare students for a positive role as an adult in an ever- changing British society.
- To develop personal and social skills, creativity and the ability to question, challenge and express viewpoints rationally.
- To develop skills for adulthood, including physical well-being, numeracy, literacy, computer skills, application to tasks, problem solving and thinking skills.
- To encourage the skills, mindset and resilience required to achieve lifelong learning.
- To promote the spiritual, moral, social and cultural development of students.
- To be renowned as a regional centre of excellence for teaching and learning.
- To ensure that the school's safeguarding and 'Skills for Life' programme both reflect current needs and are delivered and monitored effectively.

### **The School Ethos**

- Members of the school community will demonstrate mutual respect at all times.
- All members of the school community are expected to challenge any type of discriminatory or unreasonable behaviour.
- All students are encouraged to greet visitors to the school with friendliness and courtesy.
- Stakeholders are encouraged to report any concerning or worrying behaviour to a member of staff as part of a watchful and caring community.
- The school's traditional values are emphasised to all and taught alongside traditional British values including tolerance and respect for all groups of people.

### **Additional Benefits**

As a valued member of our team, you will be entitled to the following benefits:

- Free access to our fully equipped Gym
- Employer Pension Contribution
- Access to the 'Cycle to Work' Scheme
- Eye test vouchers Scheme
- Access to our Wellbeing programme (including counselling sessions and online discounts)



Job Title:	Head of Economics KS5
Contract Type:	Permanent
Contract Term:	Full time
Salary Range:	TMS /UPS + TLR2e £3,527
Closing Date:	Midnight, 15 March 2026
Start Date:	September 2026
Position Available:	1
Interview Date:	TBA

We are seeking to appoint a high quality, enthusiastic and inspiring Head of Economics join our dedicated and successful Sixth Form. The ideal candidate will have experience of teaching across KS5/A Level. The Economics course at A Level is usually oversubscribed and many of our students go on to study economics or business-related courses at university or gain apprenticeships in this field. You will enjoy working with our motivated, well-behaved Sixth Form students and with a supportive and hard-working team who have a proven track record in student achievement at all levels.

You will be an exceptional teacher who is passionate about ensuring the provision of a well-rounded, forward-looking and exciting curriculum for their subject. In addition, you will have the ability to provide guidance, support and collaborate with staff to develop the learning experiences for all our students.

The FitzWimarc School is a heavily over-subscribed 11 - 18 mixed comprehensive school with an excellent reputation in the local area due to pupil achievements, the school's ethos and its commitment and involvement with the community.

The successful candidate will have excellent interpersonal and organisational skills together with a proven track record of achievement. You will need to set targets for improvement and implement effective strategies to support students of all abilities.

### Benefits

- Employee Assistance Programme (EAP) for wellbeing support
- Access to our onsite gym
- Access to the 'Cycle to Work' Scheme
- Eye test vouchers Scheme
- Training and development opportunities
- Supportive and friendly working environment



Job Title	<b>Head of Economics KS5</b>
Grade/Salary	MS/UPS + TLR2e
Date Required	September 2026
Closing Date	Midnight, 15 March 2026
Interview Date	Week commencing 23 March 2026
Reporting To	Assistant Headteacher

#### DUTIES

The School Teachers' Pay and Conditions Document Regulations (updated annually) specifies the general professional duties of all teachers. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

#### TEACHER AND TUTOR

To fulfil the roles of teacher and tutor as described in the generic job descriptions.

#### ADDITIONAL RESPONSIBILITIES AS HEAD OF ECONOMICS KS5

It is the expectation of the school that all teachers in receipt of TLRs are able to meet the TDA National Standards for Subject Leaders

#### HEAD OF ECONOMICS KS5

The Head of Economics is responsible for making clear and effective decisions about: planning, implementing and evaluating the curriculum; leading and managing teaching and non-teaching staff; and organising resources. They have overall responsibility for the standard of pupils' work and behaviour in Economics.

#### DEPARTMENT PLANNING

In consultation with the Headteacher:

- To construct a Self-Evaluation, Development and Improvement Plan, based on the School Self-Evaluation, Development and Improvement Plan, defining short, medium and long term goals of the subject area;
- To oversee the implementation and evaluation of the Development and Improvement Plan; and
- To prepare the Economics team for internal review and evaluation and the OFSTED inspection.

#### CURRICULUM

1. To construct schemes of work for Economics which satisfy the examining body's requirements and are compatible with the school's aims, policies and ethos.
2. In consultation with members of the Department and the Senior Leadership Team lead, to evaluate the schemes of work and modify them in the light of new attitudes and approaches, changed examination syllabi, or altered school or national policies.
3. To conduct regular work checks through analysing the department's marking ensuring that it is in line with the schools' marking policy.
4. To ensure the appropriate amount of lesson observations take place within the department and feedback is given to make improvements.
5. To ensure that schemes of work are differentiated to meet the needs of individual pupils.
6. To liaise with the SENCO over pupils with special educational needs.
7. To ensure that schemes of work show continuity and progression in:



- curriculum objectives and content;
  - the development of cross curricular skills and
  - teaching and learning strategies
8. To assist in the development of cross-curricular themes, skills and dimensions as appropriate.
  9. To ensure that teaching and learning strategies within Economics stimulate pupil interest and involvement in learning and meet the needs of individual learners, drawing on good practice throughout the school.
  10. To acquire a range of appropriate educational resources that offer value for money.
  11. To assist the Librarian in the acquisition of stock which supports the curriculum.
  12. To contribute to the Virtual Learning Environment & encourage all stakeholders to make use of it.
  13. To develop and monitor assessment procedures compatible with the school policy and statutory requirements.
  14. To evaluate the suitability of courses offered by the different examination boards and choose those which meet the needs and aspirations of pupils.
  15. To ensure the arrangement of educational visits and enhancement activities which aim to support curriculum objectives.
  16. To contribute as appropriate to the planning of the school timetable. To advise on the most effective deployment of departmental personnel.
  17. To maintain constant awareness of developments in Economics and bring these to the attention of the department and Associate SLT.
  18. To liaise with other Heads of Department over whole school curriculum planning.

## PUPILS

1. To establish and maintain high levels of expectations in pupils. To ensure that the school guidelines on behaviour, quality of work and completion of homework are implemented.
2. To establish procedures for the assessment and recording of pupil progress in line with school and national policy. To ensure that pupil records are passed on from year to year. To organise teaching groups into sets where appropriate.
3. To ensure that pupils and their parents are provided with information and guidance about Economics.
4. To supervise the completion of reports and Individual Action Plans.
5. To ensure liaison with the pastoral and learning support staff over individual pupil needs, especially during times of stress. To monitor attendance and punctuality and ensure that pupils use their organisers.
6. To assist in the discipline and congratulation of individual pupils.
7. Contribute to the school's UCAS programme through the preparation of subject specific paragraphs for references.

## MANAGEMENT OF STAFF

The Head of Economics should demonstrate the ability to lead, motivate and get the best out of others. They should engender a common sense of purpose, shared vision and sense of mission within the department.

1. To assist with recruitment and appointment.
2. To assist in the preparation of job descriptions and delegate appropriate responsibilities and duties to members of the department as appropriate.
3. To make arrangements for the induction of newly appointed teachers. To provide a full programme of guidance and support for newly qualified teachers, those returning to teaching and those taking part in the Initial Teacher Training programme. To prepare reports on newly-qualified teachers.



4. To liaise with the SLT lead in promoting the professional improvement of teachers within the team and CPD.
5. To contribute to the Performance Management process.
6. To identify strengths and areas for improvement of staff and take appropriate actions to encourage high morale.
7. To bring to the attention of the Headteacher via the Head of Department, Assistant Head or Deputy Head areas of concern in the professional capability of teaching and non-teaching staff.
8. To implement school procedures for the monitoring and evaluation of the work of teachers of Economics.
9. To ensure that lesson plans are prepared, schemes of work are followed, pupil work is assessed, and the school reward system is used by staff;
10. To establish structures for consultation, communication and evaluation within the team. To hold effective meetings and ensure that minutes are distributed to members of the department, the Headteacher and Economics SLT Link.
11. To ensure that Economics is represented at cross-curricular group meetings.
12. To organise work for absent staff, ensuring that suitable work is set and resourced.
13. To assist in the deployment of support teaching staff.
14. To meet with the link representative on the Senior Leadership Team and exchange information as required.
15. To have a thorough, professional knowledge of departmental staff, to take interest in their well-being and to offer guidance as appropriate.

#### NON-TEACHING STAFF (if applicable)

1. To assist with recruitment and appointment of non-teaching staff.
2. To implement an induction programme for new non-teaching staff.
3. To deploy staff within the department and to prepare job descriptions.
4. To monitor and evaluate the work of the non-teaching staff.
5. To undertake the Performance management reviews of non-teaching staff in their area.

#### RESOURCES AND ACCOMMODATION

1. To ensure that resources for Economics are relevant to curriculum needs, cost effective and are well maintained.
2. To prepare an annual budget for the Chief Finance Officer and ensure appropriate financial records are maintained.
3. To ensure the purchase, maintenance and appropriate allocation of resources.
4. To outline standards for the proper care of the accommodation, furniture and equipment and to demonstrate the economic, efficient and effective use of resources.
5. To ensure that the learning environment is enhanced and that:
  - i. classrooms etc are left tidy and clean; and
  - ii. pupil work is regularly displayed within and outside the classroom.
6. To liaise with the Health and Safety adviser in ensuring that pupils and teachers work in a safe and healthy environment.
7. To liaise with the Chief Finance Officer regarding all issues related to finance.

#### EXAMINATIONS

1. To ensure liaison with the Examinations Officer over entry procedures
2. To ensure that Controlled Assessment is prepared, delivered, assessed and forwarded to the exam board appropriately.
3. To liaise with and arrange the visit of external moderators.



4. To monitor examination results within the department and prepare a report to the Headteacher.
5. To prepare internal examination question papers in consultation with other members of the departments.

#### THE COMMUNITY

1. To ensure that collaboration with other HODs take place in order to raise standards.
2. To ensure effective dialogue with parents in accordance with school policies.
3. To assist in the induction of pupils entering the school during KS3, KS4 and KS5.
4. To ensure that pupils receive advice of post 16 courses in association with the Head of Sixth Form and Careers lead.
5. Provide advice and guidance to those pupils considering Economics in Higher Education.
6. To contribute to reports to Governors when required.
7. To maintain a dialogue with the support services and advisory staff.
8. To promote those links with the local community which enhance curriculum provision.

#### DUTIES

1. To undertake duties before school and at break on a rota basis.
2. To supervise school examinations as necessary.
3. When required to supervise any pupils where a teacher is absent and in compliance with the school's 'Rarely Cover Policy'.

#### GENERAL

1. To take reasonable care of department resources and to account for any equipment used.
2. To attend department meetings and assist in planning and evaluation.
3. To set cover work when on known leave of absence and to seek to when ill.
4. To report anything which could endanger or threaten the health and safety of pupils or staff and comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
5. To participate in the performance and development review process, taking personal responsibility for identification of learning, professional development and training opportunities in discussion with line manager.
6. Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
7. The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
8. The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

#### NOTES

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- 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 construed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.



### Application Procedure

- Read carefully all the information about this post
- If you have any questions, please telephone or email our HR department on 01268 743884 or email [hr@fitzwimarc.com](mailto:hr@fitzwimarc.com)
- Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the selection panel, therefore clarity is essential. It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.
- Send your completed application form by email [hr@fitzwimarc.com](mailto:hr@fitzwimarc.com)
- Shortlisted applicants may be screened prior to interview by checking social media sites. The purpose of such screening will be to ascertain whether a candidate demonstrates appropriate conduct, behaviour and suitability for employment in a school environment.

### Appointment Process

- Suitable applications will be shortlisted for interview (as quickly as possible)
- If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and / or email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

We are committed to supporting colleagues with disabilities. If you have a disability, please give details of adjustments you require for the selection process.

### Pre-employment Checks

We are committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure form the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered 'spent'.

Shortlisted candidates will be asked to complete a Self-Disclosure Form (SD2)

### References

Please provide two referees who know you in a professional capacity, if at a school, one of these must be your current Headteacher. It is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.

### The successful applicant will also be required to:

- Provide proof of all relevant qualifications
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work



### **Equal Opportunities**

The school is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The school is opposed to any form of discrimination against any individual or group. Behaviour, which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

### **Recruitment monitoring information**

We are committed to ensuring that applicants are selected for appointment on the basis of their ability relevant to the job. Completion of the Recruitment monitoring information form is not compulsory but will help us to ensure that our policy and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment. The information you provide will be used for monitoring and statistical data purposes only and will not be seen by the shortlisting panel.

We are committed to safeguarding and promoting the welfare of children and expect their staff to share this commitment.

A copy of our Recruitment Procedure is available upon request.

[Privacy Notice | The Fitzwimarc School](#)



**PERSON SPECIFICATION**

**Essential**

- Qualified teacher status and good honours degree in related subject
- Experience and capability to teach Economics effectively to up to and including KS5
- Track record of producing outstanding examination results at KS4 and KS5
- Evidence of continued professional development and a commitment to further study.
- The ability to raise pupil achievement across the full age and ability range
- Evidence of curriculum development in Economics
- The capability to provide a clear sense of direction and purpose to achieve aims
- Effective oral and written communication skills
- Strong interpersonal skills
- The competence to lead, manage, develop and inspire people individually and as a team
- The desire to promote high standards and effective teaching and learning
- The ability to plan, implement, monitor and evaluate change
- Evidence of efficient, economic and effective financial management
- Evidence of sound resources' management
- The ability to work effectively under pressure and maintain self-motivation
- The aptitude to adapt to changing circumstances
- The ability to take initiative and accept responsibility
- The capacity to listen, empathise and resolve conflict
- A knowledge of current educational issues
- The ability to work with the senior management team and heads of department on whole school initiatives
- Commitment to and experience of using the community as a curriculum resource
- An open, enquiring mind
- The competence to create and maintain a stimulating and challenging well-disciplined learning environment
- The willingness to inspire and take an interest in the well-being and personal development of pupils and students
- A knowledge of preferred learning styles and a commitment to personalised learning

**Desirable**

- Recent management experience
- Commitment to high quality extra-curricular provision and curriculum extension
- Experience of interviewing, developing, appraising and deploying staff



- Experience of taking a role in-service training
- Knowledge of current educational research relating to teaching and learning and leadership and management
- Experience of lesson observation and the provision of expert feedback
- Experience as a mentor of new teachers or ITT students
- Experience of cross-phase liaison
- Experience of community involvement and dealing successfully and diplomatically with parents and community representatives