



JOB DESCRIPTION – TEACHER OF BUSINESS STUDIES

Teach the children with all kindness and gentleness possible.'

Marie Madeleine D'Houet (1781 – 1858)

'Lessons are planned and delivered with professionalism. Teachers recognise that every student is unique. They strive to make decisions about teaching and learning that challenge students to uncover and develop their gifts. Rigorous enquiry, deep thinking, questioning and reflection are essential parts of that profound learning which is the foundation of life-long openness to education and the joy of learning. School life is enriched by a variety of extra-curricular activities that are intrinsically linked to our core values of justice, companionship and hope.'

FCJ Education: Our Vision and Values (2013)

Within the context of the FCJ Vision Statement and the School's Mission Statement and its aims and objectives, the post includes the following responsibilities:

1. To exemplify and promote the six FCJ values of excellence, companionship, dignity, justice, hope and gentleness, to demonstrate the Teacher Standards and where appropriate the Standards for Staff on the Upper Pay Spine.
2. To oversee the general academic, spiritual, personal and social development of pupils and Sixth Form students in the classes for which you are responsible and to ensure that they receive the support necessary to cope with the demands of the course. This work should be undertaken within the framework of our *FCJ Education: Our Vision and Values* booklet and the FCJ Education: Curriculum Leadership booklet.

GRADE: M1/UPR3

REPORTING TO: Head of Department

MAIN JOB PURPOSE

- Teach a coherent and progressive Business Studies programme for all pupils from Year 10 to 6th Form, ensuring the highest standards of teaching and learning are achieved.
- Communicate a passion for learning, with a flexible and imaginative approach to teaching.
- In accordance with our Mission Statement and our FCJ values, to play an important role in the delivery of high-quality teaching and learning opportunities for all pupils of Bellerive FCJ Catholic College

CORE DUTIES

- To support the Catholic, FCJ ethos of our school
- To have responsibility for securing high standards of teaching and learning in the department
- Teach enthusiastically and to a high standard all assigned pupils, according to their educational needs and abilities
- Monitor, assess and report on pupils in accordance with appropriate school policies.
- Mark and record all marks from term work, tests, course work and internal examinations. Pupils' marks, records etc. are kept for the duration of their time at the school.
- Contribute to the continuous cycle of improvement of aims, objectives and policies in a given subject area, within the overall aims and policies of Bellerive FCJ Catholic College.
- Assist in the development of syllabuses, materials and schemes of work within the subject area; and from time to time to review, with other colleagues, methods of teaching etc. to ensure implementation of any new requirements, maintenance of standards and new technologies.
- Maintain to a high standard a stimulating learning environment, including wall displays, and to supervise the use and care of teaching rooms and resource areas.
- Participate in and contribute to the general management of the school by promoting the ethos of an FCJ education and its values, as detailed in the school's aims and values, and the rules and guidelines.
- Contribute, when appropriate, to discussions in department and in the whole school on aspects of school policy, curriculum and organisation.
- Contribute - in accordance with personal interests and talents - to aspects of our extra-curricular provision.
- Participate in relevant school events, such as Open Evenings, Options Evenings, Parents' Evenings etc.
- Take part in the development and consolidation of cross-curricular developments and partnerships.
- Set work, as far as possible, when pupils are absent.
- Take part in and lead trips and visits as necessary.
- Carry out a number of assigned supervisory duties in accordance with school rota systems.
- Perform all the duties expected of a Form Tutor when asked to undertake such a responsibility.
- Adhere to and carry out all relevant aspects of the school's Health and Safety Policy.

- Undertake, where appropriate, other roles, which may arise either in the department or in the wider school environment
- To train and act as a first aider

Training and development

- Have ambition for your own continuous professional development and for the professional development of colleagues
- Engage in regular communication with colleagues from other schools

Safeguarding

- The Governing Board is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment, recording and reporting all concerns to the appropriate person and disclosures to the relevant professional.
- Be keenly aware of the responsibility for safeguarding children
- Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons

Additional Requirements

- The post holder must demonstrate a flexible approach in the delivery of work. Consequently, the post holder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.
- Carry out the work of the job in a way that is consistent with the culture, ethos, equalities and of the school.
- Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Trust's Equal Opportunities policy and Use of ICT policy.
- Complete any training required to improve performance and take part in the school performance management process.
- Undertake such other duties as are commensurate with the post and which may reasonably be required by the Governing Body.
- This post is subject to an enhanced Disclosure & Barring Service check

PASTORAL DUTIES:

- Be a Form Tutor to an assigned group of students
- Promote the general progress and wellbeing of individual pupils and of the form tutor group as a whole
- Liaise with the Year Heads and Head of Sixth Form to ensure implementation of the school's pastoral system
- Register pupils, accompany them to assemblies, encourage their full attendance and their active participation in all aspects of school life
- Contribute to the preparation of school reports and profiling of tutor group
- Alert appropriate staff to any problems being experienced by pupils

- Communicate as appropriate with parents of pupils and persons or organisations outside the school concerned with the welfare of the individual pupils after consultation with appropriate staff contribute to PSHE and citizenship through a weekly programme
- Promote and safeguard the welfare of all children and young person's they are responsible for, or come into contact with, as per 'Keeping Children Safe in Education'.

OTHER INFORMATION

- This Job Description sets out the major duties and other tasks associated with the stated purposes of the post. Other duties of a similar nature appropriate to the level of responsibility vested in the post and undertaken within the school are not excluded simply because they are not itemised.
- The duties of the post could vary from time to time resulting from new legislation or changes in school policy or priorities, and in this case appropriate training may be given to enable the post holder to undertake the new or varied work.

Bellerive FCJ Catholic College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education.