

# JOB DESCRIPTION

Date

05.04.19

Job title:	Teacher of Business Studies/Economics
Reporting to:	Head of Department
Department/School:	Akeley Wood Senior School
Scope:	UK
Checks:	Enhanced DBS with Bared List Checks and Overseas Checks (if necessary)

*The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.*

## Working With Us

Achieving more than you believed possible – that's what constitutes a quality education. At Cognita it is what we strive for in our schools. We want it for our children, and we want it for the people who work for us.

Since Cognita's launch in 2004, we've built an international network of 67 schools that serve some 30,000 pupils across seven countries in the UK, Europe, Latin America and South-East Asia.

Cognita's international network of schools and regional offices, combined with our ongoing investment in the professional development of our people, means we can offer first-class career opportunities with a global dimension. If you want to take your career further, we want to support you in achieving that goal within Cognita.

## Job Summary

Under the direction of the Head of Department and Headteacher:

- Prepare and teach Business Studies/Economics lessons which are appropriate, challenging and stimulating across each key stage (4-5)
- Convey enthusiasm, energy and passion for Business Studies/Economics to inspire students to develop a love of learning.
- Use a variety of teaching methods within class, differentiated to meet the needs of individual students, in order to stretch and challenge each student and promote relevance to real life scenarios
- Employ procedures for encouraging good behaviour in Business Studies/Economics and deal with any incidence of poor behaviour and implement the school system for rewards
- Mark students' work in a timely manner and in-line with department and school policies.
- Maintain a stimulating learning environment. Keep classroom tidy and arrange for appropriate displays of students' work.
- Set and mark appropriate homework in-line with department and school policies.

## Key Responsibilities

- Lead by example, providing inspiration, motivation and purpose within Business Studies/Economics department.
- Show commitment to the aims and objectives of the department, helping to ensure that long, medium and short-term objectives are achieved to secure school improvement within Business.
- Provide information, objective advice and support to the Head of Department, Headteacher and SLT to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievements.
- Plan for effective monitoring, evaluating and reviewing of pupil attainment to secure pupil progress.
- Think creatively and imaginatively to anticipate and solve problems and help students to progress.

### Internal:

- Head and Senior Leadership Team
- Head of Business Studies/Economics
- Teaching Staff
- Business and Administration Staff
- Caretaking and Site Management Staff
- Pupils

### External:

- Cognita Management Staff
- Parents
- Visitors
- External Contractors

## Person Specification

	Attributes	Essential	Desirable
<b>Qualifications</b>	Qualified Teacher Status	/	
	Good Honours Degree		/
	Ongoing record of Continuing Professional Development		/
<b>Experience</b>	Successful and relevant teaching experience	/	
	Experience teaching pupils across age range 13-18		/
	Awareness of national curriculum requirements in all key stages and current national priorities in education		/
	Successful team working	/	
<b>Professional Skills</b>	The ability to plan, resource and deliver effective learning to all age and ability groups	/	
	The ability to inspire, motivate and develop pupils in their learning	/	

	A strong commitment to reflection, self-evaluation and an ability to use data to inform planning	/	
	An ability to identify and create exciting learning resources that enable effective learning across all abilities	/	
	High level of ICT literacy and confidence in utilising ICT for both learning and the management of information		/
<b>Professional and Personal Qualities</b>	A genuine interest in young people and a commitment to achievement for all	/	
	A strong drive to deliver high academic standards and to uphold school expectations of pupils	/	
	Good communication/interpersonal skills	/	
	To be able to demonstrate an understanding of and take responsibility for promoting high standards of literacy, and the correct use of standard and scientific English		
	Ability to manage workload and demonstrate flexibility, resilience and perseverance in meeting challenges	/	
	Total commitment to safeguarding children	/	
	A positive role model for pupils and a commitment to academic mentoring and the role of the form tutor	/	
	A willingness to contribute to extra-curricular activities	/	
	A very good record of attendance and punctuality	/	

### **Competencies for the Role:**

#### **Teaching and learning:**

- Monitor the progress of pupils of all ability against measurable targets, ensuring high standards of work, providing oral and written reports to senior staff on a regular basis.
- Liaise with line manager, as appropriate, to ensure consistency of practice.
- Assist children with Additional Learning Needs in line with IEPs provided by SENCO
- Maintain a tracking spreadsheet of pupils which shows progress made over time.
- Provide oral and written reports to parents and attend progress meetings as required.

#### **Assessment and Monitoring:**

- Responsible for the assessment and monitoring of pupils.
- Contribute to the development of effective examinations and assessment which reflects the school's mission statement and whole school policy on assessment.

#### **Value Based Behaviours – the behaviours associated with our company values:**

- Excellence
- Respect
- Integrity
- Collaboration

## Remuneration

- Contributory pension scheme
- School fee discount
- Professional development

Signed: ..... Date: .....

Name (Print): .....