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| **Phase:** Secondary | **Department: Enterprise** |
| **Job Title:** Teacher of Business Studies / Finance | **Pay Grade:** MPS/UPS |
| **Term of Employment:** Permanent |  |
| **Designation of Post within School Structure** | |
| **Executive Headteacher**  **Head of School**  **Assistant Headteacher**  **Head of Enterprise**  **Teacher of Business Studies / Finance** | |
| This job description identifies the responsibilities attached to this post. It is subject to the limits of the School Teachers Pay and Conditions Document.  This job description is subject to amendment from time to time with in the terms of the conditions of employment, as the needs of the school may require, but only to an extent consistent with those conditions of employment and after consultation with the post holder. | |
| Main Duties and Responsibilities | |
| 1. **The Post**   St Michael’s Catholic school requires a well-qualified and enthusiastic teacher of Key Stage 5 A level Business Studies and LiBF Finance who is eager and committed to supporting pupils’ education. As we are a Catholic school, practicing Catholics are strongly encouraged to take on this post. This role requires a post holder who is passionate about developing the schools CPD offer and the fostering of a school based research culture. | |
| * 1. **Post Purpose**  1. Carrying out the professional duties of a school teacher as set out in the current School Teachers’ Pay and Conditions document, including meeting all of the current Teaching Standards and duties under the reasonable direction of the Head of School or Headteacher. 2. To manage their day to day work, ensuring they are up-to-date and informed about the current specific requirements of their classes and the department development plan. 3. To work with the Head of Enterprise to ensure students are clear about targets, assessment and the schools commitment to improving attainment through better progress. 4. To teach quality first lessons.    1. Reporting to the Head of enterprise    2. Responsible for: teaching lessons that enable the pupils of St. Michael’s to exceed their potential.    3. To be a form tutor.    4. Liaising with: Head of Enterprise and appropriate pastoral leader.    5. To continue own professional and personal development.    6. To understand the distinctive qualities of the Catholic Ethos in Education and the particular aspects of teaching in a Catholic school.    7. To understand the importance of safeguarding and how to make a referral. This includes all areas of safeguarding including the prevent agenda and FGM. | |
| 1. **Teaching**     1. To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. The level of contact time will be reviewed each year in accordance with staffing levels and priorities. 2. **Notes**   **3.1** The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions for employment.  **3.2** This job description is not a comprehensive definition of the post. This job description should be reviewed each year as part of the appraisal process. | |

**Person Specification**

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|  | Essential | Desirable | Evidence |
| Degree in appropriate subject area | \* |  | Application |
| QTS | \* |  | Application |
| Practicing Roman Catholic |  | \* |  |
| Working knowledge of the theory and practice of teaching Business Studies and Finance | \* |  | Interview |
| Excellent subject knowledge | \* |  | Observed lesson |
| Evidence of continuing professional development | \* |  | Application |
| Use of ICT in teaching | \* |  | Interview |
| Up-to-date with current developments in teaching Business Studies and Finance | \* |  | Application letter  Interview |
| Experience of organising extra-curricular activities including successful interventions | \* |  | Reference Application  Interview |

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| **Relevant Skills and Aptitudes** | Essential | Desirable | Evidence |
| To teach A level Business Studies and LiBF Finance for Key Stage 5 students | \* |  | Reference Application |
| To enthuse students by teaching imaginatively, employing a variety of teaching styles | \* |  | Reference  Observed lesson |
| To create a positive, inclusive learning environment | \* |  | Reference  Observed lesson |
| To differentiate teaching so that the learning of all students is addressed | \* |  | Reference  Observed lesson |
| To analyse relevant data to inform teaching and to set challenging targets for students and staff | \* |  | Reference  Application letter |

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| P**ersonal Qualities** | Essential | Desirable | Evidence |
| Enthusiastic and approachable | \* |  | Reference Interview |
| Commitment to extra-curricular activities | \* |  | Application  Interview |
| Good interpersonal skills | \* |  | Interview  Observed lesson |
| Sense of humour | \* |  | Interview  Observed lesson |
| Clear educational philosophy | \* |  | Interview |
| Commitment to professional development | \* |  | Interview Reference |
| Willingness to share expertise | \* |  | Application letter |
| High expectations of students and their behaviour | \* |  | Observed lesson  Interview |
| Hardworking and conscientious | \* |  | Reference |
| Willingness to organise school visits | \* |  | Interview |
| Good communication skills | \* |  | Interview |
| Ability to prioritise own workload | \* |  | Interview |