Job Description

Post Title: **Teacher of Business**

Grade: Main Pay Scale
(Upper Pay Scale where applicable)

Responsible to: Senor Leadership Team Member

Job Purpose

- To teach Business in accordance with appropriate syllabus and the National Curriculum Programme of study and in the context of the aims of COLA-I and the needs of students.
- You will be required to carry out the duties of a teacher as set out in the current Schoolteachers Pay and Conditions document.

Principal Accountabilities:

Curriculum

- Teach Business and Economics throughout the Academy in accordance with appropriate syllabus and the National Curriculum Programme of study and in the context of the aims of COLA-I and the needs of students.
- Assess, record and report the performance of students at every stage, adjusting teaching strategies as necessary working in conjunction with all concerned parties.
- Uphold high standards of preparation, teaching and discipline.
- Plan lessons in accordance with schemes of work.
- Liaise with relevant colleagues on the work for collaborative delivery.
- Track student progress prior levels of attainment and maintain up-to-date records.
- Set and mark examinations and other forms of assessment.
- Use ICT within the curriculum.
- Oversee, contribute and support departmental activity beyond the curriculum.
- Establishing high and appropriate expectations for learning, motivation and presentation of work.
- Be responsible for helping to develop and manage resources and equipment.
- Ensure good practice is followed according to the school's Heath and Safety procedures.
- Be responsible for the pastoral care of a form as form tutor or to undertake another pastoral role as directed by the Principal.

Additional Specific Responsibilities

- Attend regular whole staff and Departmental meetings and school functions as published in the year's calendar.
- Contribute to the school's extra-curricular programme by offering a club/activity.
- Carry out lunch, break and cover duties as reasonably assigned by the Vice Principal.
- Contribute to the activities and administration of one of the five houses as a staff member of that house.
- Attend assemblies.
- Take part in the Professional Development programme including the opportunity for a personal appraisal and the participation in the appraisal of other teachers.

Students

- Ensure the effective implementation of whole school ARR policies, prepare individual student and group reports and analyse and report on summative data.
- Ensure that statutory requirements, e.g. in relation to health and safety with regard to students, are met.
- Promote performances, exhibitions and displays of students' work.
- Uphold the policies of the Academy ensuring, for example, that the Academy's Behaviour and Discipline policy, so that good order and discipline are maintained.

Teaching Staff and Non-teaching Staff

- Demonstrate and encourage high standards of professionalism from all staff involved in the department.
- Demonstrate and inspire an enthusiastic and committed approach to teaching within the department.
- Co-ordinate the resources of the department, giving advice, encouragement and support to all staff concerned.

Administration

- Demonstrate high levels of professionalism in the accurate completion of the administration needs of the role, meeting all deadlines.
- Ensure that appropriate arrangements are made for assessments and statutory requirements.
- Ensure that books and other resources are catalogued and stored in a systematic and secure fashion, that they are easily accessible and checked regularly.
- Take responsibility for the fabric and furnishing of your teaching area and department.
- Implement, develop and review subject policies, plans, targets and practices within the context of the Academy's aims and policies.

Standards/ Quality Assurance and Additional Responsibilities

- Support extended day activities to enhance students learning experiences.
- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the Academy.
- Attend and participate in open evenings and student performances.
- Uphold the Academy's behaviour code and uniform regulations.
- Participate in staff training and development.
- Attend team and staff meetings.

Key Organisational Objectives

The post holder will contribute to the Academy's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- The Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.
- At all times operating within the school's Equalities policies demonstrating commitment and contribution to improving standards of attainment.
- Adopting customer care and quality assurance initiatives.
- Fulfilling the role of mentor if required.
- Contributing to the maintenance of a caring and stimulating environment for young people.

Conditions of Service

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

Teaching appointments at COLAI are subject to an enhanced Disclosure and Barring Service check, prohibition from teaching check, two satisfactory references and medical clearance.

Equal Opportunities

The post holder will be expected to carry out all duties in the context of and in compliance with the Academy Equalities Policies.

Date of issue:

Signature of Post holder:

Signature of Principal:

Person Specification

Job Title: Teacher of Computer Science and ICT

	Essential	Desirable
Qualifications		
Educated to Degree Level or equivalent in business or a related discipline	▫	
Qualified Teacher status	▫	
Experience		
Ability to teach business to GCSE level and Key Stage 5	▫	
Experience of successfully business and economics across the secondary age and ability range	▫	
Ability to use IT effectively.	▫	
Use IT to raise achievement and as a management tool.		▫
Demonstrate experience of effective performance management and quality improvement within a school environment	▫	
Collaborative teaching methods and working with colleagues in the preparation, assessment and monitoring work	▫	
Demonstrable experience of improving student outcomes	▫	
High quality outcomes	▫	
A record of continuous professional and career development		▫
Experience as a form Tutor and or/ Pastoral work	▫	
Strategies to raise standards and achievement of students	▫	
Skills		
Must be well organised	▫	
Must be well presented	▫	
Excellent communication and organisational skills	▫	
Ability to analyse data effectively to assess performance	▫	
Ability to work hard under pressure while maintaining a positive, professional attitude	▫	
Ability to organise and prioritise workload and work on own initiative	▫	
Good Interpersonal skills and the ability to work collaboratively, leading to professional development of staff, to the achievement of the Academy aims and to the efficient running of all departments	▫	
Excellent creative teaching ability	▫	
Commitment to personal career development		▫
Willingness to engage with parents in order to encourage their close involvement in the education of their children	▫	

Knowledge and Understanding		
Developments in the National Curriculum	▫	
Developing differentiated Schemes of Work	▫	
Effective strategies for supporting students to improve outcomes	▫	
Have a good understanding of positive effective strategies for whole school behaviour management	▫	
A thorough understanding of the intervention packages available to support accelerated learning		▫
Knowledge and understanding of the needs and care of students with SEN	▫	
Must be able to teach business to GCSE level and Key Stage 5	▫	
Understanding of assessment systems	▫	
Equal Opportunities		
Understanding of different social backgrounds of students		▫
Understanding the needs of students and the appropriate policies and strategies to support them	▫	
Understand the needs of bilingual students		▫