

Job Description



JOB TITLE: Teacher of Business Studies

REPORTING TO:

Key responsibilities:

- To carry out the duties of a teacher, as set out in the most recent School Teachers' Pay and Conditions Documents (STPCD).

The post holder will aim to be an effective teacher who will:

- Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and support a designated curriculum area or areas, as appropriate.
- Monitor and support the overall progress and development of students as a Subject Tutor and Form Tutor.
- Facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- Contribute to raising standards of student attainment.
- Share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

Teaching and Learning:

- Teaching allocated students and groups of students according to their educational needs, including the setting and regular marking of classwork and independent work in accordance with school policy.
- Planning and preparing schemes of work and lessons within the relevant curriculum area(s), both individually and collaboratively.
- Co-ordinating or managing the work of associate staff e.g. teaching assistants that are attached to a students or a group of students.
- Ensuring a variety of high quality learning experiences, which will stimulate learning appropriate to student needs and meet internal and external quality standards.
- Prepare and update subject material.
- Creating a climate for learning through maintaining good order and discipline and rewarding students for good conduct, effort and achievement.
- Contribute to the curriculum area and subject department's improvement plan and its implementation.
- Contribute to the whole school's planning activities.
- Promoting the general progress and wellbeing of students and groups of students in the role as Form Tutor.
- Contributing to Form activities and programmes of learning as directed by the Heads of Year and ASLs.
- Encouraging high levels of attendance and punctuality to school and lessons.
- Monitoring the school uniform of students in his/her Tutor group.

- Communicating and co-operating with persons or bodies outside the School, where appropriate.
- Following agreed policies for communications in the School.

Assessment:

- Assessing, recording and reporting on the progress and attainment of students and groups of students in accordance with school policy.
- Communicating and consulting with Parents/Carers about student progress in accordance with school policy.

Continuing Professional Development:

- Taking part in the Trust's CPD programme, by participating in arrangements for further training and professional development.
- Continuing personal development in relevant areas, including subject knowledge and expertise and teaching methods.
- Participating in the agreed arrangements for Performance Management.

Other:

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder's responsibility for promoting and safeguarding the welfare of children and young peoples, for whom s/he is responsible or with whom s/he comes into contact, will be to adhere to the School's Child Protection Policy at all times.
- Undertaking specific responsibilities commensurate with the role within the relevant curriculum area(s), as agreed with the line manager.
- Undertaking such other duties as may be reasonably required by the Headteacher.

Signed:

Date: