

JOB DESCRIPTION

	Department/Division: Education
Location: The Duston School	Job Title: Teacher of Business Studies
Terms of Employment: Fixed term - Maternity Cover 0.6 fte	Accountable to: Director of Learning
Salary: Teachers Pay Scale	Hours: Subject to the limits on working time set out in the Teachers' Pay and Conditions

JOB PURPOSE

Employed in the capacity of a teacher subject to, and with the benefits of, the conditions of employment set out, or referred to, in your letter of appointment and statement of particulars. Within such conditions of employment the description of your post is as below.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Principal
↓
Vice Principal
↓
Senior Leadership Team (SLT) member
↓
Director of Learning (DoL)
↓
Line Manager (LM) for Business Studies
↓
Teacher

MAIN DUTIES AND RESPONSIBILITIES AS A TEACHER

The post requires that you should take an appropriate share of the responsibilities attached to teachers generally within the school in connection with the teaching of students, the preparation and marking of their work, and the promotion of their progress and welfare. The professional duties which you may be required to perform may be found in the Teachers' Pay and Conditions Document. You will work under the reasonable direction of the Headteacher, whose responsibility it is to ensure that a reasonable balance in the workload of each teacher is maintained

Particular Responsibilities

The post is one which requires the performance of the following particular responsibilities:

- Teach students in Yrs 7-13
- Teach other subjects as required
- Plan lessons carefully, having regard to the schemes of work and departmental practice.
- Cover for absent colleagues.
- Work as a full member of the Business curriculum team, working with others to disseminate good practice in the department, to create teaching resources and to develop consistent approaches.
- Assess student work to monitor and evaluate progress, set targets and advise lesson preparation.
- Liaise with appropriate staff in partnership schools.

A. Planning, Teaching and Class Management

To teach allocated pupils by planning their teaching to achieve progression of learning through:

- Identifying clear teaching objectives and specifying how they will be taught and assessed
- Setting tasks which challenge pupils and ensure high levels of interest
- Setting appropriate and demanding expectations
- Setting clear targets, building on prior attainment
- Identifying SEN or gifted and talented pupils
- Provide clear structures for lessons maintaining pace, motivation and challenge
- Make effective use of assessment and ensure coverage of programmes of study
- Ensure effective teaching and best use of available time
- Monitor and intervene to ensure sound learning and discipline
- Use a variety of teaching methods to:
 - i. Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 - ii. Use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
 - iii. Select appropriate learning resources and develop study skills through the Learning Resource Centre, ICT and other sources
- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- Evaluate their own teaching critically to improve effectiveness

B. Monitoring, Assessment, Recording, Reporting

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- Mark and monitor pupils' work and set targets for progress
- Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving.
- Prepare and present informative reports to parents

C. Other Professional Requirements

- Have a working knowledge of teachers' professional duties and legal liabilities
- Operate at all times within the stated policies and practices of the school
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct
- Endeavour to give every child the opportunity to reach their potential and meet high expectations
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school
- Take responsibility for their own professional development and duties in relation to school policies and practices
- Liaise effectively with parents and governors
- Take on any additional responsibilities which might from time to time be determined.

General

The job description identifies the responsibilities attached to your post. It is subject to the limits on working time set out in the Teachers' Pay and Conditions Document.

This job description is subject to amendment from time to time within the terms of your conditions of employment, as the needs of the school may require, but only to an extent consistent with those conditions of employment, and only after consultation with you.

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.

Employer:

Name:

Signed:

Date:

Employee:

Name:

Signed:

Date:

Person Specification
Teacher of Business Studies

	Essential	Desirable
Qualifications/ Competencies	Qualified Teacher Status	<p>Good Honours Degree</p> <p>Examiner experience</p> <p>Further Professional Qualifications</p> <p>Ability to teach Economics and/or ICT</p>
Teaching	<p>Able to teach full range of ability 11-18.</p> <p>Familiarity with National Curriculum.</p> <p>Able to use a range of strategies to promote learning.</p> <p>Able to manage and encourage good behaviour.</p> <p>Able to develop positive and meaningful relationships with students.</p> <p>Able to make appropriate use of ICT for learning.</p> <p>Understanding of how to use data to inform planning and improve pupils' performance.</p> <p>Understanding of a range of assessment for learning approaches, including grades where appropriate.</p> <p>Able to communicate with pupils, parents and carers about pupil's progress.</p> <p>A willingness and commitment to contribute fully to the extra-curricular Programme.</p>	<p>Experience of teaching examination Business Studies</p> <p>A current knowledge of examination subjects within Business Studies</p> <p>Able to develop best practice through wide range of imaginative approaches.</p> <p>Able to create an excellent climate for learning within teaching area.</p> <p>Participation/development of extra-curricular activities.</p> <p>Engaged with developments in teaching and learning strategies to raise achievement.</p>

	Essential	Desirable
Leadership and Management	<p>Ability to:</p> <ul style="list-style-type: none"> • Work with the Departments as appropriate, in planning the development of the department and curriculum. • Use tracking systems to raise attainment. • Contribute to whole school systems to monitor students' progress. • Organise and develop resources in line with departmental needs. 	<p>Ability to:</p> <ul style="list-style-type: none"> • Motivate, challenge and inspire staff and pupils. • Plan and innovate ways for the department to participate in, initiate and lead whole school developments. • Commitment to sustaining and developing achievement of the department.
Personal Qualities	<p>Enthusiasm</p> <p>Team-working skills</p> <p>Reliability and Integrity</p> <p>Personal Organisation</p> <p>Flexibility</p>	<p>Strategic Planning</p> <p>Motivational Skills</p> <p>Engagement in own continuous professional development</p> <p>Interest in new developments and challenges for the subject</p> <p>Innovative and creative approach to all aspects of the job role</p>