**TEACHER OF BUSINESS STUDIES - JOB DESCRIPTION**

**ALL TEACHING STAFF**

1. **AS A MEMBER OF STAFF**

*Under the guidance and direction of the Headteacher, Associate Headteacher or Deputy Headteacher to:*

1. carry out the professional duties of a school teacher
2. carry out a share of supervisory duties in accordance with published rotas
3. participate in appropriate meetings with colleagues and parents/carers
4. implement whole school and Kent County Policies
5. **AS A MEMBER OF A DEPARTMENT**

*Under the guidance and direction of the Head of Department, to:*

1. plan and prepare courses and lessons
2. teach the pupils in assigned groups/classes, including the setting, marking (using our PM/TPF/T marking policy), assessing and recording of work carried out by pupils in school and elsewhere
3. write reports and profiles as required
4. communicate with parents/carers re pupils’ progress
5. participate in arrangements for professional development
6. prepare courses of study, teaching materials and training programmes
7. maintain positive behaviour among pupils and safeguard their health and safety, both in school and in authorised school activities elsewhere
8. participate in meetings relating to curriculum, administration or organisation
9. adhere to the school’s policy and practice re. cover
10. participate in public and internal examination arrangements
11. register the attendance of pupils following school guidance
12. be responsible for maintaining learning environments with regard to health and safety, good order, appearance and display
13. follow the procedures outlined in the Staff Handbook
14. **AS A MEMBER OF A YEAR TEAM**

**(Form tutors and attached Staff)**

*Under the Guidance and direction of the Head of Year, to:*

1. keep an accurate and up-to-date Form Register following school guidance re. attendance and punctuality
2. monitor form reports
3. prepare initial drafts for references, testimonials and reports to outside agencies, as appropriate
4. promote high standards of work, behaviour, attendance and punctuality to members of the Form Group
5. check and initial homework planners on a weekly basis
6. use registrations profitably, to support pupil learning and well being
7. teach the PSHE programme if required
8. attend assemblies with your Form Group and supervise their arrival, behaviour and departure
9. participate in meetings called by the Head of Year
10. participate in Parents’/Carers Meetings involving the Form Group, and sustain good home-school relationships.

**ST JOHN’S CATHOLIC COMPREHENSIVE SCHOOL, GRAVESEND**

**TEACHER OF BUSINESS STUDIES**

***Selection Criteria***

***Please address these criteria in your application form and interview***

1. Qualified teacher, able to teach BTEC/AS/A2 Business Studies across Key Stages 4 and 5.
2. A commitment to inclusive education and the raising of aspiration and achievement for all pupils.
3. Evidence of highly effective teaching and learning practice, including curriculum development.
4. A secure knowledge of current BTEC/AS/A2 curriculum developments and approaches to teaching and learning, particularly those relating to Business Studies.
5. An understanding of the purpose and use of assessment procedures, and an ability to maintain accurate records to track and support pupil progress especially with regards to AS/A2/BTEC courses.
6. A commitment to continuing professional development and collaborative working.
7. High level communication, administrative and organisational skills.
8. An excellent record of attendance and punctuality.
9. Commitment to the protection and safeguarding of children and young people.