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| KNOLE ACADEMYJOB DESCRIPTION |

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

**JOB TITLE: Teacher of Business Studies  
  
RESPONSIBLE TO: Principal**

**Subject Leader**

**Designated Leadership Team Leader**

**RESPONSIBLE FOR: Teaching of Designated Subjects**  
DUTIES: The conditions of employment of School Teachers specify the general professional duties of all teachers. The safeguarding of children and young people underpins the work of the Academy and must be adhered to as a prime responsibility. All staff working in the academy must read and understand our safeguarding policy and statutory guidance on safeguarding before employment begins and on a regular basis. In addition certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

**PRINCIPAL RESPONSIBILITIES:**

**Teaching and Learning**

* To plan, deliver, evaluate and assess excellent teaching and learning
* To contribute to the teaching of designated subjects in the academy
* To participate in the development of appropriate syllabuses, materials and schemes of work
* To plan appropriate differentiation for students including joint planning with LSAs
* To share good practice across the academy
* To contribute to the subject SEF and Improvement plan
* To contribute to the Academy Improvement Plan (AIP)
* To attend and participate in subject meetings and parents’ evenings
* To set and mark appropriate classwork and homework and monitor progress in line with subject and academy marking and AFL policies and procedures
* To supervise the use and care of rooms assigned to the subject including adherence to Health and Safety regulations
* To be responsible for the storage and use of learning resources in distributed to the students in their care
* To be a pastoral tutor and teach PSHCE where appropriate

**GENERAL DUTIES:**

* To be responsible for personal continued professional development
* To adhere to Health and Safety Regulations
* To ensure that the safeguarding of students is a primary concern
* To carry out a share of supervisory duties in accordance with published rosters
* To participate in appropriate meetings with colleagues and parents relative to the above duties
* To implement academy policy on internal and external examinations
* To lead and attend assemblies as appropriate
* To be responsible for the provision of work for classes when absent
* To meet academy deadlines
* To report to parents in line with academy policy
* To read, understand and adhere to all academy policies
* To be aware of and to meet whole school needs, policies and procedures as indicated in the staff handbook and at staff meetings
* To contribute to clubs and extra-curricular activities as appropriate, where subjects do not set Key Stage 3 homework
* To keep confidential any issues related to Knole Academy which are deemed confidential

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.

Signed…………………………………………. (Post Holder) Date……………..

Signed………………………………………… (Principal) Date……………..

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| KNOLE ACADEMYPERSON SPECIFICATION |

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| The person specification is related to the requirements of the post as determined by the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application.   |  |  |  |  | | --- | --- | --- | --- | |  | **Essential** | **Desirable** | **Measured** | | **Education & Qualifications** | * Subject related first degree * Qualified teacher status * Registration with GTC | * Additional professional qualifications | * Application * Interview * Reference | | **Skills** | * Understand and support the academy’s aims and priorities * Have up to date subject knowledge (including subject progression and assessment for learning) * Possess a detailed working knowledge of the National Curriculum and GCSE/GCE syllabuses * Understand the role of assessment of and for learning in improving student progress * Have the ability to plan appropriate work for a range of students, so that it is demanding, stimulating and relevant * The ability to evaluate your own teaching; make improvements in the light of this * Understand how to work with Learning Support Assistants and meet the needs of students with AEN. * Have a working knowledge of ICT applications both as a teaching aid and to extend student skills * Set high expectations for student behaviour and understand how to manage unsatisfactory behaviour effectively * Understand the characteristics of high quality teaching strategies * The ability to plan and deliver exciting lessons | * Knowledge of MYP * Ability to teach ‘A’ level English * Ability to teach drama * Ability to teach media studies | * Interview * Application * Reference * Lesson   observation | | **Attributes** | * Commitment to adding value to student’s prior attainment * The ability to build good working relationships with students * A commitment to be an effective tutor with the ability to track student progress * Understand how to be a professional role model * The ability to meet deadlines * Ability to prioritise and plan effectively * Ability to communicate effectively with parents | * Experience of Involvement in school clubs/activities * Experience of whole school improvement | * Application * Interview * Reference * Lesson   observation | | **Quality of Letter** | * Presentation * Quality of content * Direct relevance to this post |  | * Application |   How to apply |

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