



## Job Description

### Teacher of Business & Economics

<b>Purpose</b>	<ul style="list-style-type: none"><li>To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate</li><li>To monitor and support the overall progress and development of students as a teacher and Tutor</li><li>To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential</li><li>To contribute to raising standards of student attainment</li><li>To share and support the school's responsibility to provide and monitor opportunities for spiritual, personal and academic growth.</li></ul>
<b>Reporting to</b>	<ul style="list-style-type: none"><li>Head of Department – Computing &amp; Business</li></ul>
<b>Responsible for</b>	<ul style="list-style-type: none"><li>The provision of a full learning experience and support for students</li></ul>
<b>Liaising with</b>	<ul style="list-style-type: none"><li>Headteacher, Deputy Headteacher(s), AHTs, TLR post holders, other subject leaders, student support services, students and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LA staff, parents.</li></ul>
<b>Working time</b>	195 days per year. Full-time

#### MAIN (CORE) DUTIES

<b>Strategic Direction and Development of the Subject</b>	<ul style="list-style-type: none"><li>To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in Computing and Business</li><li>To contribute to the Computing and Business department's improvement plan and its implementation</li><li>To plan and prepare courses and lessons for KS3 – KS5</li><li>To contribute to the whole school's planning activities.</li></ul>
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<b>Teaching</b>	<ul style="list-style-type: none"><li>To teach students according to their educational needs, including the setting and marking of work to be carried out by the students in school and elsewhere.</li><li>To assess, record and report on the attendance, progress, development and attainment of students</li><li>To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students</li><li>To ensure that ICT, literacy, numeracy and school subject specialism(s) are reflected in the teaching /learning experience of students</li><li>To undertake a designated programme of teaching</li><li>To ensure a high quality learning experience for all students</li><li>To prepare and update subject materials</li><li>To use a variety of delivery methods that will stimulate learning appropriate to student needs</li><li>To maintain discipline in accordance with the school's procedures, and to encourage good practice with regards to punctuality, behaviour, standards of work and homework</li><li>To undertake assessment of students as requested by external examination bodies, departmental and school procedures</li><li>To mark, grade and give written/verbal and diagnostic feedback as required.</li></ul>
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<b>Curriculum Provision</b>	<ul style="list-style-type: none"> <li>To assist the Subject Leader and AHT: Teaching &amp; Learning, to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.</li> </ul>
<b>Staff Development</b>	<ul style="list-style-type: none"> <li>To take part in the school's continued professional development programme by participating in arrangements for further training and development</li> <li>To continue personal development in the relevant areas including subject knowledge and teaching methods</li> <li>To engage actively in the Performance Management Review process</li> <li>To ensure the effective and efficient deployment of classroom support</li> <li>To work as a member of a designated team and to contribute positively to effective working relations within the school.</li> </ul>
<b>Quality Assurance</b>	<ul style="list-style-type: none"> <li>To support the school monitoring procedures</li> <li>To contribute to the process of monitoring and evaluation of the curriculum area in line with agreed school procedures, including evaluation against standards and performance criteria</li> <li>To support the review of teaching strategies and programmes of work</li> <li>To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral function of the school.</li> </ul>

<b>Management Information</b>	<ul style="list-style-type: none"> <li>To maintain records and provide relevant accurate and up-to-date information for SIMS and registers</li> <li>To complete the relevant documentation to assist in the tracking of students</li> <li>To track student progress and use information to inform teaching and learning.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>To communicate effectively with the parents of students as appropriate</li> <li>Where appropriate, to communicate and co-operate with person or bodies outside the school</li> <li>To follow agreed policies for communication in the school.</li> </ul>
<b>Marketing and Liaison</b>	<ul style="list-style-type: none"> <li>To take part in marketing and liaison activities such as Open Evenings Parents Evenings, Review days and liaison events with partner schools</li> <li>To contribute to the development of effective subject links with external agencies.</li> </ul>
<b>Management of Resources</b>	<ul style="list-style-type: none"> <li>To contribute to the process of the ordering and allocation of equipment and materials</li> <li>To assist the Head of Department – Computing and Business to identify resource needs and to contribute to the efficient and effective use of physical resources</li> <li>To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.</li> </ul>

<b>Pastoral System</b>	<ul style="list-style-type: none"> <li>• To promote the SMSC development of individual students and the Tutor Group as a whole</li> <li>• To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary</li> <li>• To ensure the Behaviour Management system is implemented in the department so that effective learning can take place</li> <li>• To be a Form Tutor to an assigned group of students</li> <li>• To promote the general progress and well-being of individual students and of the Tutor Group</li> <li>• To liaise with a Year Manager and Pastoral Leader to ensure the implementation of the Pastoral System</li> <li>• To register students, and encourage their full attendance to all lessons and registration periods</li> <li>• To evaluate and monitor the progress of students and keep up-to-date student records as required</li> <li>• To alert appropriate staff to problems experienced by students</li> <li>• To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff</li> <li>• To contribute to the Pastoral programme, citizenship and enterprise according to school policy</li> </ul>
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<b>Other Specific Duties</b> <ul style="list-style-type: none"> <li>• To actively promote the school's safeguarding policies and procedures</li> <li>• To play a full part in the life of the school community, to support its ethos and to encourage staff and students to follow this example.</li> <li>• To support the school in meetings it's legal requirements for daily worship</li> <li>• To promote actively the school's policies and procedures</li> <li>• To continue personal development as agreed.</li> <li>• To comply with the school's health and safety policy and undertake risk assessments as appropriate.</li> <li>• To undertake any other duty as specified by STPCB not mentioned in the above.</li> </ul>
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<p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school 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.</p> <p>Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced Disclosure and Barring Service check. If shortlisted, you will be required to disclose relevant information regarding criminal history and an online search will be conducted. This includes only information publicly available online. We promote diversity and want a workforce which reflects the population of Leeds.</p>
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<p>This job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.</p>
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