

# Lord Williams's School

*Sic itur ad astra a tous venaunts*



## BRIEF FOR THE POSITION OF **Head of Economics**

March 2023



Lord Williams's School is a thriving and popular comprehensive school. It is the only secondary school in Thame, a market town of 12,000 people, set in attractive countryside within easy reach of Oxford (12 miles), Aylesbury (9 miles), London (45 miles via M40) and the Chilterns. The school receives students from the town itself and several nearby villages. Particular attention is paid to each individual student by promoting their personal, social and educational development to enable all to achieve at the highest level possible.

Our school mottoes are:

***Sic itur ad astra (thus the way to the stars)  
a tous venaunts (for all comers)***

The school is fully comprehensive and was formed in 1971 by the amalgamation of Lord Williams's Grammar School, founded in 1559, and the Wenman Secondary Modern School. The Grammar School site on Oxford Road has been developed for students in Years 10-13 and the other site at Towersey Road has become the Lower School for students in Years 7-9.

Lord Williams's School has been judged 'Good' by Ofsted in May 2022:

**"Pupils are proud to attend this school. Staff have high expectations for pupils. Pupils get off to a flying start at the lower school... In the popular sixth-form, students study a wide range of academic and vocational courses." Ofsted, 2022**

As a result of our continuing success, Lord Williams's School is consistently oversubscribed.

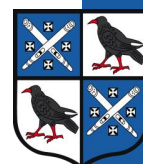
The school's Published Admission Number was 320 students per year and rose to 350 from 2022, giving us the exciting opportunity to develop the facilities on both sites using Section 106 expansion funding. We work very closely with our partner primary schools in the Thame Partnership to ensure a smooth transition from Year 6 to 7. There is a Sixth Form of 540 and a total school roll of over 2200. There are 300 teachers and support staff.

We promote high quality teaching and learning. We attract talented, committed and conscientious teachers who produce stimulating and challenging learning activities helped by experienced support staff. Teamwork is a key feature of our work. We are an inclusive school; we cater for all abilities and we provide access for all students. This is reflected in our work with the more able, with students with a range of learning and other difficulties and in our admissions policy for the Sixth Form.

We hope you will be interested in working at Lord Williams's School and look forward to receiving your application.

**Jon Ryder, Headteacher**

[www.lordwilliams.oxon.sch.uk](http://www.lordwilliams.oxon.sch.uk)





# Teaching & Learning

Teaching is organised through faculties with strong team structures for organising learning activities and curriculum materials. Teachers are always keen to build on proven best practice and to incorporate new ideas into their work. TeachMeet groups are just one of a number of opportunities for staff to focus on the quality of the learning experience.



Our school is committed to the principles of Assessment for Learning and has a long history of working with leading practitioner, Dylan Wiliam.

Students are placed in tutor groups within year teams led by a Head of Year and Pastoral Support Officer. Most teachers are tutors.

High priority is given to supporting students with special needs including those who are most able. As far as possible students with learning difficulties are supported within mainstream classes.

The school incorporates the Communication and Interaction Resource Base for children on the autistic spectrum, with speech, language and communication needs. Most of the students spend time in mainstream lessons supported by a teacher or teaching assistant.

The success of a school depends upon the strength and cohesion of the entire staff. Colleagues enjoy administrative support from the team of support staff. We have skilled and dedicated teams who work well together throughout the school; this creates a very positive atmosphere.

The Governors are keen to appoint people of considerable all-round ability with commitment to maintain and develop our work.

*The school is an equal opportunities employer and welcomes applications from all sections of the community, irrespective of gender, ethnic origin, sexual orientation or disability.*





# Examination Results



The 2022 GCSE results were historically our best set of results ever with 77% of students achieving 5 or more 9-4 grades (including English and Mathematics at 4+). A figure of 75% achieving both English and Mathematics at grade 4+ put us in the top 13% of schools for value-added on this measure in 2019. This builds on consistently strong student performance at Key Stage 4 over the past 5 years.

In Mathematics, the school had another year of excellent performance at 4+ grades, with 82% of the cohort achieving this measure. In English, the 9-4 figure was 82% of the cohort and in Science, 83% of the cohort achieved 9-4 grades in the 'Trilogy' GCSE. The 2019 FFT analysis shows 17/20 subjects achieving positive value added scores, with 9 subjects being significantly above expectation, including English Language, English Literature, Mathematics and Science

At A-level, we achieved another record outcome, following on from the disruption of the last two-three year, with 58% of our grades being awarded at A\*-B. We are an inclusive Sixth Form and are providing improved life chances for a significant number of students. Just over 80% of Year 13 students normally go on to study with higher or further education providers and usually, a quarter secure places at Russell Group universities.





# Working at Lord Williams's School

## Staff Development

At Lord Williams's School particular attention is paid to staff development and to staff participation. Each year all staff have the opportunity to review their work and discuss their ideas for the future.

Training is provided to support changes and the particular needs of staff. There is a comprehensive internal training programme and colleagues are also supported to attend external training and events. As a large school, there are many opportunities for career progression.



Support for newly qualified teachers includes a reduced timetable, a planned induction programme and mentor support.

The school has a strong partnership with the Oxford University Department of Educational Studies. We take part in its PGCE programme which is school focused with interns and tutors working with school staff in a co-operative way. It has brought considerable stimulus to our own staff development work.

## Facilities

The school has excellent teaching facilities and each faculty has its own dedicated suite of rooms on both sites. The Sixth Form has its own separate accommodation on the Oxford Road site. The Foundation Centre, formerly a boarding house, has been developed to provide Sixth Form facilities.

A number of building projects have been completed recently including a new science and mathematics building, astro-turf pitch, vocational skills centre and dedicated dance & drama studio. The expansion to 12 form entry from 2022 has allowed us to further enhance the provision.



## Extra-curricular activities

Lord Williams's School offers a wide range of extra-curricular activities, in many of which it has excelled, especially in dance, drama, music and sport. All Year 8 students take part in a week's outdoor education camp in July. The intention is to cater for the interests and abilities of all the students and to encourage everyone to participate.

Students are involved in adventurous activities throughout school, all the way up to the World Challenge Expedition in the Sixth Form. There is a thriving Duke of Edinburgh's Award Scheme, with over 300 participants and 70 volunteer helpers.



# Staff Benefits



## Salaries and Pensions

The school follows the Pay and Conditions of staff determined by Oxfordshire County Council.

### Teaching Staff

Pay and conditions of service set out in the current School Teachers' Pay and Conditions Document and Teachers' Pension Scheme (TPS).

### Support Staff

Pay and conditions of service set by the National Joint Council for Local Government Services and the Local Government Pension Scheme (LGPS).

### All Staff

Lord Williams's School recognises previous continuous service with any Local Authority (or one of its constituent authorities under the Local Government Act 1972) which runs up to the date on which employees start working with us.

## Moving to Oxfordshire

The Government's **Help to Buy** initiative is designed to help people purchasing their first home. Further information may be obtained from: [www.helptobuy.gov.uk](http://www.helptobuy.gov.uk).

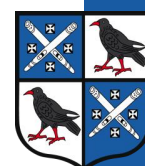
## Accommodation at Lord Williams's School

To ease the transfer to Oxfordshire, Lord Williams's School has its own on-site one bed-roomed flats and bedsits which are available on short-term lets.

## Childcare

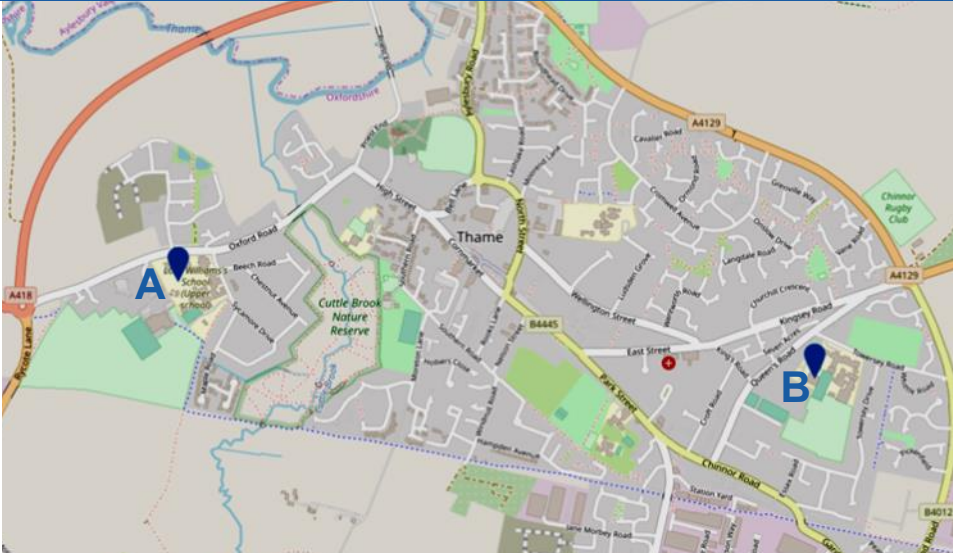
Lord Williams's School has a popular, purpose-built Day Nursery which cares for children aged from 6 weeks to 5 years. Based on the Oxford Road site, the Nursery accommodates 39 babies/children of staff and members of the local community. The Nursery is open during term time and half term breaks. School staff have priority for places.

[www.lwsdaynursery.co.uk](http://www.lwsdaynursery.co.uk)





# Location



## Lord Williams's Upper School (A)

Oxford Road, Thame,  
Oxon. OX9 2AQ

## Lord Williams's Lower School (B)

Towersey Road, Thame,  
Oxon. OX9 3NW

## Thame

Thame is a market town of 12,000 people, set in attractive countryside within easy reach of Oxford (12 miles), Aylesbury (9 miles), London (45 miles via M40) and the Chilterns. The school receives students from the town itself and several nearby villages.



**T:** 01844 210510    **E:** [office.4580@lordwilliams.oxon.sch.uk](mailto:office.4580@lordwilliams.oxon.sch.uk)

**W:** [www.lordwilliams.oxon.sch.uk](http://www.lordwilliams.oxon.sch.uk)    [@LordWilliamsJob](https://twitter.com/LordWilliamsJob)



# Head of Economics

## General

Thank you for your interest in the post. We wish to appoint from September 2023 a well-qualified, enthusiastic and committed Head of Economics. The post is full-time and permanent. The position would suit an experienced teacher.

This is an excellent opportunity to join one of Oxfordshire's largest and most successful schools. Effective administrative systems support the two sites. Students are well-behaved and motivated, and there is a strong sense of community in Thame, with a committed parent support base.

We are exceptionally strong in terms of pastoral support for all students and have the highest expectations for individual achievement whatever the starting points. Outside the classroom there are wonderful extra-curricular activities for all. Students leave the school successful and well-rounded individuals. There is a 'buzz' about learning in the school and our students are fortunate to be supported in their learning by dedicated teachers and support staff. Staff training and professional development are always a priority and many of our staff move on to promotions in other schools.

## The School

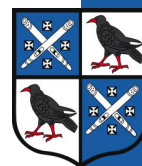
The school is the only school serving the market town of Thame and surrounding villages. It is a popular school and always oversubscribed. It is a split site school – Years 7-9 on our Lower School site and Years 10 -13 on our Upper School site. There are around 540 students in our Sixth Form and we attract many students from other schools, post-16. Teamwork is a key feature of school life and so is partnership with our feeder primary schools. There is a strong drive to establish powerful curriculum links cross phase with teachers collaborating on a range of projects.

## The Humanities Faculty

The faculty currently consists of 26 teaching staff (16 full-time and 10 part-time) along with a part-time administration assistant. While teachers focus primarily on their specialist subject there is opportunity, particularly during parts of their Key Stage 3 teaching, for staff to teach in other Humanities-related areas. One of the great strengths of the faculty is the support and detailed programmes of work provided for non-specialists, both in terms of resources and in terms of the close team-room friendship and support provided.

## Key Stage 3

In years 7 and 8 tutor groups are taught Geography, History and Religious Studies modules by the same teacher or by the same pair of teachers. In year 9 the same modular approach is taken in Geography and History, though with RS being taught separately by a subject specialist. History topics within the Humanities course for years 7, 8 and 9 currently include a range of familiar English and global periods and topics from 1066 to the two World Wars and beyond. Topics also include "Slavery and Resistance", "Holocaust and Genocides" and a "Conspiracies and Mysteries" module.





# Head of Economics

## Key Stage 4

Students in year 10 and 11 can opt to take one or more GCSE course in Business Studies, Geography, History or full-course Religious Studies. If not taking the full-course Religious Studies, students are automatically entered for the half-course GCSE.

## Key Stage 5

Students in years 12 and 13 can opt to take one or more of the following A level subjects: Business Studies, Economics, Geography, Government and Politics, History, Religious Studies and Sociology. Students can also take the BTEC Level 3 course in Business Studies.

## Extra Curricular Activities

Humanities offers several trips each year to students. This usually includes visits each year to the Black Country Museum, the Imperial War Museum, Berlin, Southall Gurdwara and GCSE and A level Geography fieldwork trips to city and coast, as well as to local and London Conferences and the hosting of conferences at the school. There is also a plan to resume the annual trip to visit World War battlefields in Belgium and France.

Teachers in the Humanities faculty also set up what is now a whole-school link with a school in Gambia. In normal times, this has meant faculty members helping to organise and lead trips for 30 sixth formers visiting that country each December.

## Application

We hope you are interested and want to follow up with a firm application. Apply using the Teacher Application Form on our website and include a covering letter.

In your letter you should:

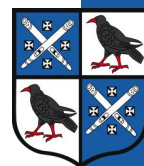
- State why you are interested in the post
- Identify and explain which aspects of the job description would match your skills and experience.
- You may also choose to include details of your particular interests.

Completed applications should be sent to [personnel@lordwilliams.oxon.sch.uk](mailto:personnel@lordwilliams.oxon.sch.uk)

Contact number for telephone enquiries: 01844 210621

The **closing date** for receipt of applications in the school is **9am on Monday 20th March 2023**.

***Lord Williams's School is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.***



# Head of Economics

<b>Post:</b>	Head of Economics
<b>Salary:</b>	Teachers' Main Scale/Upper Pay Scale + TLR2A £3,017
<b>Hours:</b>	This post is full-time and permanent
<b>Line Management:</b>	Head of Faculty - Curriculum Deputy - Head

## Introduction (and General Duties)

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher, or other Senior Manager if appropriate, who will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The School's Grievance Procedure will be used to resolve any dispute arising from the job description. Other relevant policies may include the Stress at Work Policy and the Dignity at Work Policy.

## Principal Responsibilities

To meet all the requirements of the Teachers' Standards, September 2012: please see: <https://www.gov.uk/government/publications/teachers-standards>

## General Duties

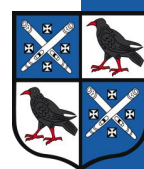
You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation, or any subsequent legislation.

## Teaching and Learning

1. Plan, prepare and deliver high quality lessons to students at some or all of Key Stages 3, 4 & 5.
2. Report on progress and any concerns to line manager and parents.
3. Contribute to curriculum development work of the team.

## Pastoral Care

To provide high quality pastoral care as a tutor to a group of students in one year group.





# Head of Economics

## Leading Learning:

- To set high academic expectations and ensure that all students are encouraged to maximise their learning potential.
- To lead work in the Department on maximising, monitoring and evaluating student performance
- To present an overview of learning needs and successes for Head of Faculty meetings and contribute to sharing good practice
- To ensure that curriculum developments, initiatives and courses are suitably explained and tailored to the needs of all students
- To help ensure that lessons are differentiated appropriately for the needs of all students
- To help lead Department specific initiatives to improve learning as detailed in the Department Development Plan
- To work with SENDCo, Pastoral Leaders & others on appropriate student groupings
- To ensure that the Department environment and resources are conducive to good learning and are safe and secure for all students, using risk assessments as appropriate
- To manage extra curricular clubs

**Leading the Economics Team:** To work closely with your team leaders to maintain the highest teaching standards and to raise achievement.

- To help ensure the health, safety and welfare of all colleagues
- To lead or timetable purposeful Departmental and other meetings and ensure action points are met. Attend Faculty meetings or other professional meetings as appropriate
- To ensure that curriculum decisions are appropriately communicated to all interested parties
- To assist in the performance management of key individuals within your Department & provide training, advice or support as appropriate
- To lead the process of Department monitoring and self-evaluation, through lesson observations and work sampling
- To facilitate students transition from GCSE to A-Level study
- To contribute to the recruitment of staff
- To play a leading role in developing the Department timetable
- To manage the work of the Department's support staff and contribute to their Professional Development
- To manage the Department budget
- To manage the Department team in developing and maintaining cover resources
- To ensure that school reward and sanction systems are used appropriately and help with supervisory and support roles
- To support school standards in respect of behaviour and uniform



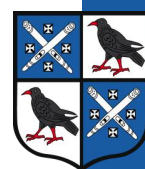
# Head of Economics

## Main Responsibilities

In addition to the duties outlined above, you will be responsible for the following for which a Teaching and Learning Responsibility payment is awarded.

**Leading Learning:** To set high academic expectations and to ensure that all students are encouraged to maximise their learning potential.

- **Monitoring and evaluation** of student performance, learning, progress and behaviour throughout the year, with a particular focus on Pupil Premium and other vulnerable groups particularly following each review.
- **Tracking** To work with the Head of Faculty to scrutinise student performance data to identify student underachievement and success and lead work to address this with Tutors, PSOs and Teachers as appropriate.
- **Overview** of teaching and learning needs; interventions and successes for Head of Faculty/SLT and contribute to school development and strategic planning.
- **To support** the Personal Development Curriculum Manager to ensure effective and cohesive delivery of an appropriate PSHE and Citizenship curriculum across the Year and help monitor the quality of tutorial time activities.
- **Manage Year specific initiatives** to improve learning and behaviour
- **To make recommendations** to curriculum leaders about student groupings and teaching and learning issues that may affect staffing and/or student learning
- **To enrich the curriculum** for the most able through working on year specific interventions.





# Head of Economics

## General Responsibilities

All staff employed by Lord Williams's School are expected to work within the following policies and procedures:

### Safeguarding

Ensure that all School child protection policies are adhered to and concerns are raised in accordance with these policies.

### Health and Safety

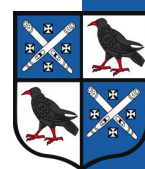
- Take reasonable care of their own Health, Safety and Welfare and that of others who may be affected by what they do or do not do.
- Be familiar with emergency and First Aid procedures.
- Cooperate with all issues involving Health, Safety and Welfare.
- Use work items provided correctly and in accordance with training and instructions.
- Not interfere with or misuse anything provided for protection of Health, Safety or welfare.
- Report any Health, Safety or Welfare concerns to their line managers as soon as is practicable.
- Ensure tasks are completed in a safe manner.

### Security and Data Protection

Work within the confines of the General Data Protection Regulation and to take appropriate measures to ensure the security and confidentiality of data.

### Equal Opportunities Statement

The School's policy is to employ the best personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age.



# Head of Economics

## Education/Training

**Essential:** Graduate (Economics or other related discipline)

PGCE or other appropriate teacher training

**Desirable:** Graduate in Economics

## Relevant Experience

**Essential:** Teaching in a secondary school

Teaching A-Level Economics

Awareness of equal opportunities issues

**Desirable:** Leadership within an Economics department

Teaching in a mixed 11-18 comprehensive school

Experience as a Tutor

Experience of delivering training and mentoring

Experience of planning and organising events including off-timetable experiences

Experience of working collaboratively with a wide range of organisations and leading multi-agency initiatives and meetings

Strategic leadership of interventions and data analysis to raise achievement

## Relevant Skills/Aptitudes:

### Teaching and Learning

**Essential:** Excellent classroom teacher who models good pedagogy

Ability to teach Economics courses to the full range of abilities

Good motivator and inspiring role model

Good behaviour management strategies with the ability to disseminate good practice

Good rapport with students, parents and professionals supporting the school's work

Ability to get the best out of students, helping all to reach their academic potential

Ability to address large audiences, both of students and adults

Proactive, visible presence around the school, supporting both Duty Staff and Site Teams

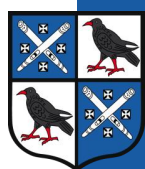
Good people-management skills when working with colleagues and external organisations

**Desirable:** Appropriate ICT skills

Ability to teach a second subject

Involvement in activities outside the classroom to motivate students

Experience of monitoring and evaluating student performance and of strategic thinking





# Head of Economics

## Leadership

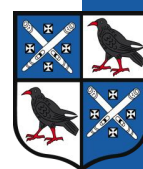
- High expectations of colleagues
- A strong understanding of curriculum and learning issues
- Proactive as a leader of initiatives
- A supportive and guiding influence
- Good team worker, listener and communicator

## Safeguarding

- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Motivation to work with children and young people
- Emotional resilience in working with challenging behaviours and situations with students and staff

## Special Requirements

- Team worker
- Committed to high standards from all students
- Passion for Economics
- Understanding of and commitment to equality, diversity and inclusion



# Head of Economics

## Line Management

The post-holder reports to the Head of Faculty.

## Terms and Conditions

The Thame Partnership Academy Trust employs teaching staff working at Lord Williams's School on the conditions of service contained in the General Terms and Conditions of Employment for Teaching Staff.

## Safeguarding

Lord Williams's School is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. All successful candidates will be subject to enhanced Disclosure and Barring Service checks along with other relevant employment checks.

Any offer of employment is subject to satisfactory medical, reference and DBS clearance and also to The Asylum and Immigration Act ID checks.

## Equal Opportunities Statement

The School's policy is to employ the best personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age.

