



Highams Park School

An independent state funded Academy

Principal - Mr N Armsby BA (Hons)
PGCE, MA, NPQH

34 Handsworth Avenue
Highams Park
London E4 9PJ

Phone: 020 8527 4051
Fax: 020 8503 3349
enquiries@highampschool.co.uk
www.highampschool.co.uk

Post Title:	BUSINESS STUDIES TEACHER
Salary / Grade:	MPS / UPS
Responsible for:	BUSINESS STUDIES
Responsible to:	HEAD OF DEPARTMENT

The Professional duties of teachers, (other than the Principal) are set out in the School Teachers Pay & Conditions Document and describe the duties required of all teachers. In addition, the specific requirements of the post of classroom teacher, along with the particular duties expected of the post holder have been set out below.

Purpose:

To teach Business Studies at KS4 and KS5.

MAIN (CORE) DUTIES

Teaching Business Studies to KS4 –KS5 as required.

General teaching duties as expected for a Classroom Teacher.

Being a positive and proactive member of the Business Studies Team.

Teaching and Learning

1. Teach Business Studies to KS4 –KS5 as required.
2. Contribute to the Department's bank of resources for the teaching of Business Studies and assist in the production of materials which take into account students of all abilities and levels.
3. Contribute to the drawing up, evaluation and reviewing of Schemes of Work in relation to KS4 –KS5.
4. Plan and evaluate work in accordance with departmental policy.
5. Work effectively with colleagues, providing support and help as required.
6. Build positive working relationships with students in your care, implementing the school's rewards and sanctions consistently.
7. Contribute to developing enrichment activities in the department. Assist in maintaining high quality displays in Business Studies classrooms

Assessment, Recording and Reporting

1. Maintain records of achievement and progress of all students in accordance with statutory requirements and departmental policy.
2. Mark and return work set, including homework, in line with school and departmental policy.
3. Adhere to the school's Assessment and Marking Policy.
4. Complete student data entry and reports in line with school policy.
5. Attend Parents' Evenings as required and keep students and parents informed about current performance and ways in which to improve.

Any other reasonable duties as directed by the Principal.