



Job Description

Role Title	Typically reports to	
Assistant Curriculum Leader of Business Studies	Curriculum Leader	
JE Code	Grade	Date of profile
	TLR2	March 2023

Purpose of the role (job statement)

- The provision of a full learning experience and support for students.
- To assist in the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department.
- To assist in leading, managing and developing the subject/curriculum area.
- To manage effectively and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.

Main Duties:-

- To safeguard and promote the welfare of young people.
- To play a full part in the life of the College community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area(s) as appropriate.
- To monitor and support the overall progress and development of students as a teacher/Form Tutor.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the College's responsibility to provide and monitor opportunities for personal and academic growth.
- To contribute to the delivery of the key outcomes of Every Child Matters: stay safe; be healthy, enjoy and achieve; economic well-being; make a positive contribution.

Responsibilities:-

TLR:

The duties of a teacher awarded a TLR include a significant responsibility that is not required of all classroom teachers, and that –

- Is focused on teaching and learning;
- Requires the exercise of a teacher's professional skills and judgement;
- Requires the teacher to lead, manage and develop a subject area; or to lead and manage pupil development across the curriculum
- Has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and
- Involves leading, developing and enhancing the teaching practice of other staff.

Teaching:

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in College and elsewhere.
- To ensure the Additional Educational Needs of all students are catered for.
- To ensure that ICT, Literacy, Numeracy, PSHCE, enterprise education, work related learning and school subject specialism(s) are reflected in teaching/learning experience of students.
- To undertake a designated programme of teaching,



- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the College's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.

Pastoral System:

- be a form tutor to an assigned group of students;
- promote the general progress and well-being of individual students and of the form tutor group as a whole;
- liaise with the pastoral leader to ensure the implementation of the school's pastoral system;
- register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life;
- contribute to the preparation of action plans and progress files and other reports;
- alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;
- communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff;
- contribute to PSHE and citizenship and enterprise according to school policy.

Operational and Strategic Planning:

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department.
- To contribute to the Curriculum Area and department's development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole College's planning activities.
- To promote and participate, where appropriate, in the College's provision for initial teacher training.
- To participate in and contribute to meetings as outlined in the annual meetings schedule.

Curriculum Provision:

- To assist the Curriculum leader, the appropriate AHT, to ensure that the curriculum area provides a range of teaching which complements the College's strategic objectives.

Curriculum Development:

- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the College's Mission and Strategic Objectives.
- undertake and be accountable for sustained responsibility for the purpose of ensuring the continued delivery of high-quality teaching and learning

Staff recruitment, Deployment and CPD:

- To contribute to the recruitment, induction and professional development of other staff as appropriate.
- To take part in the College's staff development programme by participating in the arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management process in accordance with the Performance Management Policy.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the College.

**Quality Assurance:**

- To help implement College quality procedures and to adhere to those.
- To contribute to the process of College Self Review in line with agreed College procedures, including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To review from time to time methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities, relating to the curriculum, organisation, and pastoral functions of the College.

Assessment:

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- mark and monitor students' work and set targets for progress;
- assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving;
- undertake assessment of students as requested by examination bodies, departmental and school procedures;
- prepare and present informative reports to parents;
- undertake assessment of Students and participate in the school's system reporting to parents.

Communications:

- To communicate effectively with students.
- To communicate effectively with parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the College.
- To follow agreed policies for communications in the College.
- To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Target Setting Meetings and liaison events with partner institutions.
- To contribute to the development of effective subject links with external agencies.

Management of Resources:

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist in identifying resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the College, department and the students.

Other Specific Duties:

- have a working knowledge of teachers' professional duties and legal liabilities;
- operate at all times within the stated policies and practices of the school;
- know subject(s) or specialism(s) to enable effective teaching;
- take account of wider curriculum developments;
- establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- endeavour to give every child the opportunity to reach their potential and meet high expectations;
- contribute positively and effectively to the every child matters agenda;
- co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students;
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;



- take part in marketing and liaison activities such as open evenings, parents evenings, review days and events with partner schools;
- take responsibility for own professional development and duties in relation to school policies and practices;
- liaise effectively with parents and governors.



Person Specification			
Area	Criteria Requirement - E = Essential - D= Desirable Assessment by Application =A Interview process = I	R	A
Skills Knowledge Aptitudes	<ul style="list-style-type: none">Knowledge of current educational developments in the subjectAbility to use comparative data to establish benchmarks, target resources and raise achievementExperience of working with staff to develop practice and raise standards	E	A I
		E	A I
		D	A I
Qualifications and Training	<ul style="list-style-type: none">Qualified Teacher StatusGraduate Status, preferably in subject taught and a good degreeTaught (preferably across the ability range) at KS3 and KS4Taught Post-16Good examination outcomes with KS4/5Using ICT in teaching	E	A
		E	A
		E	A I
		D	A I
		D	A I
		D	A I
Experience	<ul style="list-style-type: none">Excellent classroom practitioner with evidence of practice at KS3 and 4Excellent classroom practitioner with evidence of practice at Post-16Evidence of teaching experience within a specialist curriculum area and extra-curricular areasA good understanding of current thinking about learning and assessmentKnowledge of the uses of ICT as a teaching and learning toolAn effective communicator – verbal and written, to individuals, and groupsAble to foster an open, fair and equitable culture, enthuse and motivate peopleAbility to build trust with partners and act in an ambassadorial role for the school	E	A I
		D	A I
		E	A I
		E	A I
		E	A I
		E	A I
		E	A I
		E	A I
Disposition	<ul style="list-style-type: none">The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing BodyTo uphold the school's policy in respect of child protection mattersAll staff members participate in the school's performance management /appraisal scheme	E	A I
		E	A I
		E	A I
Conditions of Service			
National Joint Council			

Signature of post holder		Date	/ /
Signature of headteacher		Date	/ /

This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service.



Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This document must not be altered once it has been signed but will be reviewed annually.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.