



Job title:	Teacher of Economics and Business
Reports to:	Principal
Responsible For:	N/A
Hours:	Full Time
Salary:	Queen Ethelburga's Payscale

Job purpose

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

The Social Sciences Department

The Social Sciences team of 38 staff are based in the Genesis Centre in a suite of modern classrooms, conference rooms, offices and computer rooms. Each classroom is equipped with a Mimio interactive white board, projector and computer. The department currently delivers the following subjects across Years 10 – 13: CIE iGCSE Business Studies, /CIE A Level Business Studies, EDEXCEL BTEC Business Studies at Level 2 and 3, OCR GCSE Economics, Edexcel A Level Economics A, AQA Government and Politics, OCR Law, Edexcel BTEC Law, as well as EDEXCEL BTEC in ICT at Level 2 and 3. OCR GCSE and A level Computing, Young Enterprise and the Bank of England Challenge are offered as enrichment activities.

Expectations

There are 40 x 35 min lessons per week of which 34 are timetabled. Staff contribute to duties and run an after school activity. Supervision of an evening prep session until 8.30pm is required on one evening each week. Support for weekend trips on 2 occasions each year and other functions which support the life of an active boarding school, 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 pupils



- To utilise specialist skills, training and experience to support pupils
- To establish productive working relationships with pupils, acting as a role model and setting high expectations
- To promote the inclusion and acceptance of all pupils within the classroom and the school environment
- To support pupils consistently, recognising and responding to their individual needs
- To encourage pupils to interact and work co-operatively with others, and engage all pupils in activities
- To promote good behaviour and management of relationships with peers and staff
- To provide feedback to pupils in relation to progress and achievement
- To provide formative oral and written assessments through marking, prep and other forms of feedback, using this to inform
- To 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

- To contribute to the teaching in the department across the full age and ability range
- To hold a record of outstanding examination results
- To be a highly motivated and proficient classroom teacher
- To demonstrate a commitment to high standards of teaching and learning
- To offer all students an innovative and effective learning experience

Support for the Curriculum

- To prepare schemes of work and lesson plans that ensure the needs of all students are met
- To identify appropriate attainment and/or achievement targets, differentiating teaching as required
- To monitor pupil standards and achievement against targets, ensuring that relevant individual and whole school attainment / achievement targets are met
- To monitor planning, curriculum coverage and learning outcomes
- To monitor standards of pupil behaviour and application
- To plan and implement intervention strategies where improvement needs are identified

Support for the School



- 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 pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school.
- Organise and deliver an extra-curricular activity
- Attend and participate in regular meetings, inset and directed time
- Participate in training and other learning activities as required
- Supervise pupils on visits, trips and out of school activities as required
- Promote the school and its pupils positively at all times

Benefits

- Competitive salary, paid according to qualifications and experience and from within the current national pay scales. Queen Ethelburga's also offers a salary enhancement scheme for staff after a one year qualifying period.
- All academic staff are enrolled in the Teachers' Pension Scheme
- Free staff gym
- 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 College's Child Protection Policy 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 College's Designated Safeguarding Lead.
