HECKMONDWIKE GRAMMAR SCHOOL

JOB DESCRIPTION

POST TITLE: Teacher of Business & Economics

SALARY GRADE: Commensurate with skills and experience

WORKING HOURS: 1.0 FTE from September 2020

RESPONSIBLE TO: Subject Leader – Business & Economics
Faculty Leader – Solve

Professional Characteristics

Teachers are expected to be effective professionals who challenge and support all pupils to do their best. Teachers should inspire confidence, build team commitment, engage, and motivate their pupils. They should think analytically about their work and take positive action to improve the quality of pupils' learning. They will encourage high standards of academic and personal achievement and be a good role model for the students in the school. They will make an active contribution to the policies and aspirations of the school and their department.

Teaching

1. To encourage high standards of academic and personal achievement, appearance and conduct in all pupils, taking account of the published aims of the school;

2. To contribute to the teaching and development of a specialist subject or subjects under the direction of the appropriate Subject Leader;

3. To plan and prepare courses;

4. To deliver well-planned and effective lessons designed to meet individual pupil needs including the setting and marking of work to be carried out by the pupil in school and elsewhere;

5. To ensure that adequate homework is set in line with school policy and the published homework timetable;

6. To ensure that pupils' work is regularly assessed;

7. To assess, record and report on the development, attainment and progress of pupils in the form and at intervals required by the school;

8. To use information on prior attainment of pupils to set appropriate targets, provide effective feedback and monitor progress;

9. To analyse the progress and attainment of pupils and teaching groups against internal, local and national data;

Other activities

10. To encourage and foster extra-curricular activities;

11. To be a form tutor of an assigned form and to carry out the related duties described in the Staff Handbook;

12. To provide guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions;

13. To make records of and reports on the personal and social needs of pupils;

14. To communicate and consult with the parents of pupils;

15. To participate in meetings with colleagues, parents and pupils for any of the purposes described above;

16. To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils;

17. To share responsibility with other users for the care of furnishings, fittings and equipment in any room particularly assigned;

18. To carry out any reasonable professional activity as requested by the head teacher from time to time;

Appraisal

19. To participate in arrangements for appraisal of performance, including that of other teachers;

Review, induction, further training and development

20. To review methods of teaching and programmes of study on a regular basis;

21. To participate in arrangements for further training and professional development as a teacher including those needs identified in appraisal objectives or appraisal statements;

Educational Methods

22. To advise and co-operate with the head teacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements;

Discipline Health and Safety

23. To maintain good order and discipline among the pupils and safeguard health and safety both on the school premises and when they are engaged in authorised school activities elsewhere;

Staff Meetings

24. To participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements;

Management

25. To co-ordinate or manage the work of other staff;

26. To take part in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;

27. To contribute to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new teachers and teachers serving induction periods;

28. To assist the head teacher in carrying out threshold assessments of other teachers for whom they have responsibility;

Administration

29. To participate in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for teachers;

30. To attend assemblies, register the attendance of pupils and supervise pupils whether these duties are performed before, during or after school sessions;

Public Examinations

31. To participate in arrangements for preparing pupils for public examinations, in assessing pupils for the purposes of such examinations and recording and reporting such assessments, and participating in arrangements for pupils' presentation for and supervision during such examinations;

Cover

32. To supervise and as far as practicable teach any pupils whose teacher is not available to teach them subject to the limits on cover as defined in the Pay and Conditions document;

UPS 3 Teachers

Teachers on point 3 of the upper pay spine play a critical role in the life of the school. They are highly experienced classroom teachers who will have grown professionally since passing the threshold.

The School Teachers' Pay and Conditions Document 2004 defines additional roles for teachers on point 3 of the Upper Pay Spine:

- to provide a role model for teaching and learning;
- to make a distinctive contribution to the raising of pupil standards;
- to contribute effectively to the work of the wider team;
- to take advantage of opportunities for professional development and use the outcomes effectively to improve pupils' learning.

UPS3 teachers are therefore expected to make a significant contribution to the leadership and management of their departments and the school.