**JOB DESCRIPTION & PERSON SPECIFICATION**

**JOB TITLE: Teacher of Business Studies**

***Job Description***

**To teach:**

* AS and A Level Business Studies (face to face and by live Video Conference to our other campuses)
* Careers
* PSHE
* The ability to offer teaching for one or more of the following subjects would also be an advantage: A-Level Accounts, A-Level Economics, A-Level Law, A-Level Government and Politics.

**JOB PURPOSE**

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| This is a unique chance to become a valued member of a professional team**. You would be teaching Business Studies and potentially other subjects to Years 12 and 13** and therefore need to be able to show previous impressive success with examination groups. Business Studies is an extremely popular subject and results are strong.  Applicants should be passionate about raising student achievement and ensuring every child reaches their potential.  The school seeks to promote excellence in education and enjoys outstanding student achievement, engagement and behaviour, reflecting the Christian ethos and values of the school. Teachers benefit from supportive colleagues and positive relationships with parents.  As small schools, online Teaching by video conference fulfils an important role in ensuring cohorts of students in our sister campuses have access to high quality education in specialist subject areas without requiring face to face content delivery.  We operate a flipped and self-directed style of teaching and learning which involves the use of pre-recorded video tutorials, online assignments via our ‘Canvas’ Learning Platform, as well as live video conferencing classes, small group and one to one scenarios. The monitoring of student progress and timely provision of appropriate feedback and individual support is regarded as essential to ensuring the success of the role.  **We offer:**   * An excellent working environment with good resources for teaching and learning * Supportive colleagues and community * Enthusiastic and motivated students * An excellent salary dependent upon qualifications and experience * The opportunity to enhance your teaching experience with support for continued professional development |

**DUTIES**

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| **SPECIFIC DUTIES:**   * Plan and deliver high quality learning experiences for students: face to face and online. * Use media technology to create and support learning that is interesting to a wide range of students * Use Flipped learning techniques to maximise pupils’ self-directed learning * Use the ‘Canvas’ Learning Management System (LMS) for all assignments, lessons and study material – to ensure a blended learning experience. * Prepare lesson material in a way that maximises its accessibility, with no barriers to students with additional educational needs. * Set targets for students based on all available data. * Demonstrate active reflection by engaging in constant evaluation of own and students’ performance * Mark, assess, give precise feedback and report on students work and progress in line with school policy * Plan and implement timely support and intervention strategies with students as necessary – based on forensic analysis of their needs and next steps. * Communicate regularly and effectively with students, parents and other school staff about students’ academic and personal progress * Attend all relevant staff meetings, CPD, consultations and school events with a clear and professional sense of purpose * Due to teaching some students who are not based at the campus, occasional travel will be required which is paid for by the school.   **OTHER DUTIES:**   * To act as form tutor.   **GENERAL DUTIES**   * To perform such other duties as may be requested from time to time, commensurate with the role * Uphold and promulgate the Focus ethos within all areas of responsibility * Contribute to, share in and promote the wider and longer term vision of FLT and OneSchool. * To promote equality, diversity and inclusion and demonstrate this within the role, adhering to the FLT Equal Opportunity Policy * Comply with and support the implementation of all School and FLT policies * To adhere to Health & Safety Policies and ensure all tasks are carried out with due regard to Health and Safety * To work with due regard to confidentiality and the principles of Data Protection, encouraging others to do the same   **PERSONAL DUTIES**   * To set an example of positive personal integrity and professionalism, with positive, appropriate and effective communications and relationships at all levels * Ensure high standards are maintained, progressed and promoted in all areas of work * To undertake appropriate professional development and positively participate in the appraisal of own performance * Communicate and co-operate effectively and positively with specialists from outside agencies where applicable * Attendance at staff meetings as appropriate   **SAFEGUARDING** |
| Focus Learning Trust and its affiliated schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.  The post is subject to an enhanced DBS check with appropriate Barred List checks, or the equivalent enhanced criminal records check. |

**REPORTING TO**

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| Reporting to the Head Teacher |

**SUPPORT FOR THE ROLE**

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| The role is supported on occasion by networked meetings organised by Focus Learning Trust, plus a personal CPD budget allocation linked to agreed PPD targets.  Focus Learning Trust provides a range of support services in areas such as ICT, recruitment, HR, policies, resources and compliance. |

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| **Employee Signature:** |  |
| **Line Manager Signature:** |  |
| **Date:** |  |

**ISSUED BY**

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| Focus Learning Trust  Issue date: May 2017 |

**JOB TITLE: Teacher of Business Studies**

***Person Specification***

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| **Specification** | **Essential** | **Desirable** |
| **Experience and Knowledge** | * Proven and demonstrable record of highly successful classroom-based practise * Good grasp of technology and its use in education | * *Experience of, and familiarity with, current relevant specifications* * *The ability to teach any of AS and A Level Accounting, Economics, Law, Government & Politics.* * Deep understanding of self-directed learning principles |
| **Education and Qualifications** | * Degree in relevant subject * PGCE or equivalent | * *QTS* |
| **Skills and Abilities** | * Highly motivated and excellent classroom practitioner * In-depth and up-to-date subject knowledge * Clear passion for the subject * Able to plan ahead with a structured approach * A well-presented, articulate speaker and presenter * An approach to student progress that ensures each and every one is supported to fulfil their true potential * Emotionally intelligent * Fully cognizant of the importance of following safeguarding procedures diligently * Respect for the school’s Ethos, guiding principles, aims and values * Excellent communication skills, both written and verbal * Well organised |  |
| **Training** | * Willingness to undertake relevant training and identify own development needs * Committed to ongoing CPD and Professional development |  |
| **Attributes and Attitudes** | * Flexible approach * Positive attitude towards work * Honest, punctual and reliable * Able to adapt to changes in the workplace * Pro-active team member * Positive role model of professional practice and conduct of others |  |
| **Equality, diversity and inclusion** | * Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application * Shows sensitivity towards differences. Counters sexist, belief and racist attitudes |  |
| **Safeguarding** | * Knowledge, understanding and commitment to safeguarding and promoting the welfare of students * Ability to form and maintain appropriate relationships and personal boundaries with students |  |

*The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.*

*Focus Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

*All staff are expected to be committed to the Equal Opportunities Policy*.