

Job deSCRIPTION

**Post Title** Teacher ofBusiness BTEC and Economics

**Reporting To** Head of Business BTEC

**Role Profile**

The Teacher of Business BTEC and Economics is responsible for:

* Delivering the Business BTEC and A Level Economics curriculum to the highest possible standard
* Researching developments in specifications taught and vocational business education
* Planning and preparing schemes of work and business assignments
* Supporting the stated aims of the College as given in the Staff Handbook and the College Development Plan.
* Operating within the context of a boarding/day school
* Carrying out a share of school duties and extra-curricular activities, including games where appropriate.

The key tasks of the role involve undertaking the duties detailed below.

* Liaise with pastoral and Learning Development staff regarding weaker pupils
* Liaise with the Director of Studies regarding human and physical resourcing
* Positively promote vocational education via open mornings, the College website and at Senior Schools evenings
* Assist in the preparation and maintenance of records required for the annual QRD inspection

**Essential Requirements**

* A degree in Business or Economics or similar
* Excellent subject knowledge
* Good ICT skills
* Excellent communication skills with pupils, parents and staff
* Experience of teaching Business at BTEC Level 3 in the Sixth Form
* Must be prepared to attend internal and external training days
* Ability to review and implement effective programmes of study in line with the syllabi examination specification requirements
* To keep abreast of relevant curricular and educational developments
* Monitoring of pupil progress
* Ability to contribute to the development of teaching and learning materials across the College
* Must be enthusiastic and able to motivate and inspire pupils
* To ensure continuity, progression and cohesiveness in all teaching
* To use a variety of methods and approaches which differentiate and stimulate to match curricular objectives and the range of pupil needs, and ensure equal opportunity for all pupils
* To set and mark prep regularly, (in accordance with the College’s prep policy), to consolidate and extend learning and to encourage pupils to take responsibility for their own learning
* To work with the Learning Support staff
* To work effectively and collaboratively as a member of the BTEC subjects team to improve the quality of teaching and learning
* To set high expectations for all pupils, to deepen their knowledge and understanding and to maximise their achievement
* Ability to work in an enthusiastic manner, sharing new ideas and suggestions
* To use positive management of behaviour in an environment of mutual respect that allows pupils to feel safe and secure and promotes their self-esteem
* To support individual pupils and groups of pupils through attendance of such events as recitals, concerts, plays and major extra-curricular events
* To attend special school events as reasonably directed by the Headmaster, including whole College and House assemblies

**Monitoring, Assessment, Recording, Reporting, and Accountability**

* To be immediately responsible for the processes of identification, assessment, recording and reporting for the pupils in your charge
* To assess pupils’ work frequently in line with departmental and school policy and use the results to inform future planning, teaching and curricular development.
* To be familiar with school assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents.
* To monitor unexplained absences or patterns of absence; which should be reported immediately to the academic tutor or House staff

**Subject Knowledge & Understanding**

Essential to keep up-to-date with research and developments in pedagogy and vocational education in particular.

**Professional Standards & Development**

* Be a role model to pupils through personal presentation, dress and professional conduct
* Arrive in class, on or before the start of the lesson, and to begin and end lessons on time
* Cover for absent colleagues as required and to assist with examination invigilation as requested
* Co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work
* Be familiar with the College and BTEC and Business Department handbooks and support all the College’s policies
* Establish effective working relationships with professional colleagues and associate staff
* Strive for personal and professional development through active involvement in the School’s appraisal system and performance management procedures
* Liaise effectively with parents and with other agencies with responsibility for pupils’ education and welfare
* Undertake any reasonable task as directed by the Head of Business BTEC and Senior Management
* Be familiar with and implement the relevant requirements of the current SEN Code of Practice
* Consider the needs of all pupils within lessons (and to implement specialist advice) especially those who: have SEN; are gifted and talented; are not yet fluent in English

N.B: Every subject teacher will be expected to undertake tutorial responsibilities.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties.

**Any other duties as reasonable required by the Head of Department or the Senior Management Team**.

**Outline Salary and Conditions**

* A competitive starting salary will be offered in accordance with experience and qualifications. Shiplake College has its own salary structure
* A final salary pension scheme is available
* Hours will be by agreement with successful candidate
* Shiplake complies with standard employment legislation with regard to retirement

**Shiplake College is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post including checks with the Disclosure and Barring Service. Shiplake College is an equal opportunities employer.**