



Job Description

Job Title:	Teacher of Business and Enterprise
Reporting to:	Head of Humanities
Liaising with:	Head of Secondary, AHTL Secondary, AHCA Secondary
Salary:	Main Scale Point
Job Purpose:	To teach IGCSE Enterprise and IB Diploma Business Management

Main responsibilities

- Planning, preparation and delivery of IGCSE enterprise and IB diploma business management lessons.
- Assessing, recording and reporting on the development, progress, attainment and behaviour of one's students.
- Providing or contributing to oral and written assessments and reports and references relating to individual students or groups of students.
- Contributing to the development of the IGCSE enterprise and IB diploma business management schemes of work.
- Communicating, consulting and co-operating with other members of the school staff, including those having posts of special responsibility and parents/guardians to ensure the best interests of the students are met.
- Participating in continuing professional development (CPD) opportunities, and taking part in action research activities.
- Participating in staff, group or other meetings related to the school curriculum or pastoral care.
- Adopting and working towards the implementation of the departmental and school development plans.
- Contributing to the school's extra curricular programme.

Important Notes

- The job description will be reviewed and will be subject to amendment in consultation with the postholder.
- The postholder will follow school policies and procedures; especially in terms of inclusion and safeguarding.
- The postholder will carry out any other appropriate duties as requested by the Head Teacher.



Person Specification

Qualifications	Essential	Desirable
Educated to degree level in the subject	✓	
Qualified Teacher status	✓	
Experience		
Minimum of 2 years' experience in the profession	✓	
Experience in a COBIS school		✓
Experience teaching GCSE or IGCSE enterprise or business studies and A-level or IB diploma business or business management	✓	
Professional Knowledge and Understanding		
Sound knowledge of the teaching of business and/or enterprise	✓	
Understand business and enterprise curricula demands at key 4 and 5	✓	
Professional Skills and Abilities		
Effective communication and interpersonal skills	✓	
Organisational and planning skills	✓	
Personal Qualities		
Flexible and adaptable in approach to different situations	✓	
Able to manage own workload effectively	✓	
Personal commitment to professional development and lifelong learning	✓	
Open-minded, inclusive and tolerant towards others	✓	
Be well-motivated, have integrity and observe confidentiality	✓	