



St Ambrose Barlow RC High School & Sixth Form College

A National School of Creativity

Headteacher: Ben Davis

JOB DESCRIPTION

POST – TEACHER OF BUSINESS STUDIES

PURPOSE

- To support the ICT Curriculum Leader
- To monitor and support NQT's and be responsible for their induction
- To develop and enhance the teaching practice of others
- To develop and support teaching and learning in KS4 and KS5
- To track progress throughout KS4 and KS5 of individual and groups of pupils and to monitor intervention accordingly
- To ensure the provision of an appropriately broad balanced relevant and differentiated curriculum for students studying in the KS4 and KS5 curriculum area, in accordance with the aims of the school and curricular policies determined by the Governing Body and Headteacher of the school
- To act as a KS4/5 Curriculum Lead and be responsible for leading and developing this area
- To monitor and support the overall progress and development of students as a manager and as a Form Tutor
- To support the school's Teaching School ethos and have the capacity for school to school support

REPORTING TO

Curriculum Leader ICT

RESPONSIBLE FOR

Delivery, tracking and intervention of the KS4/5 curriculum in Business Studies

LIAISING WITH

Headteacher/Deputy Headteacher/Assistant Headteachers, other Curriculum Leaders, other Phase Leaders, relevant non-teaching support staff, Local Authority representatives, external agencies and parents

WORKING TIME

195 days per year full time

SALARY/GRADE

MPS

DISCLOSURE LEVELS

Enhanced

FAITH IN YOU | LOVE IN LEARNING | HOPE IN BETTER

MAIN (CORE) DUTIES

OPERATIONAL/STRATEGIC PLANNING

- To lead the development of appropriate syllabi, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- The day-to-day management, control and operation of course provision within the curriculum area, including effective deployment of staff and physical resources
- To monitor and follow up student progress in KS4 and KS5
- To assist in the implementation of all School Policies and Procedures for example Equal Opportunities, Health and Safety, Premises Development Plan, etc.
- To work with colleagues to formulate aims, objectives and strategic plans for the curriculum area which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school
- To assist in the management of the school improvement planning function of the curriculum area, and to ensure that the planning activities of the curriculum area reflect the needs of students and the aims and objectives of the school
- To support the Curriculum Leader in the application of ICT in the curriculum area
- To build links with businesses and provide enrichment for pupils.
- To introduce business links to departments and build a partnership through breakfasts
- To liaise with departments to populate the VLE with resources e.g. to assist with home learning
- To liaise with departments to update the digital displays around school to showcase pupil and department work
- To inform the school on the first day of absence ideally before 8.00 a.m.
- To liaise with another member of the department at the start of absence re setting of work.

CURRICULUM PROVISION

- To assist the Curriculum leader, the Deputy Head Teachers to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives

CURRICULUM DEVELOPMENT

- To support curriculum development within the relevant KS4 and between KS4/5
- To keep up to date with national developments in the curriculum area and teaching practice and methodology
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels
- To liaise with the Curriculum Leader of ICT to maintain accreditation with the relevant examination and validating bodies

STAFFING
STAFF DEVELOPMENT

- To work with the Curriculum Leader of ICT to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs
- To contribute to Performance Management Review.

STAFF RECRUITMENT
DEPLOYING STAFF

- to take part in the school's staff development programme by participating in arrangements for further training and professional development
- to continue personal development in the relevant areas including subject knowledge and teaching methods
- to engage actively in the Performance Management Review process
- to ensure the effective/efficient deployment of classroom support.
- to work as a member of a designated team and to contribute positively to effective working relations within the school
- to liaise with Curriculum Leader at the start of absence re setting of work.

QUALITY ASSURANCE

- to help to implement school quality assurance procedures and to adhere to those.
- to contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria. to seek/implement modification and improvement where required.
- to review from time to time methods of teaching and programmes of work
- to take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

MANAGEMENT
INFORMATION

- to maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
- to complete the relevant documentation to assist in the tracking of students
- to track student progress and use information to inform teaching and learning

COMMUNICATION

- To prioritise strong, respectful relationships with young people, parents, carers and the community.
- to communicate effectively with the parents of students as appropriate.
- where appropriate, to communicate and co-operate with persons or bodies outside the school
- to follow agreed policies for communications in the school

MARKETING AND LIAISON

- to take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools.
- to contribute to the development of effective subject links with external agencies.

- to assist the Curriculum Leader in identifying resource needs and to contribute to the efficient/effective use of physical resources
- to co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.

PASTORAL SYSTEM

- to teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- to assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- to provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students

TEACHING

- to ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students
- to undertake a designated programme of teaching
- to ensure a high quality learning experience for students which meets internal and external quality standards.
- to prepare and update subject materials
- to use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus
- to maintain discipline in accordance with the school's procedures and to encourage good practice with regard to punctuality, behaviour standards of work and homework.
- to undertake assessment of students as requested by external examination bodies, departmental and school procedures
- to mark grade and give written/verbal and diagnostic feedback as required.
- to be familiar with a able to delivery 'A' Level

OTHER SPECIFIC DUTIES

- to play a full part in the life of the school community, to support its distinctive Catholic mission and ethos and to encourage and ensure staff and students follow this example
- to support the school in meeting its legal requirements for worship
- to continue personal development as agreed
- to promote actively the school's corporate policies
- to comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
- to undertake any other duty as specified by the School Teachers Pay and Conditions Document not mentioned in the above

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The postholder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

June 2018