The Bolsover School
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Bolsover
Chesterfield
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Headteacher: Mr M Hall

The Bolsover School Job Description

Post Title: **Main scale teacher of Business Studies & IT**

Remuneration: **Main Pay Scale / Upper Pay Scale**

Start Date: **17th April 2023**

Purpose:

To teach agreed subjects and ensure all students reach their potential

Reporting to:

Head of Business and ICT

Responsible for:

Timetabled lessons; preparation of teaching materials; regular, high-quality assessment of pupils' work; maintaining and using assessment data; pastoral care of a Form group

Liaising with:

Head of Department, Head of Faculty, Senior Leadership Team, Heads of House, relevant staff with cross curricular responsibilities, relevant non-teaching support staff, Trust Staff, LA staff, parents.

Working time:

195 days per year. Full time.

Disclosure level:

Enhanced

MAIN DUTIES

Quality Assurance

Participate in all school policies for teaching and learning, monitoring, reporting and recording.

Pastoral System

- To monitor and support the overall progress and development of students within the subject.
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow up procedures are adhered to and that appropriate action is taken where necessary.
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the duties of a Form Tutor.
- To ensure that the Behaviour Policy is implemented within the subject so that effective learning can take place.
- To support colleagues within the subject in the management of students' behaviour.

Teaching

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

Additional duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.

Other specific duties

- To continue personal development as agreed.
- To engage actively in the performance review process.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be 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.

- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

DUTIES AS A TEACHER

You are required to carry out the duties of a school teacher as set out in paragraphs 41 to 43 (inclusive) of the School Teachers' Pay and Conditions Document 1998 including those duties particularly assigned to you by the Headteacher.

Exercise of general professional duties

Subject to paragraph 37.6, 38.3 and 56.2 a teacher who is not a head teacher shall carry out the professional duties of a teacher as circumstances may require

If he is employed as a teacher in a school, under the reasonable direction of the head teacher of that school;

if he is employed by an authority on terms under which he is not assigned to any one school, under the reasonable direction of that authority and of the head teacher of any school in which he may for the time being be required to work as a teacher

A teacher who has failed satisfactorily to complete an induction period and who is employed pursuant to regulation 16(5) of the Induction Regulations must only carry out such limited teaching duties as the Secretary of State determines pursuant to that regulation.

Exercise of particular duties

Subject to paragraph 37.6, 38.2, and 56.2 a teacher employed as a teacher (other than a head teacher) in a school shall perform in accordance with any directions which may reasonably be given to him by the head teacher from time to time, such particular duties as may reasonably be assigned to him.

A teacher employed by an authority on terms such as those described in paragraph 56.12 shall perform in accordance with any direction which may reasonably be given to him from time to time by the authority or by the head teacher of any school in which he may for the time being be required to work as teacher, such particular duties as may reasonably be assigned to him.

Professional duties

Subject to paragraph 37.6, 38.2, and 56.2 the following duties shall be deemed to be included in the professional duties which a teacher (other than a head teacher) may be required to perform

Teaching

In each case having regard to the curriculum for the school:

Planning and preparing courses and lessons;

Teaching, according to their educational needs, the pupils assigned to him including the setting and marking of work to be carried out by the pupil in school and elsewhere;

Assessing, recording and reporting on the development, progress and attainment of pupils;

Other activities:

Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him;

Providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports;

Making records of and reports on the personal and social needs of pupils;

Communicating and consulting with parents of pupils;

Communicating and co-operating with persons of bodies outside the school; and

Participating in meetings arranged for any purposes described above;

Assessment and reports

Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils;

Appraisal

Participating in arrangements made in accordance with regulations made under section 49 of the Education (No 2) Act 1986 for the appraisal of his performance and that of other teachers;

Review, induction, further training and development:

Reviewing from time-to-time own methods of teaching and programs of work;

Participating in arrangements for own further training and professional development as a teacher

Educational methods:

Advising and co-operating with other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements:

Discipline, health and safety:

Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on school premises and when they are engaged in authorised school activities elsewhere;

Staff meetings:

Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements;

Cover:

Supervising and so far, as practicable teaching any pupils whose teacher is not available to teach them, in line with the Teacher workload agreement;

Public examinations:

Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations;

This post involves working closely with young people and is therefore categorised as engaging in regulated activity.

Revised March 2021

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

This role involves working in regulated activity with children and an enhanced DBS clearance is required for this position.