



Morpeth School

SECOND IN CHARGE IN BUSINESS AND ECONOMICS STUDIES (WITH LEAD RESPONSIBILITY FOR BUSINESS STUDIES)

JOB DESCRIPTION

Your main role is to lead the teaching of Business Studies, with passion and creativity, and promote whole school ethos and practice. More specifically, your role is:

- To convey enthusiasm and commitment about teaching and learning, whilst always seeking out opportunities to improve.
- To be a very effective teacher who is up to date with the best of new and old techniques.
- To be an efficient and organised administrator and communicator.
- To use whole school and departmental assessment data in order to promote achievement and identify and support pupils' needs.
- To create a very positive ethos for the subject which contributes to the enrichment of pupils' experiences, and rewards their efforts.
- To model high expectations of pupil behaviour and demonstrate a range of strategies for supporting pupils who may be challenging.
- To adopt a high profile middle leader role within the whole school context.
- To ensure colleagues are supported and recognised for their strengths and contributions.

Please also refer to the job description for all teaching staff



JOB DESCRIPTION

ALL TEACHING STAFF

1. AS A MEMBER OF STAFF

Under the guidance and direction of the Headteacher, Associate Headteacher or Deputy Headteacher to:

- (a) carry out the professional duties of a schoolteacher
- (b) carry out a share of supervisory duties in accordance with published rotas
- (c) participate in appropriate meetings with colleagues and parents/carers
- (d) implement whole school and Authority policies

2. AS A MEMBER OF A DEPARTMENT

Under the guidance and direction of the Head of Department, to:

- (a) plan and prepare courses and lessons
- (b) teach the pupils in assigned groups/classes, including the setting, marking, assessing and recording of work carried out by pupils in school and elsewhere
- (c) write reports and profiles as required, including the National Record of Achievement
- (d) communicate with parents/carers re pupils' progress
- (e) participate in arrangements for professional development
- (f) prepare courses of study, teaching materials and training programmes
- (g) maintain positive behaviour among pupils and safeguard their health and safety, both in school and in authorised school activities elsewhere
- (h) participate in meetings relating to curriculum, administration or organisation
- (i) adhere to the school's policy and practice re. cover
- (j) participate in public and internal examination arrangements
- (k) register the attendance of pupils following school guidance
- (l) be responsible for maintaining learning environments with regard to health and safety, good order, appearance and display
- (m) follow the procedures outlined in the Staff Handbook

3. AS A MEMBER OF A YEAR TEAM

(Tutors and attached Staff)

Under the Guidance and direction of the Head of Year, to:

- (a) keep an accurate and up-to-date Form Register following school guidance re. attendance and punctuality
- (b) write tutor reports
- (c) prepare initial drafts for references, testimonials and reports to outside agencies, as appropriate
- (d) promote high standards of work, behaviour, attendance and punctuality from members of the Tutor Group
- (e) check and initial homework planners on a weekly basis
- (f) use registrations profitably, to support pupil learning and well being
- (g) teach the CPSHE programme
- (h) attend assemblies with the Tutor Group and supervise their arrival, behaviour and departure
- (i) participate in meetings called by the Head of Year
- (j) participate in Parents'/Carers Meetings involving the Tutor Group, and sustain good home-school relationships.

MORPETH SCHOOL

Second in Charge in Economics and Business Studies (Lead Teacher for Business Studies)

Selection Criteria

Please address these criteria in your application form and interview

1. Qualified teacher of Business Studies
2. A commitment to inclusive education and the raising of aspiration and achievement.
3. A secure knowledge of current curriculum developments and approaches to teaching and learning, particularly those relating to Business Studies at KS4 and KS5.
4. An understanding of the purpose and use of possible assessment procedures, and an ability to maintain accurate records to track and support pupil progress.
5. A commitment to engaging in continuing professional development.
6. A commitment to supporting and developing the school's extra-curricular offer.
7. High level communication, administrative and organisational skills.
8. An excellent record of attendance and punctuality.
9. Commitment to the protection and safeguarding of children.