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|  | **JOB DESCRIPTION** |

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| **Post title** | **TEACHER OF BUSINESS STUDIES** |
| **Reporting to** | Head of Subject |
| **Working Time** | 195 days per year, full time |
| **Salary/Grade** | MPS 1-6+ UPS 1-3 |

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| **PURPOSE OF THE POST** |
| * To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
* To monitor and support the overall progress and development of students as a teacher/form tutor.
* To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
* To contribute to raising standards of student attainment.
* To share and support the Academy’s responsibility to provide and monitor opportunities for personal and academic growth.
* Act within the statutory frameworks, which set out the professional duties and responsibilities in line with STPC and Teacher’s Standards
* Take responsibility for promoting and safeguarding the welfare of children and young people within the school
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| **Responsible for** | The provision of a full learning experience and support for students. |
| **Liaising with** | Principal, senior leaders, teaching/support staff, local authority representatives, external agencies and parents/carers. |

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| **MAIN (CORE) DUTIES** |
| **Operational/****strategic planning** | * To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and department.
* To contribute to the curriculum area and department’s development plan and its implementation.
* To plan and prepare courses and lessons.
* Deliver interactive lessons with students.
* To attend all appropriate meetings.
* To teach students according to their educational needs, including the setting and marking of work.
* To contribute to planning activities across the Academy.
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| **Curriculum provision** | * To assist the Head of Department and senior leaders in ensuring that the curriculum area provides a range of teaching that complements the Academy’s strategic objectives.
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| **Curriculum development** | * To assist in the process of curriculum development and change to ensure its continued relevance to the needs of students, examining and awarding bodies, and the Academy’s Mission and Strategic Objectives.
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| **Professional development** | * To take part in the Academy’s staff development programme by participating in arrangements for further training and professional development.
* To continue personal development in relevant areas including subject knowledge and teaching methods.
* To engage actively in the Performance Management process.
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| **Working with other staff** | * To ensure the effective/efficient deployment of classroom support.
* To work as a member of a designated team and to contribute positively to effective working relations within the school.
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| **Quality assurance** | * To help to implement Academy quality procedures and to adhere to those.
* To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed procedures, including evaluation against quality standards and performance criteria.
* To seek/implement modification and improvement where required.
* To review, from time to time, methods of teaching and programmes of work.
* To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
* To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
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| **Management information** | * To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers etc.
* Work to student targets and ensure that progress is tracked through a range of strategies.
* To complete the relevant documentation to assist in the tracking of students.
* To track student’s progress and use information to inform teaching and learning.
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| **Communications** | * To communicate effectively with the parents of students as appropriate.
* Where appropriate, to communicate and co-operate with persons or bodies outside the Academy.
* To follow agreed policies for communications.
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| **Liaison** | * To take part in activities such as open evenings, parents evenings, review days and liaison events with partner schools.
* To contribute to the development of effective links with external agencies.
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| **Management of resources** | * To contribute to the ordering and allocation of equipment and materials.
* To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.
* To co-operate with other staff to ensure effective usage of resources to the benefit of the Academy, department and the students.
* To comply with the financial, health & safety, and HR processes and procedures of the Academy.
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| **Pastoral responsibilities** | * To be a form tutor to an assigned group of students.
* To promote the general progress and well-being of individual students and of the form tutor group as a whole.
* To liaise with the relevant Progress Leader to ensure the implementation of the Academy’s pastoral and progress tracking system.
* To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in Academy life.
* To evaluate and monitor the progress of students and keep up to date student records as may be required.
* To contribute to the preparation of Action Plans, progress files and other reports.
* To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
* To communicate as appropriate with the parents of students and with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate staff.
* To contribute to PSHE, citizenship and enterprise according to Academy policy.
* To maintain discipline in accordance with the Academy’s policy and procedures.
* To apply the behaviour management systems so that effective learning can take place
* To comply with the Academy’s Child Safeguarding Procedures.
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| **Date completed** | March 2019 |