

The Joseph Whitaker School

An Academy specialising in Sport and Performing Arts

Proud to be Me. Proud to be Us.

Be Ready

Be Kind

Be Safe



Job Description and Person Specification

Post: Lead Teacher of Business Studies

Grade: MPS/UPS

Line Manager: Head of Faculty/Department

Common Responsibilities

The postholder will:

- Promote the school in accordance with the School Improvement Plan up to a level that is reasonable in relation to the grading of the post;
- Carry out school and Trust policy as documented and/or as directed by the Headteacher;
- Respect the confidential nature of all information acquired in the performance of the job either verbally or in writing.
- Work in a responsible and safe manner, paying attention to all Health and Safety and Safeguarding procedures operating within the school and Trust.
- Work in a way that enhances the school in the eyes of the local community and beyond;
- Work flexibly within school according to the grade or level of work;
- Assist in the provision of a high-quality educational experience for all children;
- Engage in appraisal activities and reviews as required by the Trust policy and use the process to develop your personal and professional effectiveness

Specific Duties and Responsibilities

Curriculum

- To ensure the delivery of high quality teaching and learning of Business Studies for the students of The Joseph Whitaker School
- To prepare and teach appropriate, engaging and challenging lessons
- To review systematically, change and modify the curriculum as necessary ensuring it is suitably adapted to meet the needs of all learners.
- To ensure that ICT is an integral part of the curriculum
- To production of schemes of work and programmes of study for each year group
- To keep abreast of current developments in the educational field to enable effective curriculum planning
- To assess students' work and report on progress as required
- To work with other Faculties as appropriate

Faculty

- To promote student progress and well-being with due regard for discipline, health and safety
- To ensure that the environment of the teaching areas are always of a high quality and contribute to the environment of the Academy
- To participate and contribute to appropriate meetings, staff development, performance management and Academy routines and duties

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Pastoral

- To take responsibility for the effective care and guidance of a tutor group
- To effectively monitor the academic performance of students within a designated tutor group

Community

- To work closely with parents, carers and other members of the community where appropriate
- To promote the Academy within the community
- To work with partner primary schools, Further Education and Higher Education establishments to ensure successful transfer of students, in conjunction with other staff

As a member of staff at The Joseph Whitaker School you are expected:

- To work in accordance with, and in support of the Academy's vision and values
- To contribute to the Academy's ethos by setting a good example to colleagues and young people
- To take part in performance management activities and reviews as required by the Academy's policy and use the process to develop your personal and professional effectiveness



PERSON SPECIFICATION

Lead Teacher of Business Studies

	Essential	Desirable
QUALIFICATIONS	• QTS or equivalent FE Qualification (with desire to achieve QTS imminently) • Awareness of current developments within education, particularly those relating to vocational education	
SAFEGUARDING	• Full understanding of the Safeguarding requirements and how teachers promote the welfare of children • Enhanced DBS and validated references • Eligibility to work in the UK	• Child Protection Training
TEACHING EXPERIENCE	• Experience of teaching KS4 and/or KS5 Business Studies • IT literate, making use of ICT to enhance teaching • Using statistical data to inform teaching and improve learning • Experience of tutoring students in a pastoral capacity	• Experience of BTEC Assessment, including moderation and internal verification • Up to date knowledge of examination specifications
PERSONAL QUALITIES	• Excellent communicator, both orally and in writing • Commitment to raising achievement • An innovative and positive attitude • Ability to work as part of a team	