



ARDEN ACADEMY

**POST: TEACHER OF BUSINESS & BTEC ENTERPRISE
(MPR/UPR)**

POST HOLDER: VACANCY

LINE MANAGER: HEAD OF DEPARTMENT

1 Principal Responsibilities

- (a) To contribute to the teaching of the Business & Economics Department.
- (b) To participate in the development of appropriate schemes of work, (syllabi, materials and teaching strategies) in line with the National Curriculum, Department Schemes of work and the school's aims and objectives.

2 Job Purpose

- (a) As a class teacher, to promote the general progress and well-being of individual pupils, classes or other groups of pupils assigned to him/her principally, but not exclusively, through the teaching of Business and BTEC Enterprise and as a form teacher and/or member of a Year Team
- (b) As a form teacher, through regular daily contact with pupils in a form to exercise obtrusive care for each individual (liaising with the Head of Year when appropriate), encouraging positive attitudes to school, an understanding of rights and responsibilities within the life of the school and in society and assisting each pupil to recognise the contribution that he/she can make to the whole school community.

2 Principal responsibilities

As a class teacher

- (a) To contribute to the teaching of Business in ways which encourage learning within the aims and policies of the school and department and the curriculum area
- (b) Planning and preparing schemes of work for pupils assigned to you, in keeping with the policies and programmes of study in force in the department.
- (c) Teaching, according to their educational needs, the pupils assigned to you including the setting and marking of work carried out by those pupils
- (d) Assessing, recording and reporting on the development, progress and attainment of pupils assigned to you
- (e) Communicating and consulting with the parents of pupils assigned to you in accordance with the arrangements for communication published by the school
- (f) Having an awareness of the baseline data for each pupil in the class and tracking progression in line with National expectations.
- (g) Reviewing from time to time your methods of teaching and the schemes of work, keeping up to date with subject and professional developments and participating in

arrangements, as appropriate, for your further training and professional development as a teacher

- (h) Providing guidance and advice to pupils on educational and social matters and on their future careers, including sources of more expert advice on specific questions
- (i) Participating in arrangements, as appropriate, for public examinations in accordance with paragraph 43.10 of the Conditions of Employment
- (j) Participating, as a member of a departmental team, in the team management of the department and assisting the effective running of the department through the discharge of such tasks as the Subject Leader may reasonably delegate
- (k) In accordance with school policies on behaviour and uniform, taking all reasonable steps to maintain good order and discipline among pupils and to safeguard their health and safety both when they are authorised to be on school premises and when they are engaged in authorised school activities elsewhere.
- (l) Recording and reporting the absence of pupils from teaching groups in accordance with school procedures
- (m) Assisting in the development and maintenance of an attractive learning environment by producing materials for display in classrooms and around the school
- (n) Ensuring that the teaching room for which you have responsibility is appropriately organised and properly looked after.

As a form teacher and member of a year team

- (a) The accurate recording of attendance and absence at the start of each school session in accordance with the published instructions
- (b) The monitoring of attendance of each individual pupil, ensuring that messages and notes from parents are received and/or that appropriate action is taken in accordance with the published procedures
- (c) General responsibility for the welfare and conduct of members of the form (this includes ensuring that there is compliance with uniform regulations and understanding of school rules and policies)
- (d) Checking pupil homework diaries
- (e) Leading form periods in accordance with the scheme of work for each year group, managing form time so that it is used purposefully and profitably
- (f) Attending assemblies with the form and supervising them whilst they are there (this includes the supervision of dismissal from assembly)
- (g) In accordance with the published calendar of meetings, attendance at Year Team meetings
- (h) In partnership with the Head of Year, to encourage inter-form activity and the participation of form members in House events

- (i) In association with the Head of Year, the fostering of good home/school liaison, and the distribution of the newsletter and other material which may from time to time require distribution to pupils or parents.
- (j) Ensuring that rooms are properly cared for.

General Duties

- (a) To carry out a share of supervisory duties in accordance with published rosters
- (b) To participate in the meetings arranged with colleagues, parents and others, relative to the above duties
- (c) To cover for absent colleagues as agreed in the school's cover policy
- (d) To participate in arrangements made for the Appraisal under Academy Appraisal Policy.
- (e) To participate in pupil review

Continuing Professional Development - Personal

1. In conjunction with the Assistant Headteacher, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
2. Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.
3. Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Assistant Headteacher or the incumbent of the post.

Compiled by: M Bull	Revision Number 2
Approved by: D Warwood	Revision Date 22/6/2021