

Job Description

POST TITLE:	TEACHER OF BUSINESS
GRADE:	MPS/UPS
RESPONSIBLE TO:	HEAD OF DEPARTMENT
RELATIONSHIPS WITH:	HEAD OF DEPARTMENT HEAD OF FACULTY YEAR LEADERS SLT SENCO / TEACHING ASSISTANTS SUPPORT STAFF PARENTS

JOB PURPOSE

Each teacher is responsible for all aspects of teaching and learning for those classes and students assigned to them. This involves the organisation and administration of classes, the preparation of lesson plans and teaching within faculty guidelines and schemes of work. Each member of staff has a responsibility to promote high quality throughout their work and that of the faculty, Academy and Trust as a whole. In particular it is important to maintain high standards of achievement and to encourage all students to fulfil their potential through effective teaching and high expectations.

In teaching at Archway Learning Trust importance is attached to:

- Team work;
- Open consultation and participation in decision making;
- Good communication;
- A mutually supportive approach - sharing responsibility, success and problems;
- Exercising positive leadership with students;
- Maintaining high personal and professional standards;
- Being forward looking and anticipating change.

GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Extremism & Radicalisation Policy
 - Health, Safety and Security Policy & Guidance
 - Keeping Children Safe in Education (Part 1) Guidance
 - Safeguarding Policy and Training Slides
 - Whistleblowing Policy
 - IT Pack including Acceptable Use Statement
 - Health, Wellbeing and Benefits Policy
 - Finance Policy
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans
5. To develop and implement own professional development and skills
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
7. To demonstrate an excellent record of attendance and punctuality.

8. Work cooperatively as part of the Trust wide staff team
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

SPECIFIC RESPONSIBILITIES

10. Teach students of the full range of age and ability;
11. Contribute to the development of the Department's curriculum;
12. Attend and contribute to school Acts of Worship, as applicable;
13. Follow Academy and departmental procedures on assessment, recording and reporting, including communication with parents at consultation evenings;
14. Take part in departmental activities such as field trips;
15. Undertake such departmental responsibilities as are delegated by the Head of Business Studies;
16. Act as form tutor to a group of students;
17. Carry out a share of supervisory duties in accordance with published rotas;
18. Set and mark home learning in accordance with Academy and departmental policies;
19. Participate in meetings with colleagues and/or parents/carers with regard to the above responsibilities.
20. Have a thorough and up to date knowledge of their subject(s) and should take account of wider curriculum developments that are relevant to their work;
21. Consistently and effectively plan lessons and sequences of lessons to meet students' individual learning needs, including students with special educational needs.
22. They should be aware of, and take proper account of the strategies agreed in IEPs (Individual Education Plans) and IBPs (Individual Behaviour Plans);
23. Keep an attendance register of students in every lesson and following up absence when necessary;
24. Consistently and effectively use a range of appropriate strategies for teaching and classroom management;
25. Consistently and effectively use information about prior attainment to set well-grounded expectations for students, and monitor progress to give clear and constructive feedback;
26. Be able to make use of the performance data available in the Academy in order to determine how much progress their students are making;
27. Take responsibility for their own professional development and use the outcomes to improve their teaching and students' learning;
28. Make an active contribution to implementing the policies and aspirations of the Academy and Trust;
29. Be effective professionals who challenge and support all students to do their best;
30. Set and maintain high expectations for student behaviour;
31. Set a good example to students, for example in terms of appropriate dress, standards of punctuality and attendance.

STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

DRESS CODE

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.
- When working in the kitchens or any food outlet at the Trust, staff are expected to wear full protective clothing at all times.

PERSON SPECIFICATION – TEACHER OF BUSINESS		
	ESSENTIAL	DESIRABLE
EDUCATION & TRAINING		
Further or Higher Education	*	
Qualified Teacher Status	*	
Good honours degree (2:1 or better)		*
Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training.	*	
EXPERIENCE		
Previous experience of working within an educational setting		*
Knowledge and ability to work effectively and network with a wide range of supporting services in both the public and private sectors		*
Relevant teaching experience or teaching practice and/or experience of working with students of a wide range of abilities	*	
Knowledge of SEN, EAL, PP		*
PROFESSIONAL SKILLS		
Ability to work flexibly in a team situation whilst being able to prioritise, show initiative and work independently, ensuring key routine tasks are achieved within deadlines	*	
Excellent organisational and communication skills with a willingness to respond positively to changing circumstances	*	
Working with others, the ability to assess and review young people and family circumstances and plan appropriate responses	*	
The ability to engage constructively with, and relate to, a wide range of young people and families/carers with different ethnic and social backgrounds	*	
The ability to work effectively with, and command the confidence of, teaching staff and senior leadership within the school	*	
The ability to understand a child’s educational and pastoral needs	*	
Ability to identify potential barriers to learning and jointly engage in strategies to overcome these barriers	*	
Ability to develop a coaching role as a long-term activity designed to achieve the goals in the learning action plan	*	
Ability to engage in joint goal setting with the individual child	*	
PERSONAL QUALITIES		
Confidence and independence to work using own initiative	*	
Assertive, enthusiastic, motivated and committed	*	
Ability to work as part of a team understanding Trust and Academy roles and responsibilities and your own position within these.	*	
Good time management skills	*	
Willingness to keep self up to date with pertinent information and local initiatives, respond to feedback and pass on knowledge and good practice on to others.	*	
Builds and maintains effective relationships with colleagues and stakeholders in a fair and equitable manner	*	
Commitment to Equal Opportunities	*	
Tact, sensitivity, integrity, good judgement, and a sense of humour.	*	
Suitability to work with children. Enhanced DBS check to be undertaken on Appointment	*	