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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 | |
| **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. |
| **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. |
| **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. |
| **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. |
| **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. |
| **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. |
| **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. |
| **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. |
| **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. |
| **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. |
| **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 |