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**JOB DESCRIPTION**

Job title: Teacher of Business Studies

Grade: Main Scale

Purpose of the job: To provide high quality learning opportunities in Business Studies that enable students to achieve the highest possible standards.

Participate in activities in support of the aims of the school. Be a form tutor to a group of students, having an overview of their care and academic progress.

Responsible to: Head of Business Studies

**TEACHING**

* Convey enthusiasm, energy and passion for Business Studies to inspire students to develop a love of learning.
* Use a variety of teaching methods, differentiated to meet the needs of individual students, in order to stretch and challenge each student.
* Ensure that cross-curricular ICT, Literacy and Numeracy are reflected in the teaching and learning experience of students.
* Set and mark homework in accordance with school policy and the homework timetable.
* Set and maintain high standards of student work in the classroom. Inform the Subject Leader of any student whose work is exceptional or giving cause for concern.
* Modify teaching for students with Special Educational Needs, and work with any Teaching Assistant in order to maximise student progress.
* Ensure students work and behave well in class and deal with unsatisfactory work or behaviour in accordance with school policy.
* Maintain a stimulating learning environment. Keep classrooms tidy and arrange for appropriate displays of students’ work.

**ASSESSMENT**

* Assess student work in accordance with statutory requirements, school policy and examination board requirements.
* Use agreed subject assessments to diagnose student strengths and areas for development, planning subsequent teaching accordingly.
* Maintain a record of student attainments.
* Use data to monitor student progress, provide support and guidance to ensure that no boy falls behind.
* Write reports on students, complete progress checks and attend meetings with parents as required by the school calendar.

**RESOURCES**

* Contribute to curriculum development, through discussions at subject meetings and by helping to prepare materials for use by all members of the subject.

**SAFEGUARDING**

* Be familiar with school safeguarding procedures and promote the welfare of the students.

**GENERAL**

* Comply with the National Standards for Teachers.
* Participate in the Performance Management process in accordance with school policy.
* Engage in continuous professional development.
* Attend subject meetings and teaching staff meetings as required by the school calendar.
* Be familiar with, and adhere to, the school’s Health and Safety policy and undertake risk assessments as appropriate.
* Contribute to school self-review and evaluation processes.
* Contribute to the production of displays and activities for occasions when the school is open to prospective parents or to the public.
* Form effective relationships with students, teaching staff, non-teaching staff, parents and other professionals.
* Undertake the role and duties of a form tutor.
* Undertake duties before school, at break, and after school according to the school rota.
* Any other tasks as reasonably requested by the Subject Leader or Senior Management.

**PERSON SPECIFICATION**

**QUALIFICATIONS**

* Degree or equivalent
* Qualified Teacher Status

**PROFESSIONAL EXPERIENCE**

* Outstanding teacher
* Commitment to teaching in a comprehensive school
* Experience of raising student achievement
* Knowledge of successful, current teaching and learning ideas and practices
* Experience of involving parents and carers in their children’s learning
* Experience of teaching in an 11-18 secondary school across all key stages would be advantageous

**LEADERSHIP**

* Ability to lead, motivate, challenge and inspire staff and students
* Ability to identify, challenge and improve underperformance
* Ability to initiate and successfully implement change to raise achievement
* Ability to use data to support learning, set targets and monitor and evaluate performance

**PERSONAL QUALITIES**

* Enthusiasm and drive
* Initiative
* Integrity
* Commitment to a high profile presence in and around the Department
* Ability to foster an open culture where all are valued and treated fairly
* Excellent communication skills, both verbal and written
* Ability to organise, plan and prioritise time effectively
* Flexibility, adaptability and creativity