



Vocational Faculty

Post: Business and Vocational Teacher

Responsible to: Vocational Leader

Generic Responsibilities:

- Follow closely agreed syllabuses and schemes of work, prepare lessons carefully and participate in their development and annual review.
- Make clear the learning objectives at the beginning of each lesson matching them to pupils' prior attainment and at the end of the lesson make a check of objectives achieved.
- Keep a record of lessons taught and set homework according to published timetable.
- Mark pupils' work on a regular basis and record this in a mark book to show the pupils' progress throughout the year.
- Keep a record of attendance at lessons in the mark book.
- Give commendations to pupils for good work.
- Contribute towards the provision of assessment methods and their evaluation.
- Complete a Record of Achievement for pupils being able to give assessment marks and constructive comments on the pupil's attainment.
- Consult Heads of Department and Heads of Achievement over pupil bad behaviour.
- Keep Heads of Achievement informed of any incident with regard to particular pupils.
- Attend departmental meetings and contribute to the future development of the department, its resources and its teaching materials.
- Review and evaluate his or her methods of teaching.
- Participate in INSET training and to realise the responsibility for his or her own future professional development.
- Attend parents' evenings.
- Follow the agreed procedures at the beginning and end of lessons to maintain a neat and tidy classroom and orderly movement of pupils when entering and leaving the classroom.



Specific Departmental Responsibilities:

- To be discussed at interview.

General Responsibilities:

- Be aware of the emergency cover arrangements and contacts.
- Carry out a share of the supervisory duties in accordance with published rotas.
- Encourage pupils to participate in school activities and clubs.
- Assist in the promotion of the good name of the school within the community.
- Other such duties of a Subject Teacher as described in the Conditions of Employment of School Teachers.
- To comply with the Council's/College's Health & Safety Policy and associated safe working procedures and guidelines.
- To comply with the Council's/College's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
- To comply with the Council's Data Protection Policy/legal requirements.

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required any other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult with the postholder at the appropriate time.

Agreed by: member of staff _____ Principal _____

Date : _____