ROBERT CARRE TRUST
Job Description
Teacher of Business Studies

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the school's Articles of Government.

This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.

Areas of responsibility and key tasks:

A Planning, teaching and class management to:

Teach allocated students by planning their teaching to achieve progression of learning through:

- identifying clear teaching objectives and specifying how they will be taught and assessed;
- setting tasks which challenge students and ensure high levels of interest;
- setting appropriate and demanding expectations;
- setting clear targets, building on prior attainment;
- identifying SEN or very able students;
- providing clear structures for lessons maintaining pace, motivation and challenge;
- making effective use of assessment and ensure coverage of programmes of study;
- ensuring effective teaching and best use of available time;
- monitoring and intervening to ensure sound learning and discipline
- using a variety of teaching methods to:

    i. match approach to content, structure information, present a set of key ideas and use appropriate vocabulary;
    ii. use effective questioning, listen carefully to students, give attention to errors and misconceptions;
    iii. select appropriate learning resources and develop study skills through library, ICT and other sources;

- ensure students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- evaluate their own teaching critically to improve effectiveness;

B Monitoring, assessment, recording, reporting to:

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- mark and monitor students' work and set targets for progress;
- assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving;
- prepare and present informative reports to parents.

C Other professional requirements to:

- have a working knowledge of teachers' professional duties and legal liabilities;
- operate at all times within the stated policies and practices of the school;
- establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- endeavour to give every child the opportunity to reach their potential and meet high expectations;
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
- take responsibility for their own professional development and duties in relation to school policies and practices;
- liaise effectively with parents and governors.
- take on any additional responsibilities which might from time to time be determined.

All staff are expected to take responsibility for promoting and safeguarding the welfare of children and young people with whom they come into contact.

Staff development

All staff are actively encouraged to develop their professional skills both for subject initiatives and for school-wide initiatives.

Equal opportunities

The school has an equal opportunities policy that encourages all staff to take an interest in school-wide initiatives and provides opportunities for professional development. It is our aim to provide the successful candidate with maximum support and advice over career matters.