



JOB DESCRIPTION

Job title:	Teacher of Business
Grade:	Dependent on experience
Purpose of the job:	To provide high quality learning opportunities in Business that enable students to achieve the highest possible standards. Participate in activities in support of the aims of the school. Be a form tutor to a group of students, having an overview of their care and academic progress.
Responsible to:	Subject Leader for Business and Economics

PRINCIPAL RESPONSIBILITIES

TEACHING

- Convey enthusiasm, energy and passion for Business to inspire students to develop a love of learning.
- Use a variety of teaching methods, differentiated to meet the needs of individual students, in order to stretch and challenge each student.
- Ensure that cross-curricular ICT, Literacy and Numeracy are reflected in the teaching and learning experience of students.
- Set and mark homework in accordance with school policy and the homework timetable.
- Set and maintain high standards of student work in the classroom. Inform the Subject Leader of any student whose work is exceptional or giving cause for concern.
- Modify teaching for students with Special Educational Needs, and work with any Teaching Assistant in order to maximise student progress.
- Ensure students work and behave well in class and deal with unsatisfactory work or behaviour in accordance with school policy.
- Maintain a stimulating learning environment. Keep classrooms tidy and arrange for appropriate displays of students' work.

ASSESSMENT

- Assess student work in accordance with statutory requirements, school policy and examination board requirements.
- Use agreed subject assessments to diagnose student strengths and areas for development, planning subsequent teaching accordingly.
- Maintain a record of student attainments.

- Use data to monitor student progress, provide support and guidance to ensure that no boy falls behind.
- Write reports on students, complete progress checks and attend meetings with parents as required by the school calendar.

RESOURCES

- Contribute to curriculum development, through discussions at subject meetings and by helping to prepare materials for use by all members of the subject.

SAFEGUARDING

- Be familiar with school safeguarding procedures and promote the welfare of the boys.

GENERAL

- Comply with the National Standards for Teachers.
- Participate in the Performance Management process in accordance with school policy.
- Engage in continuous professional development.
- Attend subject meetings and teaching staff meetings as required by the school calendar.
- Be familiar with, and adhere to, the school's Health and Safety policy and undertake risk assessments as appropriate.
- Contribute to school self review and evaluation processes.
- Contribute to the production of displays and activities for occasions when the school is open to prospective parents or to the public.
- Form effective relationships with students, teaching staff, non-teaching staff, parents and other professionals.
- Undertake the role and duties of a form tutor.
- Undertake duties before school, at break, and after school according to the school rota.
- To undertake any other duty as specified by STPCD not mentioned above.

This job description is current at the date shown but, in consultation with you, may be changed by the Head Master to reflect or anticipate changes in the job commensurate with the grade and job title.

This job description does not form part of the contract of employment. It describes the way that the post-holder is expected and required to perform and complete the particular duties as set out above.