

## TEACHER OF BUSINESS STUDIES AND ECONOMICS JOB DESCRIPTION

<b>LOCATION</b>	British School of Guangzhou
<b>JOB PURPOSE</b>	To carry out the role description below. To promote the wider aspirations and values of the school including the core values and the Be Ambitious philosophy.
<b>REPORTING TO</b>	Head of Economics & Business Studies
<b>OTHER KEY RELATIONSHIP</b>	Secondary Senior Leadership Team

KEY RESULT AREA
<p><b>Engagement and Interaction</b></p> <ul style="list-style-type: none"> <li>At all times, demonstrate our core values and act as an ambassador for the school in all dealings with the BSG community.</li> </ul> <p><b>Teaching and Learning</b></p> <ul style="list-style-type: none"> <li>Ensure effective teaching and management of classes, groups and individuals so that objectives are met, progress and challenge are maintained and the best use is made of teaching time.</li> <li>Use teaching methods, which will engage stimulate students' intellectual curiosity, including the use of effective questioning, clear presentation and effective use of resources.</li> <li>Set high expectations for students' behaviour, establishing and maintaining a good standard of behaviour management in accordance with the rules and behaviour policy of the school.</li> </ul> <p><b>Planning Expectations</b></p> <ul style="list-style-type: none"> <li>Identify clear teaching objectives, content, structures and sequences of lessons appropriate to the educational needs of the students.</li> <li>Set appropriate, yet challenging expectations for students' learning, building on prior attainment.</li> <li>Identify students who may require additional support and know where to get help in order to give positive and targeted support.</li> </ul> <p><b>Assessment and Evaluation</b></p> <ul style="list-style-type: none"> <li>To assess student's achievements and progress in accordance with agreed policies and procedures.</li> <li>Implement formative assessment to evaluate how well learning objectives are/have been achieved and adapt future teaching and learning accordingly.</li> <li>Mark and monitor students' class and homework providing constructive oral and written feedback.</li> </ul> <p><b>Relations with Parents and the wider community</b></p> <ul style="list-style-type: none"> <li>Prepare and present informative reports to parents in a professional manner.</li> <li>Facilitate parental engagement by ensuring homework details how parents can assist their children.</li> </ul> <p><b>Managing and Developing Relations within the School</b></p> <ul style="list-style-type: none"> <li>Interact on with academic and administrative colleagues to establish productive working relationships.</li> <li>To contribute to meetings, discussions and systems to facilitate the smooth running of the school.</li> <li>Supervise of the work of teaching assistants and participate in their professional development.</li> </ul> <p><b>Managing Resources</b></p> <ul style="list-style-type: none"> <li>Select appropriate resources to support learners in achieving teaching objectives.</li> <li>Ensure resources are managed appropriately both within classrooms and shared resource areas.</li> </ul>

### **Managing own Performance and Development**

- Understand the need to take responsibility for their own professional development.
- Keep up to date with research and developments in pedagogy as relevant to their curriculum area.
- Reflect on their own teaching critically and use this to improve their effectiveness.

### **Pastoral Duties**

- Be a form tutor/class tutor to an assigned group of students.
- Promote the general progress and well-being of students and of the group as a whole.
- Liaise with the Pastoral Leader to ensure the implementation of the school's pastoral system.
- Register students, accompany them to assemblies, encourage their attendance at all lessons and their participation in other aspects of school life.
- Contribute to the preparation of Action Plans and progress files and other reports.
- Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved.
- Communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff.
- Contribute to PSHE Programmes according to school policy.

### **Extra-Curricular Activities**

- Support the life of the school beyond the classroom.
- Lead one or more agreed after school activities each week.
- Participate in residential weeks and other trips as appropriate.
- Contribute to whole school learning initiatives.

### **Other Professional Requirements**

- Have a working knowledge of teachers' professional duties as specified in the school's handbook.
- Operate at all times within the stated policies and practices of the school.
- Inspire trust and confidence in students and colleagues.
- Build team commitment with colleagues and in the classroom engage and motivate students.
- Contribute to the development and / or implementation of school policies, especially the school's Development Plan.
- Promote the wider aspirations and values of the school.

### **PERSONAL SPECIFICATIONS – Skills Knowledge and Experience**

▪ A bachelor's degree (or above), a recognised teaching qualification and at least 2 years' teaching experience in a related subject.	Essential
▪ Experience of the English National Curriculum	Essential
▪ Good communication skills	Essential
▪ Competent ICT user	Desirable
▪ Familiar with ISAMS	Desirable
▪ Overseas experience	Desirable
▪ Strong CPD record	Desirable
▪ Integrate technology into the classroom experience to enhance and extend the learning of students	Essential
▪ Successfully teach students using technology in a virtual/hybrid environment	Essential

### **Personal Attributes**

- High levels of personal integrity
- Conscientious and able to focus on completing work to a consistently high standard
- Flexible and positive approach to work
- Excellent organisational and time-management skills; high attention to detail
- Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved
- Adaptable to working in a fast paced ever changing environment
- Ability to work under pressure and remain calm
- Proactive and willingness to take on multiple tasks
- Self-motivated and enthusiastic
- Ability to work independently
- Must be a team player, willing to help and be flexible
- Continually strive for improvement

#### Other

- Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.
- Compliance with visa requirements for working in China.
- A commitment to safeguarding and promoting the welfare of all pupils. And the willingness to undertake appropriate child protection training when required

#### Measures of Performance

Performance will be measured using a variety of evidence sources including (but not limited to):

- |                               |  |
|-------------------------------|--|
| • Professional knowledge      | • Quality of written communication                   |
| • Observations of lessons     | • Quality of spoken communication                    |
| • Feedback surveys            | • Engagement with wider school life                  |
| • Effective use of resources  | • Engagement with CPD                                |
| • Meeting of deadlines        | • Compliance with School/NAE procedures and policies |
| • Feedback from Line-Managers | • Professional behaviours                            |
| • PM Objectives/outcomes      | • Adherence to School Values                         |
| • Student outcomes            |  |
| • Handling of data            |  |

#### PHILOSOPHY AND VALUES

- **COLLABORATE WITH EMPATHY**
  - You are a team player who shares your knowledge to help colleagues and students learn and grow.
  - You understand the culture, background and needs of others so everybody feels welcomed, included and accepted.
  - You are self-aware – conscious of your impact on people and situations and adapt your behaviour so that you work collaboratively with others.
- **COMMUNICATE WITH IMPACT**

You communicate openly, with transparency and kindness. You influence and encourage people to share their ideas. You make every effort to always understand your audiences to build trust and make a positive impact on students' lives.
- **MAKE CONSIDERED DECISIONS**

Your decisions are made with the best interests of students, school communities, and the wider organisation in mind. You act with integrity using technology when you can, to generate data and insights that support your decisions.

▪ **EMBRACE CHANGE**

You are effective at working in changing environments and embracing change, which helps us to improve our schools. You can deal with ambiguity because you are adaptable and motivated to fulfil your responsibilities.

### CREATE YOUR FUTURE

We're [Nord Anglia Education](https://www.nordangliaeducation.com), the world's largest international schools organisation. Every day, our teachers and support colleagues help our thousands of students achieve more than they ever imagined possible.

A transformational education at one of our schools is focussed on excellent academic outcomes, creativity, wellbeing, and international connectedness. Our innovative use of educational technology also creates a personalised, 21st century learning experience for all students, while our global scale means we can recruit and retain the world's best teachers and offer unforgettable events and expeditions.

Our people are empowered to make a difference in their fields of expertise. Our fast pace of growth requires evolution and change from everyone, giving you the chance to define the role you do in the future. This challenges the learning agility of our employees and ensures every day brings interesting new experiences.

Founded in 1972 in the United Kingdom, our first international school opened in 1992 in Warsaw, followed by rapid growth across the world since the 2000s.

When you join our team, you'll become part of a global family of experts working for a fast-growing premium international brand.