Job Description

Job Title: Teacher of Business Studies

Location: Aylward Academy

Hours of work: Full time

Reports to: Head of Department

Purpose of the Role:

1. To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

2. Carrying out 'the duties of a school teacher' as set out in the School Teachers Pay and Conditions document

Main Responsibilities:

Teaching
- To teach a number of classes of varying ages and abilities.
- To plan and prepare lessons appropriate to the different abilities of students, including students with special educational needs.
- To teach within the Department as required and, where appropriate, to the whole 11-16 range.
- To assess, mark students' work and give meaningful and motivational feedback in accordance with the school and department policies and National Curriculum requirements.
- To create an orderly atmosphere for learning within the classroom and workshop environment
- To maintain a pleasant learning environment for students.
- To track the progress and development of every pupil in their class, including those with SEND, and EAL status
- To set high academic and behavioural expectations for all pupils, including SEND pupils and supporting their achievement.

The Curriculum
- To follow the department's scheme of work.
- To assist the Department in the preparation of resources and the scheme of work.
- To prepare coursework for moderation purposes, where appropriate.
- To use relevant technology where appropriate.
- To attend department/Faculty meetings as published.
- To attend subject evenings for Parents as appropriate.
- To take part in the reporting arrangements to parents.
- To contribute to the development and production of teaching materials/resources within the Department as appropriate.
- To be responsible for registration procedures including information on attendance returns.

Pastoral Responsibilities
- To be a tutor or attached tutor to a particular year group.
- To attend Year team meetings as published in the school calendar.
- To attend parents' evenings as published in the school calendar.
- To be involved in the planning and delivery of the Tutorial Programme.
- To be responsible for registration procedures including information on attendance returns.

General Responsibilities
- To participate in the professional development arrangements within the school.
- To be aware of all policies and procedures relating to the school specifically in the school handbook and weekly bulletin.
- To attend briefings and staff meetings as published in the school calendar.
- To be aware of and observe relevant Health and Safety practices.
- To assist with school detentions as appropriate.
- To undertake weekly duties as arranged.
- To attend the 5 Whole School training days throughout the year

- To undertake such other duties as may from time to time be reasonably assigned by the Headteacher.

General SEND responsibilities

- The progress and development of every pupil in their class, including those with SEND
- Adapting teaching and curriculum for pupils with SEND and incorporating guidance provided by the SENDCo and external professionals.
- Working closely with any additional adults to assess, plan, do and review support and interventions for each pupil with SEND in their class
- Working with the SENDCO to review each pupil's progress and development and decide on any changes to provision
- Setting high academic and behavioural expectations for all pupils, including SEND pupils and supporting their achievement.
- Identify pupils with SEND in their class.
- Engage in on-going SEND CPD offer

Employee value proposition:

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment/ Teachers' Pay and Conditions.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Headteacher/Group/Chief Executive or Executive Director
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

Job Title: Teacher of Business Studies

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	• A Good Honours degree in relevant degree • Qualified Teacher Status, with a subject specialism(s) related to the post • Evidence of a good understanding of the National Curriculum • Good numeracy and literacy skills	Up to date First Aid Certificate
Knowledge/Experience	Specific knowledge/ experience required for the role	• Understanding of relevant research and best practice relating to the teaching and learning of your subject, particularly the strategies which deliver the most impact in the classroom. • Record of success as a classroom teacher or in the case of an NQT, in teaching practice. • Ability to employ a range of teaching skills and attributes to promote effective learning. • Knowledge of effective assessment and feedback • Evidence of a commitment to play a full and active part in the life of the school. • Good understanding and ability to use relevant equipment/technology. • Ability to work constructively as part of a team. • Experience in teaching your subject	Evidence of involvement in extracurricular activities
Skills	Line management responsibilities (No.)	N/A	N/A
	Forward and strategic planning	N/A	N/A
	Abilities	• The ability to motivate students.	N/A

		• The ability to deal fairly, sensitively and firmly with students. • The ability to establish good working relationships with students, staff and parents and carers. • A good level of ICT skills and the ability to make effective use of ICT in the classroom. • Demonstrate effective communication skills to a variety of audiences. • Ability to create a happy, challenging and effective learning environment.	
Personal Characteristics	Behaviours	• Customer-focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a "can do" attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills	N/A

	Values	• Ability to demonstrate, understand and apply our values
		  ○ Be unusually brave
		  ○ Discover what's possible
		  ○ Push the limits
		  ○ Be big hearted
			N/A

Special Requirements		• The successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK	N/A

		• Evidence of a commitment to promoting the welfare and safeguarding of children and young people	