



## **JOB DESCRIPTION**

*Downside School*

**Post Title:** Teacher of Economics and Business Studies

**Department:** Economics and Business Studies

**Faculty:** Humanities

**Location:** Stratton-on-the-Fosse, Radstock

**Reports to:** Head of Humanities

**Hours:** Full Time

**Date of Issue:** 21 June 2019

**The Organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

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### **Role Summary**

To teach and support a range of pupils up to and including A Level. Planning and preparing engaging lessons and ensuring appropriate work is set, assessed and marked. This will be in accordance with School and national guidelines and the requirements of examination boards, to the greater benefit of the pupils.

### **Duties and Responsibilities**

The following list is not exhaustive but the post holders' principal responsibilities are:

#### **I Teaching**

- be an excellent teacher
- be committed to raising academic standards and improving the quality of teaching and learning within their subject
- plan lessons thoroughly in accordance with School policy and in line with the faculty's schemes of work
- ensure that individual lessons are sufficiently challenging and enable all students to learn at all points in the lesson
- inspire pupils to continue their learning beyond lessons

- engender an atmosphere within lessons, which is conducive to active learning and encourages pupils to learn collaboratively
- actively promote the subject, for example by using suitable wall displays
- ensure that effective use is made of the resources available within the department and that they are well maintained
- actively seek CPD opportunities

## **2 Assessment, Recording and Reporting**

- set ambitious, yet realistic, targets for pupils and encourage them to fulfil their academic potential
- ensure that appropriate work is set on a regular basis and is forthcoming from all pupils
- monitor and track the progress of pupils by setting appropriate assessments in line with faculty policy
- ensure that assessed work is marked on a regular basis in accordance with School policy and that it is appropriately annotated to enable pupils to assess their own learning
- implement the faculty's support strategies for underperforming pupils
- assist with the running of additional support sessions and revision lessons
- maintain accurate records of all assessed work
- complete all interim, half term and end-of-term reports in a professional manner

## **3 Liaison**

A teacher is expected to liaise with:

- the Head of Faculty, to make that person aware of any matters likely to affect their ability to perform their teaching and pastoral roles effectively
- the Head of Faculty with regard to all academic matters
- the Head of Faculty, Tutors and parents with regard to pupils, who are a cause for concern to a member of the faculty in terms of underperformance
- the Head of Faculty with regard to matters involving the fabric of faculty rooms and their upkeep

## **4 Professional Standards**

- support the Catholic and Benedictine ethos of the school
- keep abreast of national educational initiatives
- make a significant contribution to co-curricular activities and the boarding life of the School
- set a good example to students by appropriate dress, conduct and punctuality
- treat all members of the School community with respect and consideration
- treat all pupils fairly, consistently and without prejudice
- take responsibility for personal professional development within the School's CPD programme
- attend all faculty and staff meetings as required
- promote the School on public occasions, such as Open Days, Parents' Conferences and Prize Day
- ensure that all deadlines are met as published in the School calendar
- take responsibility for matters relating to health and safety

- undertake duties that may be reasonably assigned by the Head Master (directly or indirectly)

Responsibilities may be direct, joint or through devolved structures, but always in accordance with whole school policies. These details may be amended at any time by agreement, but in any case will be reviewed through the performance management process.

The following duties are ones which all staff are required to perform:

- Observe health and safety procedures and work safely at all times;
- To be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role;
- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact;
- Undertake any other duties as required by your manager in order to meet the changing needs and demands of the Organisation.
- Conduct yourself with professionalism, tact and diplomacy at all times as a representative of the Organisation.

## **Review**

This job description is provided to assist the post holder to know their principal duties. It may be amended in consultation with the post holder without change to the level of responsibility or remuneration appropriate to the post.

## PERSON SPECIFICATION

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b> <i>These are qualities without which the applicant could not be appointed.</i>	<b>DESIRABLE</b> <i>This information could be used to differentiate applicants.</i>	<b>HOW IDENTIFIED</b> <i>(Application / Interview)</i>
<b>Qualifications</b>	Honours degree in Economics, Business Studies or an appropriate related discipline from a recognised university	PGCE/GTP/QTS	Application
<b>Experience</b>	Teaching to GCSE/IGCSE and A Level, and/or Pre-U and IB  Demonstrable experience of excellent teaching and results	Excellent track record of examination success for sets taught  Experience of coordinating educational/field trips  Pastoral experience within a similar setting	Application / Interview
<b>Skills</b>	Ability to teach at all levels up to and including university entrance  Able to incorporate ICT into lessons  Excellent oral and written communication skills  Ability to motivate and enthuse pupils, and work collaboratively with colleagues  Ability to contribute significantly to the school's co-curricular programme  Ability to prioritise and be well organised	ICT proficiency eg interactive lessons, development of resources for a VLE  Ability to coach sports and a range of other co-curricular activities eg Duke of Edinburgh, CCF	Application / Interview
<b>Knowledge</b>	Secure subject knowledge  Awareness of examination specifications and requirements, and how to use this information to raise academic standards	Application of AfL to the development of teaching and learning  Willingness to develop own learning of the subject	Application / Interview

	<p>Awareness of appropriate teaching and learning strategies, and the importance of self-evaluation</p> <p>Awareness of safeguarding and pastoral issues</p> <p>Appreciation of the ethos of a Catholic and Benedictine boarding school</p>		
<b>Personal competencies and qualities</b>	<p>A passion for Economics and Business Studies</p> <p>Commitment to CPD</p> <p>Calmness under pressure</p> <p>Resilience, commitment and confidence</p> <p>Both independent and a team player</p> <p>Flexible and adaptable</p>		Application/ Interview

**Received by (print name):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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