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| **Job title:** | Teacher of Social Science – Business specialism especially BTEC Business |
| **Reports to:** | Head of Social Sciences |
| **Responsible For:** | N/A |
| **Hours:** | Full Time |
| **Salary:** | The school has its own salary scales that are above the national rates |

**Job Purpose**

To provide outstanding teaching, maintaining the high standards of the Collegiate. This job description is written at a specific time and is subject to change as the demands of the Collegiate and the role develops. The role requires flexibility and adaptability and the employees of the Collegiate need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.

We are particularly welcoming applications from experienced teachers looking for career progression.

Your duties and responsibilities are as follows below.

**The Social Sciences Department**

The Social Sciences Department comprises of Business, Computing, Economics, Psychology and Law and has a team of 19 full and part time teaching staff. The department is friendly, supportive and innovative and enjoys considerable success in examinations at GCSE, A level and BTEC Level 2 and 3. The department is based on the first floor of a building with 16 specialist teaching rooms, two conference style rooms and 3 dedicated ICT rooms equipped with up to 24 computers. Each classroom is equipped with a white board, projector, TV and computer. We start teaching business in Year 9 considering basic elements of finance and creative enterprise projects. In Key Stage 4 we offer both Edexcel GCSE Business and L2 BTEC Enterprise providing students the opportunity to study in a way that suits their learning style. This is also the case in Key Stage 5 where we offer CIE GCE Business and L3 BTEC Business. A large number of our students choose the BTEC Business so we are able to offer Extended Certificate, Diploma and Extended Diploma options. The department works very closely together and is well resourced and highly regarded in terms of teaching, learning and student feedback/support. There are many resources stored centrally to encourage the sharing of best practice in order to provide a consistent experience for all students.

**Expectations**

There are 30 x 55 min lessons per week of which 22 are timetabled. Staff contribute to duties and run an after-school activity. Supervision of an evening prep session until 8.10pm is required on one evening each week. Support for weekend activities on 2 occasions each year and attendance at Open Days is also required. There is no Saturday morning school and we teach for 34 weeks of the academic year.

Your duties and responsibilities are as follows:

**Support for Students**

* Utilise specialist skills, training and experience to support students
* Establish productive working relationships with students, acting as a role model and setting high expectations
* Promote the inclusion and acceptance of all students within the classroom and the school environment
* Support students consistently, recognising and responding to their individual needs
* Encourage students to interact and work co-operatively with others, and engage all students in activities
* Promote good behaviour and management of relationships with peers and staff
* Provide feedback to students in relation to progress and achievement
* Provide formative oral and written assessments through marking, prep and other forms of feedback, using this to inform
* Keep records of progress in the form of formal assessments and reports on the development, progress and attainment of students, as individuals and as groups of students to line managers and parents

**Teaching**

* Contribute to the teaching in the department across the full age and ability range (an ability/experience of teaching other subjects would also be of interest for the future)
* Hold a record of outstanding examination results
* Be a highly motivated and proficient classroom teacher
* Demonstrate a commitment to high standards of teaching and learning
* Offer all students an innovative and effective learning experience

**Support for the Curriculum**

* Prepare schemes of work and lesson plans that ensure the needs of all students are met
* Identify appropriate attainment and/or achievement targets, differentiating teaching as required
* Monitor student standards and achievement against targets, ensuring that relevant individual and whole school attainment / achievement targets are met
* Monitor planning, curriculum coverage and learning outcomes
* Monitor standards of student behaviour and application
* Plan and implement intervention strategies where improvement needs are identified

**Support for the Collegiate**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
* Contribute to the overall ethos/work/aims of the Collegiate
* Organise and deliver an extra-curricular/super-curricular activity
* Attend and participate in regular meetings, inset and directed time
* Participate in training and other learning activities as required
* Supervise students on visits, trips and out of school activities as required
* Always promote the Collegiate and its students positively

**Benefits**

* All academic staff are enrolled in the Teachers’ Pension Scheme
* Free staff gym
* Employee Assistance Programme
* Annual family summer barbecue
* Annual black tie Christmas Ball for staff and a guest.

**The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the Collegiate’s Child Protection Policy and Staff Code of Conduct at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the Collegiate’s Designated Safeguarding Lead.**