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| **Business Studies Teacher Job Description** |  |
| Employer Dagenham Park Church of England School Location Barking and Dagenham Responsible to Learning Area Leader |  |

# Main Duties

## Strategic Planning/Operational

To implement all school policies, procedures and relevant practices.

To assist in the development and implementation of appropriate syllabi, marking policies and teaching strategies used within the department.

To contribute to the curriculum area and department’s development plan and its implementation.

To plan and prepare courses and lessons.

To actively monitor and track student progress and devise strategies to address underachievement.

## Curriculum

To keep up to date with national developments in the curriculum area, teaching practice and methodology.

To ensure curriculum coverage, continuity and progression for all learners.

To make effective use of the school’s behaviour management system, including reward and sanctions, so that effective learning can take place.

## Performance & Standards

To ensure that school quality assurance procedures are followed.

To analyse and interpret student data to inform improvements in learning and teaching and as an aid to target setting.

To meet the faculty student progress and attainment targets.

To monitor student attendance and punctuality.

To ensure effective communication with parents/carers to involve them in their child’s learning as well as providing information about the curriculum, attainment, progress and targets.

## Pastoral

To be a Form Tutor to an assigned group of students.

To promote the general progress and well-being of individual students and of the form tutor group as a whole.

To liaise with a pastoral leader to ensure the implementation of the schools pastoral system.

To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of academy life.

To evaluate and monitor the progress of students and keep up-to-date student records as required.

To contribute to the preparation of action plans and progress files and other reports.

To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.

To communicate as appropriate, with the parents of students and with persons or bodies outside the academy concerned with the welfare of individual students, after consultation with the appropriate staff

To contribute to PSHE and citizenship British modern values and enterprise according to school policy

## Teaching

To have high expectations which inspire, motivate and challenge pupils, respecting their social, cultural, linguistic, religious and ethnic backgrounds and to be committed to raising their educational achievement.

Managing behaviour effectively to ensure a positive and safe learning environment

To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.

To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as required.

To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.

To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students

To undertake a designated programme of teaching in accordance with the duties of a standard scale teacher.

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 school’s procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.

To undertake assessment of students as requested by external examination bodies, departmental and school procedures.

To record students’ progress and achievements systematically to provide evidence of the range of their work, progress and attainment over time and to use this to help students review their own progress and to inform planning.

## Additional/Other Specific Duties

To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

To support the school in meeting its legal requirements for worship.

To promote actively the school’s corporate policies.

To continue personal development as agreed.

To comply with the school’s Health and Safety policy and undertake risk assessments as appropriate.

To undertake any other duty as specified by the Head of School not mentioned in the above.

To comply with personal safeguarding responsibilities including prevent.

Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified.

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.

Employees are expected to present themselves and to act in a professional manner at all times.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment, to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.