

JOB DESCRIPTION

Business Studies and ICT Teacher

- Area:** Department
- Responsible to:** Curriculum Leader: Business, ICT and Computing
- Responsible for:** The teaching of Business Studies and ICT to members of the school as directed by the Headteacher and in line with the local and National policies and the aims of the school.
- Principal Purpose:** To participate fully in the teaching of Business Studies and ICT within the school and other duties as appropriate, as reasonably directed by the Headteacher.

- 1 To carry out the duties of a teacher as outlined in National agreements.
- 2 To assist the Headteacher in delivering the school's policy in respect of legal, moral and educational obligations placed upon it by Education Acts.
- 3 To further the school's aims and objectives.

Specifically:

- (a) To participate in the school's pastoral programme.
- (b) To work within agreed school and department policy guidelines regarding teaching, record keeping and assessment of pupils.
- (c) To teach throughout the age and ability range, following appropriate ability levels.
- (d) To attend various school meetings as required within directed time.
- (e) To participate in relevant INSET activities and review from time to time methods of teaching and programmes of work.
- (f) To participate in the development of schemes of work and resource materials for the department.
- (g) To participate in cross curricular links within the school.

Community activities

To contribute and promote community activities within the ethos of the Community School.

Extra Curricular activities

To contribute to the programme of extra-curricular activities taking responsibilities for groups or events as delegated by the Curriculum Leader.