



## Teacher - Main Pay Range Job Description

**Job Title:** Teacher of Business Studies/Information Technology

**Curriculum Area:** Business and IT

**Reports to (job title):** Curriculum Team Leader

**DBS Check applicable?** Standard ☐ Enhanced ☒ None ☐

**Size of budget:** Not applicable

*This Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.*

As a Main Pay Range Teacher you are required to be competent in all elements of the Teacher Standards, to discharge the Teachers Responsibilities as set out in the Contractual Framework for Teachers of the Academy Teachers Pay and Conditions Document (STPC) and to act in accordance with the Academy's ethos, policies and practices, under the direction of the Principal.

### Teaching

- Plan and teach lessons and sequences of lessons to the classes you are assigned to teach within the context of the Academy's plans, curriculum and schemes of work in order to achieve target levels of student attainment, progress and outcomes.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned students.
- Set and mark work to be carried out by the student in the Academy and elsewhere.
- Participate in arrangements for preparing students for external examinations.

### Whole Academy organisation, strategy and development

- Contribute to the development, implementation and evaluation of the Academy's policies, practices and procedures in such a way as to support the Academy's values and vision.
- Work with others on curriculum and/or student development to secure co-ordinated outcomes.
- Supervise and so far as practicable teach any students where the person timetabled to take the class is not available to do so. (You will only rarely be required to provide such cover in circumstances that are not foreseeable).

### **Health, safety and discipline**

- Promote the safety and well-being of students in accordance with the Academy's Child Protection and other relevant policies.
- Maintain good order and discipline among students in accordance with the Academy behaviour policy.

### **Management of staff and resources**

- Direct and supervise support staff assigned to you and, where appropriate, other teachers.
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- Deploy resources delegated to you in accordance with Academy policies.

### **Professional development**

- Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

### **Communication**

- Communicate with students, parents and carers in accordance with the Academy ethos, policies and practice.

### **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the Academy.
- Participating in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the Academy, which require the exercise of your professional skills and judgment.

### **Fulfil wider professional responsibilities**

- Make a positive contribution to the wider life and ethos of the Academy.
- This job description and related documents provides the standards and framework for Performance Management Objectives for a Main Pay Range Teacher which will be set under the Academy's Appraisal Policy before, or as soon as practicable, after the start of each appraisal period. The objectives set will be specific, measurable, achievable, realistic and time-bound and will be appropriate to the teacher's role and level of experience.
- The appraiser and appraisee will seek to agree the objectives; but if that is not possible, the appraiser will determine the objectives. Objectives may be revised if circumstances change. The objectives set for each teacher will, if achieved, contribute to the Academy's plans for improving the Academy's educational provision and performance and improving the educational opportunities of students at that Academy.

### **Generic Responsibilities**

To carry out all responsibilities with regard to the Academy's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the Academy.

### **Flexibility Clause**

As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

### **Variation Clause**

It is the practice of this Academy to periodically examine job descriptions, update them and ensure that they relate to the job performed or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Principal reserves the right to make changes to your job description following consultation.