



Notley High & Braintree Sixth Form

Job Description & Person Specification

Teacher of Business Studies

Responsible to:	Headteacher, line managed by Deputy Headteacher, Assistant Headteacher, Curriculum Leader or Subject Leader where appropriate
Responsible for:	Student progress and achievement Effective teaching in the specified subject area Support staff assigned to the area Working collaboratively with Subject colleagues to develop the curriculum provision

Purpose	To deliver the highest quality of Teaching and Learning through being an effective teacher and tutor who challenges and supports all students to achieve their best by: • Inspiring trust and confidence in students and colleagues. • Building team commitment amongst students and colleagues. • Engaging and motivating students. • Analytic thinking. • Taking positive action to improve the quality of student's learning.
Main Duties	• To maintain a thorough and up-to-date knowledge of the teaching of your subject(s) and to take account of wider educational developments relevant to your work. • To plan tutor sessions, lessons and sequences of lessons to meet the individual, personal and academic developmental needs of students and so build their capacity as independent learners. • To alert appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. • To use a range of appropriate strategies and follow Academy policies for teaching, tutoring, behaviour management and classroom management. • To use and analyse information based upon prior attainment data and benchmark examination performance data to establish and set expectations, targets and action plans for students in your teaching and tutor groups. • To assess, monitor and record progress of students in your teaching and tutor groups; giving them constructive feedback and advice. • To enable students to achieve well relative to their prior attainment and to make progress as good or better than similar students nationally. • To communicate and discuss students' progress with parents and, where appropriate, to communicate and cooperate with persons or bodies outside the school. • To follow agreed policies for communications in the school. • To take part in marketing and liaison activities such as Open Evenings, Parents/Carers Consultation Evenings, review days and liaison events with partner schools/colleges and to contribute to the development of effective subject links with external agencies.

	• To engage actively in the School's Performance Management review process. • To take responsibility for your own professional development within the context of the School's Continuing Professional Development Policy and use the outcomes to improve your tutoring and teaching and your students' learning. • To make an active contribution to the development of the school's policies, including team development plans and the overall School Improvement Plan. • To contribute to the process of School self-evaluation as it relates to School Improvement and Ofsted requirements, taking full account of quality standards and performance criteria. • To ensure the effective and efficient deployment of classroom support while working as a member of a designated team and contributing positively to effective working relations within the Academy. • To co-operate with colleagues to ensure a sharing and effective use of resources to benefit the Academy, department and students and inform the process of ordering and allocation of equipment and materials by assisting the team leader(s) in resource management.
Other Duties	• To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the School's Safeguarding Policies. • To comply with the Academy's Health and Safety Policy and statutory requirement as detailed in the Health and Safety at Work manual. • To undertake any other duties not detailed above, commensurate with the level of the post.

PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	• GCSEs or equivalent at least C/4 grade in English & Maths.	E
	• Degree in relevant subject.	E
	• Qualified Teacher Status (QTS).	E
	• First Aid Qualification or willingness to undertake training.	D
Knowledge & Experience	• Recent experience of working in a secondary school setting.	E
	• Experience of teaching KS3 and KS4 (GCSE) in subject specialism.	E
	• Strong subject knowledge and ability to deliver engaging lessons.	E
	• Understanding of Assessment for learning and the ability to apply it effectively.	E
	• Ability to use a range of teaching strategies to engage and motivate students.	E
	• Ability to differentiate effectively to meet the needs of all learners.	E
	• Understanding of literacy development across the curriculum.	D
	• Awareness of current developments in education and subject pedagogy.	D
	• Understanding and commitment to implementing whole school policies, including Safeguarding, Child Protection, and Behaviour.	E

	• Ability to use student data to inform planning, set targets, and monitor progress. • Experience of engaging with external partners to support student learning and school development.	E D
Skills and attributes	• Strong behaviour management skills. • Creative use of resources, including digital technologies. • Efficient organisational and time management skills. • Ability to work collaboratively as part of a team, share resources and improve practice.	E E E E
Personal qualities	• Ability to manage time and prioritise workload. • Commitment to ongoing professional development. • Willingness to contribute to extra-curricular activities. • Ability to build positive working relationships with students, staff and parents. • Good attendance and punctuality record, professional appearance and conduct.	E E E E E
Other	• Committed to equality and diversity and inclusion. • Commitment to own continuous personal and professional development. • Adherence to our Health and Safety policies and procedures. • Compliance to Data Protection Act 2018 and GDPR principles/ requirements. • Committed to safeguarding and promoting the welfare of children and young people.	E E E E E

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated September 2026.