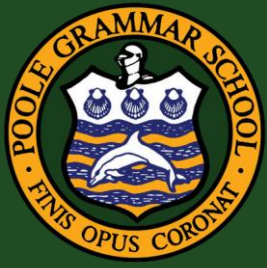


POOLE GRAMMAR SCHOOL



TEACHER OF BUSINESS AND/OR ECONOMICS
INFORMATION PACK



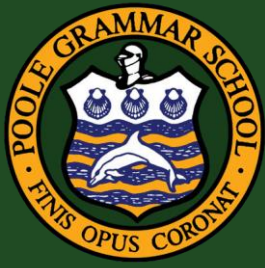
POOLE GRAMMAR SCHOOL

Contents

Job description

Person specification

Application procedure



POOLE GRAMMAR SCHOOL

Job Description: Teacher of Business and/or Economics

**We have part time and full time roles available
MPS/UPS**

The responsibilities of the postholder will include the following areas:

Curriculum

- Teaching Business and/or Economics for Years 12 and 13 in a manner appropriate to students ages and abilities.
- Prepare students for university study (including at top universities), apprenticeships, and employment in the business and finance/economics sectors.
- To be proactive in exploring innovative ways of delivering Business and Economics teaching, assessment, and feedback through ICT, oracy, and exploring the use of AI
- Contribute to the department SharePoint area for staff and students
- Taking an active role in self evaluation exercises within the department and school in line with Ofsted criteria

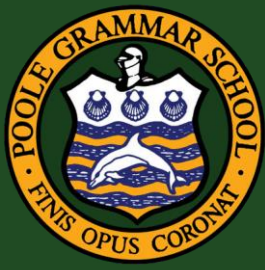
Extra-curricular

- To promote extra-curricular Business and Economics within the school through the Stocks and Shares club
- To promote Business and Economics to the wider community
- To develop links with local HE institutions and professional bodies
- To contribute to the extracurricular life of the school as appropriate

Responsible to: Head of Business and Economics

This job description is specific to the post of Teacher of Business and/or Economics and additional to the generic job description of a Teacher at Poole Grammar School. Further details of the school are on the school website www.poolegrammar.com

Mrs Katie Etheridge
Headteacher
January 2025



Teacher (Generic Job Description)

Job purpose

To facilitate and encourage a learning experience, which provides students with the opportunity to achieve their individual potential, coupled with raising standards of student attainment and achievement. Key aspects of the post are:

Teaching

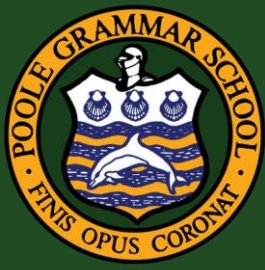
- Plan and prepare courses and lessons
- Teach students according to their educational needs, including the setting and marking of work
- Set and evaluate classwork and homework, the latter as per the relevant homework timetable, and keep appropriate records of student attainment and progress
- Assess, record and report on the development, progress and attainment and achievement of students in accordance with school policies
- Use a variety of teaching methods both inside and outside the classroom which will stimulate learning appropriate to student needs and the demands of the specification/scheme of work
- Ensure that ICT, Numeracy, Literacy and school subject specialisms are reflected in the teaching/learning experience of students
- Ensure that all students are set appropriate targets and are tracked accurately against those targets at various points in their courses
- Prepare students for public examinations and other examinations as appropriate
- Participate as appropriate in the curriculum enrichment of the school

Pastoral

- Promote the general progress and well-being of individual students of any classes e.g. through tutor periods and registration
- Help gain access to appropriate advice on educational and social matters and on students' further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports
- Being aware of the personal and social needs of students, recording information as appropriate and respecting the confidentiality of these records
- Communicating and consulting with the parents, other school staff and students
- Communicating and co-operating with people or organisations outside the school where appropriate
- Participating in meetings arranged for any of the purposes described above within directed time

Strategic planning

- Assist in the development of appropriate specifications, resources, schemes of work, marking policies and teaching strategies in the department
- Contribute to the department's development plan and self-evaluation strategies
- Contribute to whole school planning activities e.g. the departmental



POOLE GRAMMAR SCHOOL

development plan, staff meetings and teaching and learning committees, Year Head meetings etc.

Staffing

- Take part in the school's continuing professional development programme by participating in arrangements for further training and professional development
- Continue professional development, including subject knowledge and teaching methods
- Ensure the effective/efficient use of classroom support when allocated
- Work as a member of a team and to contribute positively to effective working relationships within the school
- Participating in any arrangements within an agreed national framework for performance management of the teacher and other teachers
- Contributing as appropriate to the professional development of other teachers and non-teaching staff, including the induction, assessment and support of newly qualified teachers

Quality Assurance

- Help to implement school quality procedures e.g. departmental reviews, performance management and to adhere to them
- Contribute to the process of monitoring and evaluation of the curriculum including evaluation against quality standards and performance criteria
- Partake in ongoing reviews of programmes of study as the needs of the school and department evolve

Management Information

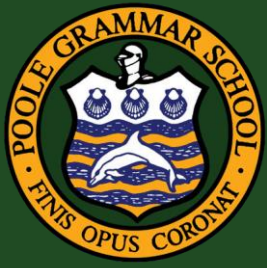
- Maintain appropriate personal records and inform support staff of changes for the school management information system
- Complete the relevant documentation to assist in the tracking of students

Management of resources

- Contribute to the process of ordering and allocation of equipment and materials e.g. suggesting new resources
- Assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources
- Take responsibility for certain subject rooms and tutor rooms, including providing material for displays connected with the subject

Discipline, Health, and Safety

- Maintain good order and discipline among the students
- Safeguard student health and safety, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere
- Develop in students the appropriate respect for the ethos of the school through an understanding of student rights and responsibilities



POOLE GRAMMAR SCHOOL

Responsible to: Head of Department/Year Head

In drawing up this job description, the Headteacher acknowledges her responsibility, in ways defined for Headteachers in their Conditions of Employment, to enable the holder of each post to carry out the assigned duties and responsibilities. Staff will be consulted as appropriate during any review of such policies. These duties and responsibilities may be altered from time to time after consultation with the Headteacher and the relevant Head of Department in order to meet the changing needs of the school and the interests of the member of staff.



POOLE GRAMMAR SCHOOL

Person Specification: Teacher of Business and/or Economics

Expectations

- Exemplary classroom practitioner
- Ability to teaching at A level
- An awareness of curriculum issues relating to Business and Economics
- Meeting the needs of students with Special Educational Needs and the Able and Talented
- Pastoral work in a school setting

Qualifications

- Degree in Business, Economics or a related subject
- Qualified Teacher Status (QTS) is desirable

Experience

- Previous teaching experience desirable but not essential.
- Experience within a Business/Finance-related role outside of teaching would be an advantage

In-Service Training

- Up to date subject knowledge and skills
- A programme of relevant recent courses undertaken

Skills

- Ability to contribute to whole school thinking on the curriculum and the processes of learning and teaching
- High order administrative skills
- An ability to inspire pupils of all abilities
- Establish clear expectations and constructive working relationships amongst pupils
- Contribute to developing, implementing and reviewing schemes of work
- An ability to motivate and encourage participation in Business and Economics both inside and outside the classroom
- Proven communication, organisational and interpersonal skills
- An ability to work effectively as part of a team but also to be able to work independently
- ICT competence

Personal Skills and Qualities

- Confidence, tenacity, flexibility and adaptability
- Empathy for pupils, parents, staff and the community
- Energy, commitment, good health and an eye for detail
- A sense of humour and can-do attitude
- High level of emotional intelligence
- A commitment to uphold and promote the school community values of Compassion, Integrity, Motivation, Respect, Teamwork, Wisdom.



Application procedure

Please visit www.poolegrammar.com and complete the online application form.

CVs will be accepted in addition to the above but will not be accepted on their own.

Online application forms are preferred but a PDF version of the application form can be requested by emailing our HR Department.

If you have any questions regarding the application process, please contact the HR Department at pgshrdept@poolegrammar.com

Closing date for applications: Midnight, Sunday 26 January 2025
We reserve the right to interview and appoint before this closing date.

Interviews are likely to be w/c 27 January 2025

Informal discussions/visits are encouraged. Please contact the school to make an appointment via the HR Department pgshrdept@poolegrammar.com

Poole Grammar School is committed to safeguarding and promoting the welfare of children and young people. All successful applicants will be required to complete an enhanced DBS application. Poole Grammar School also promotes equal opportunities for its workforce.