

# JOB DESCRIPTION AND PERSON SPECIFICATION

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|-------------------|---------------------|-------------------|-----------------------------------|
| <b>Job Title</b>  | Teacher of Business | <b>Location</b>   | The Hart School                   |
| <b>Salary</b>     | MPS/UPS             | <b>Hours</b>      | Full-time                         |
| <b>Department</b> | Computing Faculty   | <b>Reports To</b> | Director of Faculty for Computing |

## JOB PURPOSE:

To teach exceptional lessons that engage and challenge all students, whilst creating a supportive and stimulating learning environment in the classroom.

To make a significant contribution to the values and the ethos of the school and actively promote and uphold all school policies.

## KEY RESPONSIBILITIES AND DUTIES:

### Teaching and Learning

- With direction from the Director of Faculty and within the context of the school's curriculum and schemes of work, plan and prepare effective lessons.
- Teach engaging and effective lessons that motivate, inspire and improve pupil attainment.
- Ensure students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught.
- Ensure that all students achieve the least at chronological age or level or, if well below level, make significant and continuing progress towards achieving at chronological age level.
- Direct and supervise support staff assigned to lessons and when required participate in related recruitment and selection activities.
- Organise trips and visits to enhance the learning of all students.

### Assessment and Reporting

- 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 student's 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 teaching and learning.

### School Culture

- Support the academy's values and ethos by actively promoting and contributing to the development and implementation of policies, practices and procedures.
- Help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- To be active in issues of student welfare and support.
- Support and work in collaboration with colleagues and other professionals in and beyond the school.

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- Lead or help to lead an after-school activity once per week; either curriculum based or an extra- curricular club.

## Communication

- To communicate effectively and constructively with the parents of pupils as appropriate.
- Where appropriate, to communicate and cooperate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.
- To take an active role in activities such as Open Evenings, Parents' Evenings, Sports days etc

## Pastoral Duties

- If required, be a form tutor to an assigned group of students.
- Promote the general progress and well-being of individual students and of the form tutor group as a whole.
- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- Liaise with the pastoral team to ensure the implementation of the school's pastoral system.
- Contribute to the preparation of action plans and progress files and other reports.
- Alert appropriate staff to problems experienced by students.

## Other Professional Requirements

- Establish effective working relationships and be an effective role model to pupils through own personal presentation as well as personal and professional conduct.
- Have high expectations for every pupil and endeavour the opportunity to reach their potential and meet high expectations.
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students.
- Contribute to wider school life through effective participation in meetings and management systems necessary to coordinate the management of the school.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Undertake other various responsibilities as directed by the Head of Department or Principal.

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

| JOB REQUIREMENTS: |                                                                                                                              |                                                                                                           |
|-------------------|------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
|                   | Essential                                                                                                                    | Desirable                                                                                                 |
| QUALIFICATIONS    | <ul style="list-style-type: none"> <li>• Degree in a related discipline</li> <li>• Qualified teacher</li> </ul>              |                                                                                                           |
| EXPERIENCE        | <ul style="list-style-type: none"> <li>• Experience of raising attainment in a challenging classroom environment.</li> </ul> | <ul style="list-style-type: none"> <li>• Successful teaching experience in the Secondary phase</li> </ul> |

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|                                       | <ul style="list-style-type: none"> <li>• Experience of reflecting on and improving teaching practice to increase student achievement.</li> <li>• Evidence of continually improving the teaching and learning of their subject through schemes of work and extra-curricular activities.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>• Experience of raising standards through leading staff development</li> </ul>                                                                                |
| <b>KNOWLEDGE AND UNDERSTANDING</b>    | <ul style="list-style-type: none"> <li>• Passionate about your subject area</li> <li>• Have the ability to teach all aspects of Key Stage 3 and 4</li> <li>• Demonstrates the ability to lead and work within teams</li> <li>• Excellent classroom teacher with the ability to reflect on lessons and continually improve their own practice</li> <li>• Thinks strategically about classroom practice and tailoring lessons to students needs</li> <li>• Understands and interprets complex student data to drive lesson planning and student attainment</li> <li>• Commitment to regular and on-going professional development and training to establish outstanding classroom practice.</li> </ul> |                                                                                                                                                                                                      |
| <b>SKILLS AND PERSONAL ATTRIBUTES</b> | <ul style="list-style-type: none"> <li>• Leads by example with high professional standards</li> <li>• Resilient, energetic and enthusiastic</li> <li>• Student focused commitment</li> <li>• Has keen organisational skills and the ability to multitask and delegate</li> <li>• Will play a full and active role in the wider development of the School</li> <li>• Effective and systematic behaviour management, with clear boundaries, sanctions, praise and rewards</li> <li>• Good communication, planning and organisational skills</li> <li>• Vision aligned with Creative Education Trust's high</li> </ul>                                                                                  | <ul style="list-style-type: none"> <li>• Evidence of managing CPD effectively in a whole school environment</li> <li>• Knowledge and experience of how IT can be used to support learning</li> </ul> |

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|                            | aspirations and high expectations of self and others                                                                                                           |  |
| <b>EQUAL OPPORTUNITIES</b> | A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity                                                    |  |
| <b>SAFEGUARDING</b>        | A thorough understanding of up-to-date safeguarding requirements and best practice                                                                             |  |
| <b>OTHER REQUIREMENTS</b>  | High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom. |  |

**Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.**