# THE COLESHILL SCHOOL

**An 11-19 Business and Enterprise Academy**

## JOB DESCRIPTION FOR TEACHER OF BUSINESS STUDIES (TMS)

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| **Post:** | **Teacher of Business Studies** |
| **Job Purpose:** | To ensure high quality teaching and learning, and high achievement and progress of students in Business Studies in relation to own classes |
| **Responsible to:** | Subject Leader of Business Studies |
| **Disclosure Level:** | Disclosure Barring Service - Enhanced |

**Responsibilities in conjunction with the Subject Leader of Business Studies**

- To contribute to the effectiveness and impact of Appraisal arrangements within the curriculum area.
- To contribute to joint practice development within the Learning Cluster.
- To contribute to your curriculum area's input into school improvement.
- To ensure effective contribution to students' learning and progress.

**Accountability within a subject or curriculum area for student development in conjunction with Subject Leader of Business Studies** To define and agree appropriate improvement targets for own learners.

- To contribute to self-evaluation, using the SEF format, and quality assurance, as a central tool for department improvement and raising student achievement.
- To contribute to action plans to respond to findings from observations, sampling, checking and interviews.
- To contribute to joint development practice, identifying best and next practice and sharing it with others within the subject and Learning Cluster
- To contribute to evaluating the impact of improvement activities on the quality of teaching and learning.
- To contribute to meetings so that they are productive and focussed on teaching, learning, inclusion and progress.

**Impact on the educational progress of assigned students:**

In conjunction with the Subject Leader of Business Studies:

- To monitor and evaluate assessment data to identify trends in student performance and progress, and issues for development.
- To promote high expectations of students, identify appropriate attainment and progress targets and ensure that minimum targets are met.
- To contribute to the monitoring of student standards and achievement against annual targets with a focus on inclusion, particularly for vulnerable groups – EAL, G&T, SEN, LAC and gender.
- To use data to identify exceptional performance and underachievement.
- To identify groups requiring strategies for intervention and maintain effective arrangements for managing student behaviour.
- To monitor planning, curriculum coverage and learning outcomes.
- To review impact of strategies and contribute to reports on the effectiveness of intervention strategies.

**Developing and enhancing own teaching practice:**

- To aspire to be a role model of good classroom practice for other staff.
- To participate in evaluating the quality of planning and engage in constructive feedback.
- To participate in evaluating standards of teaching and learning, identifying areas of strength and areas for improvement.
- To ensure awareness of the needs of inclusion of all students and groups and make provision for this in planning.
- To plan and implement strategies to improve own teaching where needed.
- To support new staff (as appropriate).

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| **Knowledge and Skills** | **Subject Teachers should demonstrate / knowledge and understanding of:**<br>• school improvement and effectiveness strategies including the process of school self-evaluation processes and systems for quality assurance within subject area(s);<br>• principles and practices in relation to effective learning and teaching,<br>• the application of information and communications technology (ICT) to learning and teaching; |

**Generic Role:**

- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To follow school procedures with regard to Child Protection issues.
- To play a positive part in the life of the school community, to support its distinctive purpose and ethos and to encourage other staff and students to follow this example.
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support curriculum area(s) as appropriate.
- To monitor and support the overall progress and development of students as a Form Tutor.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- To work as a member of a designated team(s) and to contribute positively to effective working relations within the school.
- To provide information for student references.
- Be responsible for promoting and safeguarding the welfare of children and young people (responsible for or who in contact with).
- To communicate effectively with the parents/carers of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To take part in liaison activities such as Open Evenings, Parents' Evenings and Intake Days liaison events with partner schools.
- To undertake regular liaison with Teaching Assistants and other classroom support staff to share plans, resources and identify student needs.
- To contribute to the preparation of Progress Files and other reports.
- To undertake any other duty as specified by School Teachers' Pay and Conditions Document [STPCD] not mentioned in the above.

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**
**Post subject to Disclosure Barring Service – Enhanced Check**

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**Signed by Postholder** _____

**Date** _____

**To be reviewed annually**