Teacher - Upper Pay Range Job Description

Job Title: Teacher of Business Studies

Curriculum Area: Business Studies, ICT and Music

Reports to (job title): Curriculum Team Leader

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

Size of budget: **Not applicable**

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Paragraphs 1 to 8 below are a Main Pay Range Teachers Responsibilities as set out in the Contractual Framework for Teachers of the School Teachers Pay and Conditions Document. Main Pay Range Teachers are required to act in accordance with the school's ethos, policies and practices, under the direction of the Headteacher. In addition to the duties and responsibilities of a Main Pay Range Teacher you are, as an Upper Pay Range Teacher, required to be highly competent in all elements of the Teacher Standards, to ensure that your achievements and contribution to the School are substantial and sustained.

Teaching

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

Whole school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the School's policies, practices and procedures in such a way as to support the School's values and vision.
- Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- Supervise and so far as practicable teach any pupils 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 pupils in accordance with the School's Child Protection and other relevant policies.
- Maintain good order and discipline among pupils in accordance with the School 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 School 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 pupils, parents and carers in accordance with the School ethos, policies and practice.

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the School.
- Participating in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the School, 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 School.

Upper Pay Range Accountabilities

- Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.
- Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
- Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas you teach, including those related to public examinations and qualifications.
- Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.
- Have a more developed knowledge and understanding of your subjects/curriculum areas and related pedagogy including how learning progresses within them than a Main Pay Range teacher.
- Have sufficient depth of knowledge and experience to be able to give advice to colleagues on the development and well-being of children and young people.
- Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.
- Provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice in order to help them meet the relevant standards and develop their teaching practice.
- Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.

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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 expect 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.