# The Leathersellers’ Federation of Schools: Prendergast School

# BUSINESS STUDIES AND ECONOMICS TEACHER

#### **Post title**

Teacher of Business Studies and Economics

**Salary/Grade**

Classroom Teachers’ Main / Upper Spine

#### **Purpose of the job**

To provide high quality teaching, and enable effective use of resources and high standards of learning and achievement for pupils, within an atmosphere in which pupils feel challenged, valued and secure.

Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

### **Reporting to**

Head of Business and Economics

## Responsible for

Teaching Business Studies and Economics classes, and other subject classes as allocated by the Head of Business Studies and Economics and the Headship Team

The provision of a full learning experience and support for pupils

**Liaising with**

Headteacher, Leadership Team, teachers and support staff, external agencies and parents.

#### **Working time**

#### Full time as specified within the STPCD

#### **Key functions**

* To teach the subjects, classes and groups as allocated by the Head of Business Studies and Economics and the Headship Team
* To ensure that high quality teaching and learning takes place in all allocated classes
* To support and participate in the curriculum development work of the Business Studies and Economics Curriculum Area, including the writing of schemes of work and programmes of study
* To assist the Head of Business Studies and Economics in the maintenance of high standards of work and behaviour within Business and Economics
* To be a Form Tutor and to carry out the specified duties in accordance with the job description of a Form Tutor or Sixth Form Tutor
* To support the Senior Leadership Team in the effective operation of the School

#### **Specific responsibilities**

***The main responsibilities of the post are to:***

* teach the classes allocated, and provide a well-planned, challenging and purposeful learning environment for pupils
* support and carry out policies and practices to promote positive student behaviour and achievement in Business Studies and Economics within the framework of the school’s behaviour policy
* set homework on a regular basis and mark pupil work promptly
* assess, monitor, record and report on pupil achievement in line with School and Department policy, including writing pupil reports and attending parents meetings
* assist in the identification of pupil special educational needs, and support the work of the Learning Support Team, including participation in the writing and review of individual education plans
* share in the development of course outlines, syllabuses and schemes of work in Business Studies and Economics
* follow the course outlines, syllabuses and schemes of work agreed by the Business Studies and Economics Department
* make effective use of pupil performance data, and pupil and staff target-setting; and provide relevant information to the Head of Business Studies and Economics and Headship Team
* monitor and record pupil attendance in line with School and Department policy, and support the Head of Business Studies and Economics, and Headship team in the maintenance of high levels of pupil attendance
* prepare for and attend Business Studies and Economics Department meetings and support the work of the Business Studies and Economics Department
* participate in and support the Appraisal Policy
* assist in the development of the School Improvement Plan and its review mechanism
* undertake specific duties within the Business Studies and Economics Department as agreed with the Head of Business Studies and Economics
* the ethos of the school is enhanced by a range of extra-curricular activities. It is expected that staff appointed to the school will fully contribute to these.
* undertake such other duties as reasonably required by the Headteacher

Conditions of employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The postholder is required to support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the governing body.

S/he shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers Pay and Conditions Document.

The postholder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder.