

St Edmund Campion Catholic School

Job Description

POST:	Teacher of Business Studies
RESPONSIBLE TO:	Head of Computer Science, ICT & Business Studies
SALARY:	MPR/UPR
KEY RELATIONSHIPS:	Head of Computer Science, ICT & Business Studies
LOCATION:	St Edmund Campion Catholic School, Erdington
WORKING PATTERN:	Full Time
DISCLOSURE LEVEL:	Enhanced - St Edmund Campion Catholic School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.
LEVEL OF SUPERVISION:	1. Regularly supervised with work checked by supervisor 2. Left to work within established guidelines subject to scrutiny by supervisor 3. Plan own work to ensure the meeting of defined objectives

Members of staff at St Edmund Campion Catholic School will role model the Catholic values of the school at all times and support the school in delivering on its vision and ethos in a professional, positive and constructive manner. They are required to follow all policies and procedures as directed as well as have a clear understanding of the school code of conduct. Having high standards and expectations for all pupils to succeed is the minimum expectation.

St Edmund Campion Catholic School is part of the St John Paul II Multi academy

JOB PURPOSE:

The post holder will be responsible for teaching Business Studies to learners in KS3 and KS4 so that they acquire the knowledge, cultural capital and skills to secure the best possible outcomes and fully prepare them for external examinations and for life after school. This role may also include teaching ICT to Post-16.

Teaching

Required by the School Teachers' Pay and Conditions Document to carry out the professional duties of a **teacher**:

- Consistently meet all of the DfE Teacher standards and role model highly effective teaching and learning
- Be accountable for the performance of pupils within allocated classes
- Follow all school policies around teaching and learning and adhere to the school code of conduct
- Report on the progress of these students in accordance with faculty and whole school policy
- Participate fully in the school performance management processes
- Take responsibility for own professional development to ensure full understanding of quality delivery and provision

Specific Roles and Responsibilities

- Uphold the Catholic ethos of the school.
- Support the school's vision, create a positive culture in which pupils feel valued and developed and strive to be successful within the Catholic ethos of the school.
- Developing the Business Studies curriculum, including consistent implementation of schemes of work and resources for KS3 and KS4 that are:
 - Knowledge rich
 - Challenging for pupils (including literature texts that are challenging)
 - Include thorough assessment opportunities
 - Provide opportunities for retrieval practice and for pupils to write extended pieces of work
 - Well-resourced and high quality assessments produced
- To plan and develop resources for KS4 Interventions.
- To implement monitoring and following up of student progress as it relates to the academic and pastoral development of students. Communicating with parents and ensuring effective interventions are in place to improve student work outcomes.
- To make use of analysis and evaluate performance data provided and produce reports on examination performance in KS4, including the use of value-added data.
- Monitor and evaluate the progress of pupils designated as disadvantaged (pupil premium and free school meals)
- Provide support and appropriate differentiation for SEN and disadvantaged children in Business Studies.
- To keep up to date with national developments within Business Studies in terms of practice and teaching.

This job description will be reviewed annually and may be subjected to amendment or modification at any time after consultation with the post holder. 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.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

The post holder may be required to work some hours after school and evenings in order to engage with parents and attend external agency meetings as required. He/she will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

The post holder is expected to take responsibility for own attendance and know the school procedures around health and safety, taking all reasonable measures and precautions to safeguard themselves.

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned by the Headteacher. He/she is required to meet the standards set out in the school code of conduct.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.

All staff will be qualified to work with children and to have undertaken relevant CRB checks.