



# ASHVILLE

HARROGATE

## JOB DESCRIPTION

<b>JOB TITLE</b>	Teacher of Business Studies
<b>DEPARTMENT</b>	Business Studies
<b>REPORTING TO</b>	Head of Economics and Business Studies
<b>SUPERVISORY RESPONSIBILITIES</b>	None

### SUMMARY OF JOB ROLE

To teach Business Studies to GCSE and A Level.

### MAIN DUTIES

1

**Maximise the potential of all pupils in the class.**

- Know about pupils' individual learning needs or personal circumstances that may affect your teaching and pupils' learning
- Maintain a positive working atmosphere in your classes; foster a spirit of enquiry, a love of knowledge and a delight in the pursuit of excellence.
- Teach students how to learn and think as well as to know and understand. Teach the strategies needed to pass exams.
- Teach according to departmental schemes of work, with lessons appropriately planned to take account of the students in your class or set.
- Ensure that prep/homework and holiday work is appropriately set.
- Mark accurately and constructively according to school guidelines. Keep clear records of pupil attendance and performance according to school guidelines.
- Set and mark work for classes in the event of your absence.
- Ensure that pupils' efforts are properly rewarded.
- Maintain a stimulating educational environment in your classroom.

2	<p><b><u>Contribute to the work of the Department</u></b></p> <ul style="list-style-type: none"> <li>• Contribute to department documentation, the construction and review of department schemes of work, sets of resources and departmental administration.</li> <li>• Share resources ideas and disseminate examples of good practice.</li> <li>• Attend departmental meetings.</li> <li>• Act as an advocate of the department and advise pupils about option choices at the appropriate times.</li> <li>• Provide written reports to contribute to school references.</li> <li>• Harbour school and faculty resources so they are used efficiently and stored securely.</li> <li>• Contribute to the setting, management, marking and administration of internal and external exams.</li> <li>• Organise and take part in college trips and visits.</li> <li>• Work with colleagues to organise classes.</li> <li>• Contribute to revision sessions as appropriate.</li> </ul>
3	<p><b><u>Contribute to the corporate life of the school</u></b></p> <ul style="list-style-type: none"> <li>• Uphold the school ethos and rules, taking due regard for professional standards and advice from senior staff.</li> <li>• Take responsibility for the behaviour of pupils directly in your care and at other times if the situation warrants. Apply any school sanctions consistently and with due regard for natural justice.</li> <li>• Help colleagues who may experience difficulties in their role.</li> <li>• Take part in duties as may be reasonably directed by the school's management.</li> <li>• Contribute to the spiritual life of the school by attending Assembly and occasionally contributing.</li> <li>• Attend staff meetings.</li> <li>• Complete administrative tasks according to deadlines and with due regard for colleagues.</li> </ul>
4	<p><b><u>Foster your own professional development</u></b></p> <ul style="list-style-type: none"> <li>• Take part in Staff Induction, Staff Appraisal, Professional Development and INSET events.</li> <li>• Maintain an up-to-date knowledge of your subject and associated pedagogy through reading and further training.</li> <li>• Attend staff working groups to develop good practice.</li> </ul>
5	<p><b><u>Communicate with parents</u></b></p> <ul style="list-style-type: none"> <li>• Write reports according to the school's time schedule and format.</li> <li>• Attend Parents Meetings.</li> <li>• Communicate clearly and promptly with parents if requested.</li> <li>• Reports include specific targets and strategies for pupil's development.</li> </ul>

6	<p><b><u>Promote the College</u></b></p> <ul style="list-style-type: none"> <li>• Act as an advocate for the College both in and out of school.</li> <li>• Where appropriate, contribute to marketing publications.</li> <li>• Where appropriate, contribute to marketing events and Open Days.</li> </ul>
7	Work in a manner that promotes and protects own health and safety, as well as that of other staff, pupils and visitors.
8	In line with our commitment to safeguarding, all members of staff have a duty of care towards Ashville College pupils and are expected to report any such concerns to the Designated Safeguarding Lead (DSL) or the Deputy DSL.

### PERSON SPECIFICATION

*Please note, these are the criteria which will be considered as part of the selection process.*

<b>Education and Qualifications</b>
<ul style="list-style-type: none"> <li>• Degree</li> <li>• PGCE</li> </ul>

<b>Experience</b>
<ul style="list-style-type: none"> <li>• Relevant teaching experience</li> </ul>

<b>PREPARED BY</b>	Human Resources
<b>DATE</b>	January 2020

*It is the shared responsibility of the job holder and their Line Manager to ensure that job descriptions are kept up to date.*

Job holder's signature: \_\_\_\_\_

Date: \_\_\_\_\_