Job Description

ST. PETER'S CATHOLIC SCHOOL

This School has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Post Title	TEACHER OF BUSINESS STUDIES
School	ST. PETER'S CATHOLIC SCHOOL
Salary Band/Range	MPR/UPR
Responsible to	HEADTEACHER
Location	ST. PETER'S CATHOLIC SCHOOL
DBS Check	ENHANCED

1. Job Purpose

The Main Duties (2.1) below are a Main Pay Range Teachers' Responsibilities as set out in the Teachers' Pay and Conditions Document. Main Pay Range teachers are required to act in accordance with the school's ethos, policies and practices, under the direction of the Headteacher.

For UPR posts:

In addition to the duties and responsibilities of a Main Pay Range teacher you are, as an Upper Pay Range teacher, required to be highly competent in all elements of the Teacher Standards, to ensure that your achievements and contribution to the school are substantial and sustained and to ensure that you discharge the Accountabilities under paragraph 10 and, if you are paid at the maximum of the Upper Pay Range, Accountabilities under paragraph 11. If you are a TLR post holder you will find the TLR job description attached.

2. Key Responsibilities

2.1 Main Duties

MPR

Teaching

- Plan and teach lessons and sequences of lessons to the class(es) you are assigned to teach within the context of the school's plans, curriculum and schemes of work in order to achieve target levels of student attainment, progress and outcomes.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned students.
- Know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively.
- Set and mark work to be carried out by the student in school and elsewhere, in accordance with the school's marking policy and schedule.
- Participate in arrangements for preparing students for external examinations.

Whole school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- Work with others on curriculum and/or student development to secure co-ordinated outcomes.

Wider Professional Responsibilities

	• Make a positive contribution to the wider life and ethos of the school • Deploy support staff effectively **Health, safety and discipline** • Promote the safety and well-being of students in accordance with the school's Child Protection, Safeguarding and other relevant policies. • Maintain good order and discipline among students in accordance with the school's behaviour policy. **Management of staff and resources** • Direct and supervise support staff assigned to you and, where appropriate, other teachers. • Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff. • Deploy resources delegated to you in accordance with school policies. **Professional development** • Participate in arrangements for the performance management process and review of your own performance and, where appropriate, that of other teachers and support staff. • Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction. **Communication** • Communicate with students, parents and carers in accordance with the school ethos, policies and practice. **Working with colleagues and other relevant professionals** • Collaborate and work with colleagues and other relevant professionals within and beyond the school. • Participate in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the school, which require the exercise of your professional skills and judgement. **Professional behaviour** • To be professional and respectful towards all colleagues, and to address any concerns through proper channels. • To be professional, fair and firm with students, demonstrating the sort of politeness and respectfulness that we wish them to emulate. • To be helpful and welcoming to parents/carers and others visiting or making contact with the school. • To provide a good role model for students. • To support and uphold the aims, values and ethos of the school. • To maintain an appropriate and professional distance with students in more informal situations. • To celebrate and praise the achievements of staff and students. • Be smartly and professionally dressed.
UPR	**Upper Pay Range Accountabilities** • Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their effective implementation to impact upon student achievement. • Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential. • Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas you teach, including those related to public examinations and qualifications. • Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.

	• Have a more developed knowledge and understanding of your subjects/curriculum areas and related pedagogy including how learning progresses within them than a Main Pay Range teacher. • Have sufficient depth of knowledge and experience to be able to give advice to colleagues on the development and well-being of children and young people. • Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge. • Provide coaching and mentoring to other teachers or colleagues, give advice to them and demonstrate to them effective teaching practice in order to help them meet the relevant standards and develop their teaching practice.
	Additional Accountabilities for the Maximum of the Upper Pay Range In addition to the requirements of a Main Pay Range teacher and an Upper Pay Range teacher, teachers paid at the maximum of the Upper Pay Range are required to ensure that they: • Play a critical role in the life of the school. • Provide a role model for teaching and learning. • Make a distinctive contribution to the raising of student standards. • Contribute effectively to the work of the wider team. • Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve students' learning.
2.2	**Safeguarding**
	School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.
2.3	**Health & Safety**
	Health and safety laws require all employees to help the School maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the School, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis. All duties and responsibilities must be carried out in line with the School's Health and Safety Policy and any local safety procedures.
2.4	**Information Management**
	As an employee of the School, the post holder will be expected to manage information in accordance with School policies. The post holder will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of the Data Protection Act 1998.
2.5	**Policies & Procedures**
	The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
3.	**Other Conditions**
3.1	**Mobility**
	Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required.
3.2	**Equal Opportunities**

	School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
3.3	**Variations to Job Descriptions**
	Duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.
3.4	**Training and Development**
	The School is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

Compiled/Reviewed by:	Mrs M.E Murphy, Headteacher
Date:	January 2017