

BUSINESS STUDIES TEACHER JOB DESCRIPTION

Job Title :	Business Studies Teacher
Line Manager:	Head of Faculty

Purpose of Job

Subject teachers are responsible for maximising the academic progress of the students they teach, working with colleagues to participate fully in the development of the department. Subject teachers promote a positive, purposeful and professional working atmosphere that encourages cooperation and challenge, whilst valuing the contribution that individuals make to the success of the department.

Duties and Responsibilities

Overall Responsibilities

- Encourage high standards in all aspects of school life, particularly in student progress
- Contribute to the effective and efficient running of the school
- Promote a school culture which is positive, purposeful and professional
- Support and motivate students, teachers and other school employees
- Encourage consultation, review and improvement

Teaching and Learning Responsibilities

- Plan and prepare well-structured, clearly presented lessons appropriate to the abilities of all students and the syllabus being taught
- Make sure that the classroom is a stimulating environment that facilitates learning
- Generate enthusiasm for the subject being taught and inspire all students to work to their potential
- Liaise with the Head of Department and Learning Support where a student may have special educational needs and with the form tutor and Head of House if a student is experiencing pastoral difficulties
- Promote high standards of behaviour by encouraging a positive, proactive approach to study and build productive relationships with students
- Set homework according to policy and pertinent to the student's ability and wider workload
- Promote high standards of organisation
- Be punctual to lessons
- Promote high standards in the use of English as the common language and help develop English for Academic Progress
- Provide high quality, accurate, constructive and targeted information to parents at Parents' Evenings, in subject reports, incidental meetings and communications
- Assess, record and monitor the progress of all students according to faculty guidelines in order to provide accurate information to parents in a variety of forms, as and when necessary
- Maintain materials and resources as needed

Responsibilities to the Department and School

- Be respectful of the needs of colleagues and the department with regards to cooperation, collegiality, deadlines and team cohesion
- Participate positively in departmental meetings, follow policies and generally contributing to the effective and efficient running of the department
- Promote professional dialogue, share ideas about teaching and learning and support other teachers in developing good practice and new approaches and initiatives
- Take part in, and contribute to, INSET activities offered in the department and by the school
- Enthusiastically contribute to cross-curricular links and initiatives, and Leadership in Action activities
- Be involved in new responsibilities within the department as part of an ongoing process of professional development
- Keep up to date with developments in the subject, and in education generally

Other Responsibilities

- Undertake other reasonable duties as requested by the Head of Department, Head of Faculty or members of the Senior Leadership Team and any duties that the Head Master deems necessary for the effective operation of the school

Requirements

- Appropriate degree, with UK PGCE, or other teaching qualification giving QTS
- Minimum three years' teaching experience
- Familiarity with the National Curriculum of England (plus IGCSE/GCSE and/or A Levels as appropriate)
- Passion for teaching and commitment to educating the whole child
- A high level of professionalism and consideration of the well-being of children
- Recent and consistent involvement in extracurricular activities
- Respect for all members of a school community, irrespective of position, gender, age and ethnic background
- Previous experience working with students for whom English is not their first language
- A positive and solution-focused attitude to working life
- Acceptable police checks (or equivalent) from the country of origin and from all other countries in which the applicant has worked and no question regarding suitability to work with children
- Appropriate references from current and previous employer, corroborated by personal phone calls made to each referee

Education is an ever-changing service and all staff are expected to participate constructively in schools activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.

*Harrow International School Bangkok is committed to the safety and protection of children.
All employees are expected to comply with our School Child Protection and Safeguarding Policy.*



Teacher of Business Studies

We are looking for a suitably qualified and experienced Business Studies teacher to deliver the Business Studies curriculum at IGCSE and A Level. Business Studies is part of the Social Sciences Faculty along with economics, psychology and media studies.

Course and examination board

Business Studies is a popular choice with students at IGCSE and A Level. The following Business Studies courses are currently offered at Harrow International School Bangkok.

- IGCSE Business Studies (CIE)
- International A Level Business Studies (Edexcel)

Academic outcomes

Academic results within the department are strong with a significant number of our students going on to study Economics and business-related degree courses at the world's top universities

Department staffing

We currently have five full-time teachers in the Economics and Business Studies Department.

Desirable skills and attributes for teachers

- Sound content knowledge and experience in teaching Business Studies (the ability to offer another subject is desirable)
- As a Business Studies specialist, a willingness to take a lead role in running the school's participation in the Junior Achievement (JA) Company Programme competition in Term 1 of each academic year
- An ability to effectively monitor student performance and provide intervention to support students when needed
- An awareness of the needs of EAL learners - as the majority of our students are non-native English speakers, a knowledge of strategies to support and scaffold students' language development hand in hand with their understanding of syllabus content is beneficial
- A knowledge of formative assessment strategies and a willingness to routinely incorporate these into lessons
- A willingness to undertake regular professional development to continually enhance subject knowledge and classroom teaching practice

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- The ability to extend able students beyond the syllabus in lessons as well as through the recommendation of extension reading materials
- The ability to write academic references and letters of recommendation for Sixth Form students applying for university
- A willingness to support students with the writing of personal statements for admission into UK universities
- A willingness to help prepare students for the Oxbridge admissions process
- A willingness to offer regular revision and intervention sessions for students outside of normal teaching hours (at lunchtimes and after school), particularly in the lead up to external examinations