

JOB DESCRIPTION | CLAREMONT SCHOOL



Job Title: Teacher of Business Studies/Economics

Line Manager: Head of Business Studies/Economics, Deputy Head Academic

Main Duties/Responsibilities (Teacher of Business Studies/Economics)

The role of the Teacher of Business Studies/Economics is to develop the department in line with the overall school ethos and lead by example to ensure that through high quality teaching and learning pupils reach their full potential in this subject area.

- To coordinate and teach from Year 9 to Year 13
- To provide the highest standard of achievement and enjoyment of learning Business Studies/Economics for all pupils across the school
- To track pupils' achievement based on knowledge of prior attainment, current performance and final predicted grade (MIDYIS, GCSE and ALYIS data)
- To review Schemes of Work regularly to ensure continuity and progression
- To manage administrative and organisational tasks related to the department, GCSE and A Level
- To advise the Headteacher of the requirements for equipment and general resources necessary to deliver the curriculum
- To attend courses and share information with colleagues
- To organise relevant extracurricular clubs and activities and promote Business Studies/Economics at every opportunity
- To chair and write minutes of departmental meetings
- To advise the SLT, the Headteacher and the Director on the effectiveness of the provision of Business Studies/Economics
- To engage the department in an on-going process of self-evaluation resulting in the production and implementation of the annual departmental development plan
- To liaise with the Head of Science at the Prep School and help to organise transition activities
- To manage, lead and inspire outstanding Business Studies/Economics initiatives and exhibitions

Main Duties/Responsibilities (Teacher)

All staff are expected to work in a partnership with parents/carers and have an eager commitment to liaise with them at every opportunity. Staff are also expected to promote the school at all times and to read school policies and handbooks and sign to say this has been done on an annual basis.

- To plan, deliver and evaluate lessons for pupils recognising the needs of individual pupils and provide activities to meet their needs
- To teach each lesson, according to the educational needs of the pupils that are assigned to him/her, including the setting and marking of work. If necessary or applicable this will be with close liaison with HODs or other department members
- To assess, record and report on the development, progress and attainment of pupils in line with school policy
- To provide learning objectives and targets to their pupils and ensure work is marked clearly and in accordance with the school marking policy

- To provide and/or contribute to oral and written assessments, reports and references relating to individual pupils, groups of pupils or issues in the school
- To liaise with the Learning Support department and to differentiate as appropriate for both Gifted & Talented and less able pupils
- To liaise with support and specialist staff as necessary
- To develop cross curricular links
- To assess pupils and maintain tracking and assessment data as required
- To liaise regarding budget/ordering of equipment in line with school policy
- To select students for prizes as required and to celebrate display/publish work of a high standard
- To create a stimulating and safe classroom environment and ensure displays are changed at least each half term
- To ensure commitment to safeguarding and train in line with government policy
- To attend termly INSET as directed by the Headteacher and find and promote opportunities for CPD in agreement with the Headteacher
- To provide leadership and firm discipline and work within the school behaviour policy guidelines
- To attend and contribute to planning meetings if invited
- To review performance through the appraisal system and have a desire to upskill and develop teaching of self and of others
- To participate in arrangements to organise and complete examinations during the school year, including ensuring that the planning and preparing of pupils for school examinations/assessments is complete. These exams can be term school exams, public examinations or end of year examinations
- To make records and reports on the social and personal needs of pupils to the CPO if deemed necessary
- To communicate and co-operate with groups outside the school if a child is under assessment, liaising with the SENCO
- To contribute to pupils' spiritual, moral, social and cultural development

Pastoral Care

All teachers at Claremont Senior School also perform the role of Tutor to approximately 12 students. Responsibilities include:

- Being first contact with parents/guardians on all academic or pastoral matters relating to tutees
- Ensuring that students feel safe and are aware of the support available to them, and to ensure that policies and procedures for child safeguarding are applied consistently
- Acting as a role model of positive values and behaviour, nurture and establish an environment in which tutees are intellectually curious and are stretched and challenged
- Knowing and understanding that each tutee has individual needs and seek to ensure that they contribute meaningfully to the life of the School.

Other Responsibilities

- To attend termly INSET as directed by the Headteacher and find opportunities for CPD in agreement with the Deputy Head
- To take part and/or organise school trips and/or fixtures when necessary
- To attend staff meetings and weekly briefings
- To play an active role in the school's co-curricular programme

- To be available for events for parents including consultation evenings, informal suppers and Open Days
- To undertake duties in line with the school policy
- To carry out any other reasonable request from the Headmaster
- To be involved with clubs and activities as required
- To take part in and/or organise school trips and whole school events e.g. sponsored walk, House challenges and Sports Day
- To undertake break, lunch and prep duties in line with the school policy and cover for absent colleagues as necessary
- To contribute to the school Newsletter, SMSC folder and website updates

Employee Signature:

Date: