WOOLWICH POLYTECHNIC SCHOOL

Job Description

Post Title: Business Teacher

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| **Purpose** | * To assist the HOD in the raising of standards of student attainment and progress. * To be accountable to the HOD for student progress and attainment for all classes taught. * To be a team player who is willing to get involved in helping the department achieve set tasks. * To monitor and support the overall progress and development of students as a Form Tutor. * To monitor the student progress and attainment within the department and be accountable to the HOD. |
| **Reporting to** | * HOD |
| **Responsible for** | * The provision of a full learning experience and support for students/HOD |
| **Liaising with** | * Other teachers/HOD and relevant non-teaching support staff, external agencies and parents |
| **Salary/Grade** | * As advertised |
| **Disclosure level** | * Enhanced. A DBS, enhanced disclosure is a requirement for this post with other checks required for safeguarding children. |
| MAIN (CORE) DUTIES | |
| **Operational/ Strategic Planning** | * To design schemes of learning that fully include all students and enable students to achieve through fun and interesting lessons. * The help the HOD in the day-to-day management, control and operation of the department. * To implement school Policies and Procedures according to the school rules and regulations. * To work with colleagues to ensure that students are fully supported to achieved the highest possible grades. * To support the school in the application of ICT in the designated curriculum area. * To actively monitor and follow up students. |
| **Curriculum Provision** | * To liaise with the HOD to ensure that the delivery of the curriculum is effective in enabling students to achieve their targets. |
| **Curriculum Development** | * To support curriculum development within the department. * To keep up to date with national developments in the subject area and teaching practice and methodology. * To liaise with the Examination Officer to maintain accreditation with the relevant examination and validating bodies, ensuring that the needs of SEN students are communicated and addressed. |
| **Staffing**  **Staff Development** | * To ensure that any development needs are identified and that appropriate strategies are put into place to meet such needs. * To promote teamwork and to motivate other staff to ensure effective working relations. * To participate in schools training programme. |
| **Quality Assurance** | * To ensure the effective monitoring of student achievement and progress. * To establish student targets within the designated area and to work towards their achievement. * To ensure that the standards of practice within the department are maintained. * To contribute to the schools learning and teaching procedures for lesson observations. * To participate in the monitoring and evaluation of the curriculum area in line with agreed school procedures including evaluation against quality standards and performance criteria. |
| **Management Information** | * To ensure the maintenance of accurate and up-to-date information concerning the relevant student data on the management information system. * To assist in the use of analysis and evaluation of performance data. * To produce reports within the quality assurance cycle. * To produce reports on examination performance, including the use of value-added data. * To assist in the identification of exam entries within the curriculum area. |
| **Communication** | * To ensure effective communication, as appropriate, with the parents/guardians of students. * To liaise with partner schools, higher education institutions, Industry, Examination Boards, Awarding Bodies and other relevant external bodies, as appropriate. |
| **Marketing and Liaison** | * To contribute to the school liaison and marketing activities, e.g., the collection of material for press releases. * To contribute to the development of effective subject links with partner schools. * To actively promote the development of effective subject links with external agencies. |
| **Management of Resources** | * To assist the HOD to identify resource needs and to contribute to the efficient /effective use of physical resources. * To co-operate with other departments to ensure a sharing and effective usage of resources to the benefit of the school and the students. |
| **Pastoral System** | * To monitor and support the overall progress and development of students within the designated curriculum area. * To help monitor student attendance together with student progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. * To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description. * To contribute to PSHE according to the school policy. * To assist in the implementation of the Behaviour Management system in the curriculum area so that effective learning can take place. |
| **Teaching** | * To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. |
| **Additional Duties** | * To play a full part in the life of the school, to support its distinctive mission and ethos and to encourage staff and students to follow this example. |
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| **Other Specific Duties** | |
| * To promote actively the schools corporate policies. * To continue personal development as agreed. * To actively engage in the staff review and development process.   Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. | |

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| Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.  Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.  The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |
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**PERSON SPECIFICATION**

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| **QUALIFICATIONS** | A relevant teaching qualification with qualified teacher status. |
| **PROFESSIONAL** | Recent and relevant continuing Professional Development in current educational practice. |
| **EXPERIENCE** | Successful and varied teaching experience across the age ranges of Key Stage 3, 4 and 5  Analysing and interpreting data to inform teaching methods.  Monitoring progress, evaluate impact and take action to improve.  Leading professional development through example and support. |
| **SKILLS AND ABILITIES** | Excellent classroom practitioner.  The ability to motivate, lead staff, organise and manage effectively – as a subject leader.  The ability to establish clear expectations and constructive relationships among staff, through:   * Team working and mutual support * Devolving responsibilities and delegating tasks * Evaluating practice and developing acceptance and accountability.   Commitment to equal opportunities and inclusion.  The necessary skills to assess, set targets, plan, implement and evaluate the curriculum and other initiatives.  Practical knowledge of ICT, personally and across the curriculum with children.  Knowledge of current educational / legislation, practices and procedures, particularly of the National Curriculum framework, National Strategies and assessment schemes. |
| **OTHER** | A commitment to working as a pro-active member of the school team.  Good communicator, with a high level of interpersonal skills. |