DRAYTON MANOR HIGH SCHOOL

www.draytonmanorhighschool.co.uk

**TEACHER OF BUSINESS STUDIES AND ECONOMICS**
**Band A (£28,660) - Band C (£47,298)**

We require, from September, a committed colleague with a real interest in the provision of high quality, creative teaching in Economics and Business Studies to join a dynamic and supportive Faculty of Enterprise.

The successful candidate will be expected to teach throughout the school across the age and ability range, including the ability to teach up to and including A Level. A strong background in Economics is essential.

Drayton Manor is a heavily oversubscribed and successful school. Student achievement is high with a value added score at A Level placing us in the top 12% of schools nationally and 50% of GCSE students achieving the English Baccalaureate. We are very proud of our ethos.

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. The successful applicant will be required to apply for an enhanced disclosure from the Disclosure and Barring Service (DBS). Further information can be found at www.homeoffice.gov.uk

For further information and an application pack, please visit the Job Vacancy section of the school's website. For any other queries, please contact the school's Human Resources Department on 020 8357 5604.

The closing date is 12 noon, Wednesday 23 May 2018 and interviews are scheduled to take place on Friday 25 May 2018.

No agencies, faxes or CVs.

DRAYTON MANOR HIGH SCHOOL

**JOB DESCRIPTION**

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|---|---|
| **JOB TITLE** | Teacher Business Studies and Economics |
| **RESPONSIBLE TO** | Head of Department |
| **JOB PURPOSE** | To carry out the professional duties of a school teacher, (as specified in the Teachers' Pay and Conditions Act), in accordance with any directions which may reasonably be given by the Head or line manager designated by the Head/Head of Faculty |

***All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with***

**KEY TASKS**

**1 Teaching**

- to plan and prepare courses and lessons
- to teach, according to their educational needs, the students assigned to you, including the setting and marking of work, including homework
- to assess, record and report on the development, progress and attainment of students
- to have regard at all times to the curriculum for the school

**2 Other Activities**

- to promote the general progress and well-being of individual students and any class or group of students assigned to you
- to provide guidance and advice to students on educational and social matters and on their further education and future careers
- to make relevant records and reports including those for communicating and consulting with the parents of students
- to communicate and co-operate with persons or bodies outside the school
- to participate in meetings arranged for any of the purposes described above
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**3 Assessments and Reports**

- to provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students

**4 Performance Management**

- to participate in arrangements made in accordance with the Education (School Teacher Appraisal) (England) Regulations 2012 for the appraisal of your performance and that of other teachers

**5 Review: Further Training and Development**

- to review from time to time your methods of teaching and programmes of work
- to participate in arrangements for your further training and professional development as a teacher

**6 Educational Methods**

- to advise, participate and co-operate with the Head of Faculty/Head of Department and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements

**7 Discipline, Health and Safety**

- to maintain good order and discipline among the students and safeguard their health and safety both on and off the school premises
- to act in accordance with school policy on health & safety issues

**8 Staff Meetings**

- to participate in meetings at the school as necessary

**9 Cover**

- to provide cover in line with the National Agreement and the school's 'Covering Staff Absence' Policy

**10 Administration**

- to participate in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials
- to attend assemblies, register the attendance of students and supervise students, whether these duties are to be performed before, during or after school sessions

**Regular Contacts**
Students, parents, other staff employed at the school, school governors, outside bodies.

**Supervision Received**
You will work under the reasonable direction of the Head/Head of Faculty.

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**PERSON SPECIFICATION**

**POST TITLE: Teacher of Business Studies and Economics**

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| | Essential | Desirable |
|---|---|---|
| **Qualifications** | • Degree<br>• PGCE or equivalent<br>• Qualified teacher status | |
| **Experience** | • Successful teaching experience at either school(s) or on main teaching practice | |
| **Ability / Skills** | • Ability to be an imaginative and effective teacher and to relate well to children<br>• Ability to teach mixed ability classes, meeting the needs of all students including those with SEN<br>• Ability to teach Economics to A Level<br>• Ability to teach Business Studies to A Level<br>• ICT skills to include word processing, spreadsheets, databases<br>• Ability to contribute to whole school Enterprise<br>• Knowledge of Vocational Business courses | • Ability to teach Computing |
| **Equal Opportunities** | • Commitment to equal opportunities<br>• Ability to promote and support the school's Equal Opportunities Policy | |
| **Safeguarding** | • Commitment to safeguarding and promoting the welfare of children and young people | |
| **Disposition** | • Ability to work hard with competing deadlines, prioritising appropriately and maintaining good humour<br>• To be interested in children as individuals, in how they learn and be committed to the comprehensive ideal<br>• To believe in the importance of team work and a collaborative approach, and be able to build supportive working relationships with colleagues both within and outside the department | • A willingness to be involved in curriculum development |