**Impington Village College**

**Job Description**

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| **Post Title:** | Lead Teacher Business & Economics |
| **Post Purpose:** | Under the reasonable direction of the Principal, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).  To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.  To monitor and support the overall progress and development of students as a teacher and tutor.  To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.  To contribute to raising standards of student attainment.  To share and support the College’s and Trust’s responsibility to provide and monitor opportunities for personal and academic growth.  To be responsible for safeguarding and promoting the welfare of students and to ensure that teaching and learning takes place in a safe environment |
| **Reporting to:** | Assistant Principal |
| **Responsible for:** | The provision of a full learning experience and support for students.  Achievement and standards within any class taught |
| **Location** | Your principal place of work will be Impington Village College. |
| **Working Time:** | Full time as specified within the STPCD |
| **Salary/Grade:** | IVC Main Scale/UPS + TLR |
| **Disclosure Level:** | Enhanced DBS |

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## Responsibilities for Lead Teacher of Business & Economics

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Under the guidance of the Assistant Principal:

To be responsible for the day-to-day management, control and operation of the Business & Economics department, including effective deployment of staff and physical resources

To lead and manage the planning function across the department and to ensure that the planning activities of the department reflect the needs of students within the subject area, College Improvement Plan and the aims and priorities of the College and that all teachers across the department are familiar with its aims and objectives

To lead curriculum development across the department and be responsible for updating and implementation of new practices and strategies in line with relevant national and local initiatives and frameworks.  Provide support for non-specialist teachers as required and support the delivery of the Individuals and Societies programme across the College.

Creation, collation, organisation and dissemination of teaching and learning materials, assessments and resources.

Updating of and implementation of new practices and strategies in line with relevant national and local initiatives and frameworks

Tracking and monitoring of progress in the department to include:

* + Regular analysis of tracker, test and exam data across the department
  + Monitoring and evaluating the teaching, learning and progress of students designated SEN, EAL, Most-Able, PP, boys
  + Recommending and deploying necessary interventions across the department and strategic coordination with the SEN department

To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover is set for Business & Economics lessons, liaising with supply/relevant staff

## Pastoral System

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| To be a Lead 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 the Head of House or Assistant Principal: Head of Sixth Form to ensure the implementation of the College’s Pastoral System |
| To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of College life |
| To communicate as appropriate, with the parents of students and with persons or bodies outside the College concerned with the welfare of individual students, after consultation with the appropriate staff. |
| To contribute to PD, citizenship, careers-related learning and enterprise according to College policy |
| To apply the Behaviour Policy so that effective learning can take place. |

## College Ethos

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| To play a full part in the life of the Trust and College community, to support its distinctive vision and ethos and to encourage staff and students to follow this example |
| To support the College in meeting its legal requirements for worship |
| To promote actively the Trust’s corporate policies |
| To comply with the Trust’s Health and Safety policy and undertake risk assessments as appropriate |

## Safeguarding

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| To safeguard and promote the welfare of children and vulnerable adults reporting any concerns in accordance with the Trust’s Safeguarding/Child Protection policies |
| To undertake regular safeguarding/child protection/prevent training, adult protection training as required by the College |

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

## Signatures

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

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

January 2023