

Job Specification

Job Title:	Teacher of A-level Business studies
Salary :	Dependent on qualifications and experience
Responsible to:	The Principals
Responsible for:	Teaching A-level Business studies to 4 small groups (max 8 students). two each at AS-level and A-level (NEW). AQA specification
Job Purpose:	To secure and account for effective learning, appropriate achievement and educational progress of all pupils in classes under your direct control, consistent with the aims of the College and the unique needs of each individual learner

Key Responsibilities (Full-time staff):

- 1) Secure and sustain effective learning for pupils through participating in the well-planned and effectively organised teaching in liaison with the Heads of Year Groups and Principals
- 2) To teach effectively across the 16-19 age range, aiming for all pupils to achieve grades A* - C
- 3) Co-ordinate and develop schemes of work ensuring coverage of appropriate specifications, in association with the Curriculum Managers
- 4) Support and manage pupils within the Humanities department, delivering programmes to sustain motivation and commitment to high standards of learning and care
- 5) Organise the efficient record keeping of pupil attainment, setting and marking of mocks and homeworks, completion of coursework by given deadlines
- 6) Plan for the effective deployment of allocated resources to secure high quality learning experiences
- 7) Work effectively as part of a pastoral team and be prepared to be a Personal Tutor (optional)
- 8) Maintain and contribute towards College policies, procedures and routines, ensuring effective communication/consultation with Curriculum Managers, pupils and parents
- 9) To play a full part in the life of the College, to support the College mission and ethos and to encourage and ensure pupils follow this example
- 10) Report to Principals in accordance with College procedures.

To fulfil all of the requirements and duties set out in the current Pay and Conditions Documents relating to the conditions of employment of teachers

This job description will be reviewed annually.

January 2017