



Job Description for Teacher of Business

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| Job title: | Teacher of Business |
| Publish date: | January 2026 |
| Start date: | April 2026 or latest September 2026 |
| Hours: | Full Time |
| Salary band: | MPS1-UPS3 |
| Contract: | Permanent |
| Reports to: | Subject Leader of Business – Mrs Taylor |

This job description is not necessarily a comprehensive definition of the post. The duties and responsibilities listed below describe the post as it is at present, the post holder is expected to accept any reasonable alterations that may from time to time be necessary.

The job description will be updated regularly in line with school's development plan.

1. INTRODUCTION

- 1.1 You are accountable to the Governing Body through the line management structure shown in the Staff Handbook.
- 1.2 You are required to maintain and develop the Catholic character of the School in accordance with the direction given by the Governors and expressed in the Mission Statement. You are required to support the Headteacher in implementing the Mission Statement and in maintaining the distinctive Catholic nature of the School.

2. DUTIES OF A BUSINESS TEACHER

- 2.1 You are required to carry out the duties of a school teacher as set out in the current School Teacher Pay and Conditions of Service Document. This requires you to carry out such duties as the Headteacher may reasonably direct from time to time.

3. JOB PURPOSE

- 3.1 Purpose of role:
 - To contribute to the teaching of Business under the direction of the Subject Leader
 - To deliver the National Curriculum as outlined in KS3 and KS4 activity timetables provided by the Subject Leader
 - To participate fully in the extra-curricular life of the school
 - To be responsible for assisting in the development of schemes of work
 - To carry out both Formative and Summative assessment procedures as outlined in the Department Handbook
 - To effectively record assessments undertaken using the Department's central record systems
 - To complete whole school data collection tasks as directed
 - To contribute to monitoring and learning ideas during department inset and participate in practical training days focused on sharing good practices where appropriate
- 3.2 You are also required to;



- To help in the organisation and supervision of departmental trips, visits and extra-curricular activities where appropriate
- In line with Department policy regularly liaise with parents on matters such as behaviour, participation levels and pupil achievement and anything relevant to the Department. Where necessary provide feedback through department concern and/or praise letters, telephone calls and/or messages through the pupil diary.
- Implement the Department's Rewards and Sanctions policy (as outlined in the Department handbook).
- Attend Parent Consultation Evenings

4. ACCOUNTABILITIES

4.1 You are responsible to the Headteacher, the Leadership Team Member with responsibility for your Department and the Subject Leader of Business.

4.2 You are required to:

- Undertake all reasonable precautions to safeguard the health and safety of students and staff at all times.
- Ensure that all students are treated fairly, consistently and with respect, that opportunities for reinforcing positive self-images are sought, that gender and race discrimination are actively discouraged.
- Encourage an environment and ethos which underpins and enhances students; learning and rewards students; achievements.
- Take active responsibility for formulating fair and consistent standards of discipline and follow up concerns according to the school's procedures

5. EQUALITIES

5.1 Be aware of and support school policies that promote equality within and beyond the school community.

6. HEALTH AND SAFETY

6.1 Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

7. DISCLOSURE & BARRING SERVICE

7.1 This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the pre-employment checks.

8. MONITORING

8.1 To keep an accurate and up to date register for all classes taught

8.2 Regularly mark pupils work in line with the School's marking policy.

8.3 Monitor pupil progress and address underachievement using Departmental policies.



8.4 To contribute to the development of self-evaluation procedures within the department.

9. SAFEGUARDING CHILDREN AND SAFER RECRUITMENT

9.1 You will ensure that child protection and the safeguarding of students are given the highest priority at all times.

9.2 The Saint John Henry Newman School is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

Name: _____

Signed: _____

Date: _____