

Langley Park School for Girls

Enabling everyone to thrive – acting with kindness, determination and respect.

**Title:**

Teacher of Business Studies

Postholder:**Date appointed:****Date appointed to this Post:****Date of this Job Description**

Feb 2024

Salary Point:

MPS/UPS (Outer London)

Immediately responsible to:

Head of Business Studies
Head of Faculty

Important Relationships:

SLT
Business Team

Job Purpose:

To teach Business Studies to a range of students whatever their starting points in order that they all make progress of which they are capable.

Schools are complex organisations designed to support the learning of our young people. The better the education they receive, the greater their life chances and choices they will have. All young people deserve a world class education. This is only possible when everyone within a school works as part of a team, regardless of their role, to support the creation of effective and inspiring teaching & learning experiences.

All staff within the school share a responsibility to uphold the school's basic standards in their role as a Tutor/adult within the organisation e.g. uniform, lateness, behaviour etc.

Duties and Responsibilities***Impact on educational progress beyond your own pupil groups***

- To value and contribute to the school's culture of achievement and to its commitment to raising standards of performance.
- To champion all whole-school policies so that pupils' learning, health and safety are consistently supported.
- To be committed to the progress of all students, whatever their starting points.
- To plan and deliver dynamic and engaging learning that takes account of students' prior learning experiences and provide meaningful feedback that supports students' next steps.
- To ensure that regular termly systematic student attainment checks are carried out, followed up and reported in line with the published schedule.
- To ensure that curriculum coverage, continuity and progression for all students.
- To take into account and meet the needs of students on the SEN register.
- To ensure the effective development of students' literacy, numeracy and ICT skills.
- To oversee the arrangements for homework and independent learning.
- To oversee the preparation of students for all assessments and examinations in the subject/s and reporting to parents.
- To monitor student's attendance at and behaviour in lessons, liaise with the Heads of Year and Faculty in this respect, and to use the school's referral system.
- To encourage the display and celebration of student's work in the school.
- To attend and participate in all scheduled meetings in accordance with the school's published calendar.
- To share in supervisory duties in accordance with the school's published rotas.
- To be a form tutor – support tutees' academic and personal development.
- To be conversant with all published school information.
- To keep lesson registers and to record details of classwork and homework set for students.

- To participate in public and internal examination arrangements together with any other review or assessment programmes and to report on these in accordance with published schedules.
- To keep up to date with local and national developments within the subject and with wider professional policy changes.
- To contribute to the formulation and implementation of departmental and faculty policies.
- To be responsible for your teaching room environment to ensure it supports learning and complies with health and safety.
- To be responsible for the best use, supervision and security of any resources allocated to you.
- To share in the responsibilities of your faculty and of your own specific subject/s.
- To comply with the school's Health and Safety Policy.

To carry out the general duties and responsibilities of a professional school teacher as contained in the latest School Teachers' Pay and Conditions Document

Agreed and signed

Postholder:

Date:

Headteacher:

Date: