



The Compton School Job Description

Post: 2i/c

Subject: Business Studies

Salary: TLR 2b £5640

Safeguarding Children: This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

A teacher at The Compton School is responsible for carrying out the duties of a teacher as set out in the DfE Teachers Standards Document (appendix 1) and as outlined in the DfE School Teachers' Pay and Conditions Document

The 2i/c is responsible for;

Teaching & Learning

- Provision of high quality and relevant **schemes of work** for Key Stage 4 &5 that allow outstanding lessons to be delivered in line with the schools scheme of work policy. This will include updating the curriculum in line with national developments/changes. The schemes of work must include;
 - challenging provision for **G&T** (liaising with whole school G&T Coordinator).
 - appropriate provision for **SEN** (liaising with whole school SENCO & TA's).
 - learning beyond the classroom through effective **homework** opportunities.
 - high levels of **literacy**, appropriate to the Key Stage.
 - thoughtful and wide ranging promotion of **SMSC** opportunities.

Monitoring, Assessment & Feedback

- To provide appropriate **assessment** opportunities for Key Stage 4 & 5 and to ensure accurate **moderation** of assessment.
- To **review KS4 & 5 performance** for all year groups.
- To ensure student progress is accurately **monitored** and **reported** on for an agreed Key Stage. This includes setting appropriate **targets**.

- To provide appropriate **intervention** for individuals and groups of students based on the accurate monitoring of their progress.
- To ensure effective **communication** with parents, including the **reporting** process and the **newsletter**.

The 2i/c also has a shared responsibility for deputising for the Head of Department in the following areas;

- To participate in **Leadership Team** meetings and **SLT Link** meetings.
- To run effective and developmental **department meetings** that share best practice, according to the planned schedule of meetings.

Leadership

- Setting and sharing the **aims, objectives and vision** of the department to ensure high aspirations and outstanding outcomes for staff & students
- To improve the quality of **teaching, learning and assessment** across the department and to raise standards of attainment
- To keep up to date with national developments in your **subjects pedagogy and practice** and to promote and implement them appropriately.

Staff Development

- To review the progress of the department annually through a range of departmental **review processes**.
- To line manage selected members of the department and observe in accordance with the school policy.
- Contributing to the **School Improvement Plan** and **Self-Evaluation Form**
- To support the departmental provision of **continual professional development** for staff. This includes the induction of new staff and ITT.
- To promote **teamwork** and **effective working relationships** within the department.

Behaviour & Climate for learning

- To ensure the whole school policy on behaviour is followed. To involve the Support & Enrichment Team where necessary.
- To provide a **positive learning environment** for students to learn in the departmental including through high quality **display** that is changed regularly according to school policy.

Management

- To organise the provision of **extra-curricular opportunities** for students in Key Stage 4 & 5.

- To coordinate appropriate **student consultation** and **student leadership** opportunities within a department.
- To ensure that **appropriate cover** is set for classes in the event of staff absence.

Additional Responsibilities

- To be responsible for the progress and attainment made by students on the BTEC Business course
- To create and develop high quality resources used as part of a clear SOW for the BTEC qualification
- To train members of the department of any new developments linked to the delivery of the BTEC qualification
- To review the progress of the BTEC qualification annually through a range of departmental **review processes**.
- To act as the lead for extra-curricular opportunities offered to all Key Stages
- To help mentor any trainee or NQT staff

Promotion of school

- To make a **positive contribution** to the life of the school and exemplify the **school vision and values**.
- To ensure that all department members are familiar with the **school vision**.
- To promote, advocate and follow all **school policies**.

Pastoral Responsibilities

- To carry out the responsibilities of a form tutor as outlined in the form tutor job description.