

**JOB DESCRIPTION**

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| **Job Title** | Teachers of Economics and Business  |
| **Hours** | Full-time |
| **Status** | Permanent |
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**Responsible to: Head of Economics, Business and Politics**

**Job Purpose: Teacher of Economics and Business Studies**

 **JOB DESCRIPTION**

**Key responsibilities**

* To deliver outstanding teaching and learning through high standards of planning and classroom practice in both subjects, promoting the values, principles, policies and priorities of Queen’s College.
* To support the Head of Department achieve the aims and objectives set out in the Departmental handbook, by being a positive role model and committed and skilled classroom teacher.
* To contribute to the raising of standards of pupil achievement in Economics and Business lessons through continuous professional development, being a reflective practitioner and maintaining a high standard of knowledge of the curriculums you teach.

**Responsibilities**

* Provide extra-tuition to pupils as appropriate, to ensure that they reach their maximum potential; and ensure effective delivery of revision programmes for public examination classes in Economics and Business.
* To develop innovative teaching using a wide range of methods to promote engagement and support students achieve outstanding outcomes.
* Use standardised baseline tests agreed with the Head of Department to monitor progress of students.
* Maintain accurate and detailed student records, including target setting, monitoring and reviewing progress; and contributing to report writing and the departmental raising achievement plan.
* Liaise/collaborate with pastoral and teaching staff regarding pupil progress and behaviour as and when necessary; suggesting appropriate courses of action/teaching methods to promote the achievement of academic progress and self-esteem in Economics and Business.
* Attend departmental meetings and contribute to the strategic focus of the department and encourage collaborative working.
* Develop resources and teaching methods that reflect best practice, contributing to the quality of provision within the department.
* To be responsible for communicating/liaising with parents and/or guardians either by email or phone.
* Attend CPD courses to ensure you are up to date with current practice and to contribute to the development of the subject area.

**Whole school responsibilities:**

* Be an effective tutor within the year system and therefore be involved in the pastoral care of those pupils.
* Communicate with subject staff, other tutors, and the School’s safeguarding group with regards to the safeguarding of students.
* Contribute to the Saturday co-curricular programme and week day co-curricular activities within the School.
* Attend full staff meetings, parent’s evenings and any assembly or school meetings as required.
* Attend and actively participate in assessment meetings - discussing progress of all pupils.

**Mandatory Duties:**

1. Responsibility for safeguarding and promoting the welfare of children.
2. Commitment to Equal Opportunities.

**Additional Duties:**

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College.

The post-holder will undertake assigned duties and responsibilities, ensuring that all actions are discharged within the regulatory and legislative requirements to which the College is subject.

**April 2019**

This job description is current at the above date. In consultation with the post holder it is liable to variation by the School to reflect actual, contemplated or proposed changes in or to the job.

**Person Specification**

**Person Specification –Teacher of Economics and Business**

* Educated to degree level.
* PGCE/QTS or equivalent.
* Ability to teach at least three of: A Level Economics, A level Business Studies, L3 Cambridge Technical in Business and Business Studies GCSE.

**Knowledge**

* Excellent subject knowledge; and for experienced teachers, an impressive track record of results.
* Demonstrate outstanding classroom practice, capable of inspiring pupils with an imaginative approach to teaching and learning.
* Knowledge of effective pastoral care and safeguarding and child protection issues.
* Knowledge of current curriculum developments.
* Understanding of Health & Safety issues maintaining a safe classroom environment.
* Experience of using ICT in teaching and learning.

**Skills and Abilities**

* Strong communication and interpersonal skills.
* Ability to use assessment data to inform planning and set student performance targets.
* Strong IT skills.
* The capacity to lead by example, to inspire students and to work as part of a team.
* Ability to develop good relations with staff, pupils, parents.
* Strong organisational and administrative skills.
* Ability to create and maintain strong, supportive relationships with colleagues, parents/carers and pupils.
* High standards of classroom management.
* (Experienced teachers) Evidence of high student achievement (success rates, value added achievement, progression).
* Ability to lead, motivate and inspire students driven by love of the subject.

**Personal/professional qualities**

* Willingness to be fully involved in school life.
* Aspirational and empathetic; has a genuine belief in the potential of every pupil.
* Resilient, tenacious, determined and pragmatic.
* Work in collaboration with the department.
* Flexible and resourceful.
* Commitment to continuing professional development.
* High expectations of students.