**WRIGHT ROBINSON COLLEGE**



**JOB TITLE TEACHER OF BUSINESS STUDIES AND ICT**

**SCALE/SALARY Main Scale**

**RESPONSIBLE TO:** Headteacher, Deputy Headteachers, Head of ICT/Business Studies Faculty and Course Leader Business Studies

**MAIN RESPONSIBILITY**

To be responsible for teaching and learning of Business Studies at Key Stage 4 (currently BTEC Business Studies) and ICT courses at Key Stages 3 and 4. This will involve the monitoring of students’ progress and performance in order to ensure that expected learning outcomes and progress are achieved.

**MAIN CONTACTS**

Deputy Headteachers, Assistant Headteachers, Heads of Faculty, Heads of Year, Teaching Staff, Support Staff, Parents and Students.

**SPECIFIC RESPONSIBILITIES**

1. To teach Business Studies/ICT throughout the age and ability range as detailed within the National Curriculum and Examination Board requirements.
2. To plan and teach Business Studies and ICT lessons which address the personalised learning needs of every student.
3. To assess and record students’ progress according to agreed procedures within the College and faculty.

3.        To maintain an up-to-date knowledge and understanding of the requirements of the Business Studies Examination Board and ICT Examination Boards.

4.        To contribute to all aspects of work within the Faculty, to ensure that the it is successful in teaching Business Studies and ICT and continues to offer the students of the College a safe and stimulating environment.

5.        To be prepared to work as an important member of a team committed to teaching Business Studies and ICT, to develop resources and contribute to Schemes of Work and to assist the Head of Faculty in order to ensure the successful running of the Faculty.

6.        To cultivate and maintain positive relationships with students and other staff to enable highly effective teaching to take place.

7.        To assist in the delivery of all ICT qualifications and to have a secure knowledge and understanding of the subjects/curriculum areas and related pedagogy.

8.        To engage in a process of continuing professional development in order to keep knowledge, skills and understanding updated in order to achieve best possible learning outcomes.

9.         Have an awareness of and implement, where relevant, Health & Safety legislation.

10. To maintain a high level of displays within teaching room.

**Statement On Equal Opportunities**

The Governing Body of Wright Robinson Sports College has adopted the City Council’s policy on equal opportunities in employment and believes that all sections of the population should have equal access to jobs offered by the Governing Body.  As such no applicant or employee will receive less favourable treatment than others because of their colour, creed, ethnic or national origin, disability, age, sex, marital status, sexuality, trade union activity or responsibility for dependants.

**The Information Communication Technology Faculty**

The ICT Business Faculty comprises of 7 members of teaching staff.

The ICT area needs to respond to the demands of the National Curriculum and the expanding developments of vocational education at Wright Robinson College.

All of the ICT suites in college are fully networked with internet access.  The ICT suites are all installed with state of the art technology and up-to-date software. Our systems are managed by Dataspire, under a managed service contract. All equipment was refreshed in January 2014. A further refresh is scheduled for 2018. Students and staff have full access to programmes and all files via our Citrix connection

Every teaching room has a whiteboard and data projector.

The College currently offers the following courses to our learners:-

Key Stage 3                ICT

Key Stage 4: CIDA Next Generation ICT

GCSE Computer Science

                                   BTEC Award in Business

If you would like any further information, please contact the College direct on 0161 – 370 -5121 and ask to speak to the Mr. Timmons Deputy Head Staffing or Mr Gallagher, Head of ICT/Business Faculty.

***PERSON SPECIFICATION***

**TEACHER OF BUSINESS STUDIES/ICT**

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|  | ESSENTIAL | DESIRABLE | HOW IDENTIFIED |
| **Qualifications** | Qualified Teacher Status in specialist area.  Experience of teaching Business Studies at KS4 and ICT at KS3 and KS4 | Honours degree  Experience of successfully delivering GCSE or BTEC Business | Application Form  And interview |
| **Experience** | To have had successful teaching experience across the age and ability range | Inner city school experience | References, interview |
| **Relationships** | Ability to work  as a member of a team and develop working relationships with colleagues, parents, governors and community as appropriate | Understanding of the importance of links with KS2 | Letter, interview  Letter, interview |
| **Pupils** | Evidence that the candidate perceives that the role of the school is to provide effectively for all of its learners | An awareness of good practice in identifying individual needs and providing appropriate teaching | Application form, interview, references. |
| **Curriculum** | Clear evidence of current knowledge and views in subject and curriculum development  Ability to plan coherently and implement developments effectively |  | Application form, interview  Interview, letter |

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| --- | --- | --- | --- |
| **Communication** | Communicate effectively and concisely both in verbal and written form to a variety of audiences |  | Application references, interview |
| **Skills and Qualities** | A positive attitude to broad aspects of school life and contributions to new initiatives and developments.  High standards in motivation and self esteem in the work and attitudes of pupils  An ability to review, evaluate and implement schemes of work and syllabus  High order organisational and administrative skills in relation to people and paper |  | Interview, letter  Interview, letter  Interview  Interview, letter |
| NB Candidates should address their letters of application specifically to the person specification.  It is acknowledged that evidence of the achieving of particular criteria could appear in more than one of the listed sources of identification. | | | |