



St. Lawrence College
The British School in Greece

Job description for the position of

Teacher of

AS & A-Level Economics

& IGCSE Business Studies

Being Recruited Spring 2021

To start employment 1st September 2021

***St. Lawrence College, The British School in Greece,
is committed to ensuring the complete and thorough
safeguarding of all pupils and staff in order to create
the safest environment for learning for all.***

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Teacher of Economics & Business Studies job description

- 1.To teach Economics AS-Level and A-Level (both years of Key Stage 5).
- 2.To also teach for approximately one-third of a full time teaching workload, IGCSE Business Studies in Years 10 & 11, to pupils who have chosen Business Studies as an IGCSE option.
- 3.To be familiar with all aspects of the Economics AS/A-Level syllabus content and assessment procedures. To also be familiar with the IGCSE Business Studies subject knowledge and assessment criteria.
- 4.To contribute to, to review, to develop and follow the schemes of work for both Year 12 & 13 Economics and Years 10 & 11 Business Studies.
- 5.To develop lesson plans, learning materials for lessons and internal assessment processes.
- 6.To ensure that appropriate differentiation of the curriculum is made to meet the needs of all levels of pupil ability.
- 7.To promote and make use of teaching and learning styles which stimulate pupil interest and involvement in learning.
- 8.To set, collect and mark homework regularly, giving feedback and utilizing the concept of formative assessment as required and as expected in the context of A-Level and IGCSE subjects.
- 9.To keep up with developments in Economics and Business Studies teaching through appropriate INSET.
- 10.To attend departmental and staff meetings as expected and required.
- 11.To ensure the classroom is suitable for A-Level and IGCSE lessons, in terms of being a stimulating environment, with wall displays, pupils' work celebrated, with desks and chairs organized properly for best practice.
- 12.To look after the resources of the school as well as possible.
- 13.To promote Economics & Business Studies beyond the classroom e.g. through extra-curricular activities, wall displays.
- 14.To take part in evaluation of exam performance and take action to improve standards of teaching and pupil support where required.
- 15.To seek opportunities for cross-curricular co-operation.



16.To establish appropriately high levels of expectation of pupils in terms of good standards of behaviour and achievement within Economics & Business Studies classes, always promoting the attributes of respect for others and an appropriate dynamic between teacher and pupils by overt reference to such behaviour in addition to personal example.

17.To promote and safeguard the welfare of pupils.

18.To monitor and record pupil progress.

19.To be proactive in communicating to parents the standards and needs of their children as they relate to Economics & Business Studies – both in cases of positive reporting or where effort or standard is below expectations.

20.To ensure high standards of diligence in all communication with parents, including in the quality of the writing of reports, provision of subject information to parents, attendance at parents' meetings and response to parents' enquiries.

21.To liaise with the pupils, teachers, parents and the Deputy Head (Academic) in relation to exam entry procedures.

22.To be aware of and take care to follow school policies on internal examinations, including their preparation, presentation, marking and grading.

23.To set appropriate and regular internal tests and internal exams.

24.To fulfil the pastoral duties expected of any teacher in a British school. These include playground duty, cover duty, being a form teacher, supporting school functions and the like.