

Teacher of Business Studies

- A. St Francis Xavier College is a Roman Catholic Foundation. All teachers should endeavour to maintain and develop the Catholic character of the College in accordance with the directions given by the Governors and subject to the directions given by the Principal. St Francis Xavier staff and students collectively agreed the values to which we should all contribute through consultation. These values are:**
- Kindness
 - Service
 - Faith
 - Inclusion
 - Courage
 - Honesty
 - Respect
 - Forgiveness.
- B. The College has a strong commitment to equal opportunities and respect for all members of our community regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.**
- C. This post is offered subject to the conditions of service as set out in the agreed contract.**
- D. The College Staff Handbook contains general information about the duties of all members of staff and the policy frameworks of the college.**
- E. This job description is non-contractual. This means that should the needs of the College change in the future, the Principal may require reasonable variations consistent with the job title. Such changes will only be made after consultation with you.**

Reporting to: Head of Business Studies

Key Tasks and Responsibilities:

A. Teaching and Learning

1. To participate in the recruitment, course counselling and enrolment of students which matches learners to appropriate provision.
2. To contribute to the planning and development of area course provision appropriate to the needs of students with respect to prior learning and achievement, abilities, interests and progression aims.
3. To keep abreast of relevant curriculum developments and changes to external assessment procedures.
4. To produce and contribute to schemes of work as directed by the Head of Department.

5. As a Business Studies specialist to contribute to the teaching of Business Studies up to level 3 on vocational and/or academic courses offered by the Business Studies Department.
6. To be responsible for the attendance and punctuality of students within teaching groups.
7. As a subject teacher to carry out the first level of intervention with respect to student performance and compliance in teaching groups.
8. To be responsible for the outcomes of students within teaching groups, for example, success rates.
9. To develop and deploy stimulating and effective methods of teaching and learning within course delivery.
10. To exploit the availability of ICT both within the classroom and beyond and to take responsibility to ensure that Google Classroom resources and e-markbook facilities are appropriate and kept up-to-date.
11. To be responsible for the creation and management of a positive and engaging learning environment which encourages students to work to their full potential.
12. To be responsible for the deployment and maintenance of physical teaching and resources and physical teaching spaces in liaison with team members.
13. To be proactive in deploying methods of teaching and learning which support the range of abilities from those with specific needs to the most able and be proactive in the adaption of course delivery to meet specific needs.
14. To ensure the work is marked, assessed and examined in accordance with internal and external protocols and standards.
15. To ensure that teaching and learning are carried out to the highest standard and that the views of students are drawn upon to inform delivery of provision.
16. To be responsible for standard of conduct of students during designated lesson time and to contribute to management of student conduct in and around the College, making interventions or referrals as appropriate.
17. To liaise with and report to parents/carers and other colleagues as appropriate with respect to student attainment and progression against course objectives and to report matters of praise or concern within the protocols of the College systems.
18. To contribute to the creation and processing of student applications to HE and to offer or locate appropriate support, guidance and specialist referral to those students who are considering employment.

B. Tutor Work

1. To act as a personal tutor for a group of students across course programmes and levels.
2. To deliver (and contribute as appropriate) to the delivery of the weekly tutorial session.
3. To take pastoral responsibility for tutees with respect to educational and personal development and attainment.
4. To receive information conveying matters of praise or concern regarding members of the tutor group from other staff members and liaise, report, intervene or refer accordingly.
5. To conduct ILP sessions on a one-to-one basis with members of tutor group.

6. To be responsible for securing the compliance of the tutor group members in relation to administrative or educational tasks and activities which are required by the College.
7. To foster a collegiate approach within the tutor group and across the faculty membership.

C. Quality Assurance and Improvement

1. To be familiar with first line data, that is management information data on attendance, punctuality, achievement, retention and progression.
2. To be responsible for the standards and achievement of all those within teaching groups and for ensuring that performance indicators meet or exceed College-wide targets.
3. To support the progress and achievement of tutees.
4. To participate in the lesson observation process and all other quality assurance and improvement strategies and procedures.
5. To ensure that all assessment and verification processes, both internal and external, are carried out to the highest standards and in accordance with College protocols and those of relevant external bodies.
6. To review and self-assess personal teaching practice and to contribute to the departmental self-assessment process and quality improvement plan.

D. Team Liaison

1. To attend in-service development and all departmental and College-wide meetings as directed.
2. To foster and contribute to the sharing of good practice within the department and beyond.

E. Strategic Objectives

1. To be familiar with the College's strategic plan and the yearly strategic objectives and support their delivery.

F. External Liaison

1. To participate in the preparation and dissemination of communications about the department to promote and inform.
2. To promote the best interests of SFX College, its community and its faith-based mission at all times.

G. Continuing Professional Development

1. To attend relevant INSET and INSED to support development of skills and competencies and serve the interests of the department and the College.

H. Single Equality Duty

JOB DESCRIPTION

1. To have an understanding of and proactive commitment to the College's Single Equality Duty and its equality objectives and to promote that duty within the responsibilities of the post.
2. To be aware of differences in attainment of different groups within the Single Equality Duty and to take measures to support underperformance of groups of this classification.

I. Health and Safety and Safeguarding

1. To ensure that teaching practices and methods used comply with health and safety requirements.
2. To ensure that students in teaching and tutor groups are clear about the relevant safeguarding and health and safety policies to protect their safety and wellbeing.
3. To be familiar with e-safety policies and procedures and operate within those procedures.

Person Specification

Qualities and Skills	Essential	Desirable
A graduate, well-qualified in Business Studies.	Yes	
PGCE, PCET or other teaching qualification as outlined in the Further Education Teachers' Qualifications Regulations 2001.	Yes	
Excellent written and communication skills with a good standard of IT skills.	Yes	
Experience of successfully teaching Key Stage 4 and/ or Key Stage 5 students.	Yes	
Demonstrable evidence of successful classroom practice which motivates students to high standards of achievement.	Yes	
Ability to plan, organise and deliver coherent and appropriate programmes of study in relevant subject area.	Yes	
The ability to manage and motivate students; be self-directed; participate as an effective team player; work under pressure; meet conflicting deadlines; work in a collegiate manner with the department and across the College.	Yes	
Flexibility and willingness to adapt to the needs of students from a wide range of abilities and cultures.	Yes	
Commitment to the educational potential and pastoral care of young men and women aged 16-19.	Yes	
Commitment to the safeguarding and welfare of students.	Yes	
Proactive approach in commitment to the College's equal opportunities policy.	Yes	
Proactive approach in commitment to the mission and aims of a Catholic College.	Yes	
Ability to deal with pressure calmly and to draw on humour	Yes	