



## BISHOP THOMAS GRANT SCHOOL

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### Job Description

#### Teacher of Business Studies

##### Purpose of Post

To be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively, take responsibility for professional development and encourage pupils to achieve well. Members of staff are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

All teachers in Bishop Thomas Grant School are expected to have a general understanding of our Catholic aims and objectives and play an active part in the implementation of our mission and to fully support the development of our distinctive ethos.

The postholder works under the direction of the Head of Department and will carry out the following:

##### Main duties and Responsibilities/Functional Links

1. Assist in maintaining good order and discipline within the given curriculum area and ensure Health and Safety regulations are adhered to.
2. Accept responsibility for a classroom/teaching area within the given curriculum area and create a stimulating and inviting working environment.
3. Attend departmental meetings and all other staff meetings as set out in the school calendar.
4. Participate with colleagues in the process of establishing, implementing, monitoring and evaluating departmental policies, action plans and DDPs (Departmental Development Plans) on an annual basis under the direct leadership of the HOD.
5. Engage actively with colleagues in the on-going development of teaching and learning skills, content and methodology within the given curriculum area.
6. Participate in the effective and efficient implementation of all requirements of the National Curriculum for KS3 KS4 and KS5 and ensure students' of **all** levels of ability are adequately prepared for assessments.
7. Participate in the establishment, implementation, monitoring and evaluation of schemes of work as directed by the HOD.
8. Prepare and teach lessons within the framework of the schemes of work agreed with the HOD.
9. Prepare and teach appropriately differentiated lessons which match the needs of **all** students. In the case of students' who have SEN, EBD or are EAL, G&T the standard of this work will be dictated by students' IEPs.
10. Set and mark relevant, appropriately challenging homework in line with the school's homework and marking policies.
11. Assist the HOD in setting individual end of Key Stage summative student targets.
12. Maintain accurate and up-to-date records of students' progress and demonstrate a clear understanding of data analysis in relation to AfL (Assessment for Learning) and AoL (Assessment of Learning).

13. Complete student assessments as required by the department and school and inform parents/carers/students' of progress and individual targets so as to ensure all students attain their full potential within the given curriculum area.
14. Attend subject meetings with parents/carers as set out in the school calendar and provide detailed information regarding standard/quality of class work, homework, progress and individual targets.
15. Prepare KS4 and KS5 students for all public examinations and ensure coursework is completed punctually and to the highest possible standard by each student.
16. Liaise with the SENCO and all other SEN staff as necessary and work collaboratively with learning support assistants.
17. Liaise with the EAL coordinator as necessary and work collaboratively with learning support assistants.
18. Liaise with the G&T Co-ordinator as necessary and ensure the needs of all gifted, talented and more/most able students' are fully met.
19. Carry out other specific responsibilities within the given curriculum area as agreed with the HOD and Curriculum Deputy.
20. Carry out the role of Form Tutor

#### **Data Protection**

- It is essential when working with computerised systems that you are completely aware of their responsibilities at all times under the Data Protection Act 1984 for the security, accuracy, and significance of personal data held on such systems.

#### **Equal Opportunities**

- Take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

#### **Health and Safety**

- Employees are required to work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties they come into contact, such as members of the public, in premises or sites controlled by the school.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

#### **Safeguarding**

- Employees are expected to work under the terms of the safeguarding policy of the school.

*This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.*

## Person Specification

<b>Qualifications</b>
Qualified Teacher Status
An honours degree, or equivalent qualification
Evidence of appropriate continued personal and professional development
<b>Experience and Attributes</b>
An outstanding teacher
Successful teaching experience at KS3, KS4 and preferably KS5
Secure knowledge of the characteristics of effective learning, teaching and assessment in relevant subject
A proven track record in improving results and ensuring students make ambitious levels of progress
The ability to implement clear, consistent and effective approaches to learning, securing excellent relationships and behaviour
The ability to lead, motivate and inspire pupils, support staff and to forge positive relationships with parents
The ability to coordinate and support the work of others
An excellent understanding of pupil assessment and target setting for individual pupil improvement and how that analysis contributes to high standards
<b>Personal Qualities</b>
Ability to help develop and to support a vision of high quality education based on the moral integrity of the school's core values
Energy, drive and enthusiasm
Excellent interpersonal and communication skills
Ability to analyse information and use sound judgement in complex situations
Ability to support a team culture
Ability to plan and organise time effectively, work under pressure and meet deadlines while keeping equilibrium
A sense of humour, cheerful demeanour and positive, can-do attitude
A capacity for hard work and willingness to "go the extra mile"