###### JOB DESCRIPTION

**Job Title:** Business Studies / ICT Teacher

**(Section / Unit if known)**

**Reporting To:** Family Head/ Senior Leadership

**Job Purpose:**

* To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate ensuring equality and opportunity for all.
* To monitor and support the overall progress and development of students.
* To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
* To contribute to raising standards of student attainment.
* To share and support the School’s responsibility to provide and monitor opportunities for personal and academic growth.
* Take responsibility for promoting and safeguarding the welfare of children and young people within the School.

**Main Duties and Responsibilities:**

**Policy and Leadership**

• Maintain high standards leading by example of professional and personal skills and attributes (including dress and behaviour) for pupils to model and respect.

• To develop, promote and ensure implementation of whole School policy and School Improvement Plan.

• To work with colleagues in developing, monitoring and regularly reviewing relevant department policies, plans, schemes of work, handbooks and targets.

• To plan and monitor curricular coverage, continuity and progression for all pupils.

• To establish and maintain regular communications with SLT, Governors and other schools where appropriate.

• To participate as required in meetings and represent the department and school through Open Days, Prizegiving and other events.

• To develop and implement the use of ICT within the department, both as a teaching and learning tool as well as management support.

* To participate in break duties, assemblies, and staff training.

**Management of Teaching, Learning and Pupil Progress**

• Update (as required) and implement the subject related teaching programme for all pupils with regard to the National Curriculum/ Public Examinations and the aims and objectives of the School.

* Teach consistently high quality lessons.
* Plan and deliver lessons that meet the requirements of the Key Stages.
* Be a role model for students, inspiring them to be actively interested in Business Studies/ ICT.
* To maintain appropriate records and to provide relevant accurate and up-to-date information on assessment to inform planning.
* To complete the relevant documentation to assist in the tracking of students.
* Have high expectations and standards of achievement demonstrated in the quality of learning and teaching.
* Prioritise and manage time effectively, ensuring continued professional development in line with the role.
* To maintain discipline in accordance with the School procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
* Promote aspects of Personal Development related to Business Studies / ICT.
* Updating professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology, in general, and in the curriculum area of Business Studies / ICT.
* Promote enrichment activities for Business Studies / ICT.
* To undertake field work as appropriate.
* To ensure a pleasant, disciplined and purposeful working atmosphere in the subject area.
  + To work collaboratively and share appropriate teaching and learning methods and strategies to meet the needs of the subject and of all pupils.
  + To ensure the effective development of pupils’ literacy, and ICT skills through the subject.
  + To ensure that all lessons are planned and sequenced with clear learning objectives and relevant content to achieve progression in all pupils’ learning.
* To advise pupils on subject related opportunities in careers.
* To attend parent consultations as required.

**Assessment, Feedback and Tracking**

* To lead, monitor and evaluate the assessment and feedback to students in line with whole school and department policy.
* To follow department monitoring and tracking systems relating to students attainment, progress and achievement.
* Mark, grade and give written/verbal and diagnostic feedback as required.
* Undertake assessment of students as requested by external examination bodies, curriculum areas and school procedures
* Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
* Complete the relevant documentation to assist in the tracking of students.
* To follow department policy regarding department tracking of student progress and use information to inform learning and teaching.
* Follow setting and co-ordinating assessment arrangements in Business Studies / ICT as required by school policies, including standardising those assessments.

**Management of Financial and Physical Resources**

• Distribute resources to fulfil the aims and objectives of the school.

• Support the establishment and maintenance of an attractive, purposeful and safe working environment (reporting concerns about Health & Safety to the H & S representative).

• To encourage high quality display in subject areas and classrooms

• To develop and manage learning resources and equipment in line with the school improvement plan.

**Evaluation And Quality**

• In line with School policy, to establish, implement, monitor and review clear policies and practices for tracking, assessment, marking, recording, reporting and reviewing pupils’ work to inform future planning and target setting.

• To use national and school data, including National Curriculum and public examination test data, to monitor and evaluate standards of achievement across the school in the subject area and to set clear targets for pupils’ achievement.

• Ensure that pupils are fully prepared for external examinations and that the department fulfils any coursework and teacher assessments as required.

• To provide reports on individual progress to SLT, Governors and parents as required.

**Continuing Personal Development**

* To continue personal development in the relevant areas including subject knowledge and teaching methods.
* To engage actively in the appraisal process, setting appropriate targets to support professional development and effective teaching and learning.
* Participate in whole School CPD programmes.
* To take part in the staff development programme by participating in arrangements for further training and professional development linked to the School Improvement Plan.
* To evaluate the impact of CPD and demonstrate relevance.

**Administration**

* Establish and maintain regular communication flow (internal and external).
* Establish and/or carry out procedures to keep records of pupils to satisfy school policies and National Curriculum and public examination requirements.
* To monitor and update both academic and pastoral progress/needs on the Management Information System.
* To participate in reporting schedule and liaising where necessary with parents.

**Safeguarding**

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All duties and responsibilities must be carried out with due regard to the School’s Health and Safety Policy. All staff are expected to:

* Be aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices’ policy within the School.
* Comply with the School’s Safeguarding Policy in order to ensure the welfare of children and young persons.
* Work with Welfare Officer in monitoring attendance.
* Carry out duties during breaks to ensure the safety of all pupils.
* Ensure procedures are adhered to during residential and off site visits.

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 or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the School at the reasonable discretion of the Headteacher.