**Job Description**

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| **Post Title** | Teacher of IT and Business Studies |
| **Responsible To** | Curriculum Leader |
| **Salary** | Main Scale or UPS |
| **Hours** | Full-time |
| **Start Date** | Easter 2021, or September 2021 |
| **Note** | The duties required of all teachers under Pay and Conditions of Service Legislation are a necessary part of this job description. This is not necessarily a comprehensive definition of the post and may be subject to modification or amendment after consultation with the post holder. |

**Main Purpose:**

To deliver high quality teaching & learning and at all times adhere to the National Teaching Standards Framework. Ensuring effective teaching and learning strategies are delivered in accordance with the Trust’s policies and procedures which will contribute to ensure all students reach their full potential.

**MAIN RESPONSIBILITIES OF POST:**

* To teach ICT and Business Studies to students across all age ranges, as allocated within the academy.
* To develop highly effective schemes of work and appropriate resources.
* To ensure that the classroom environment is orderly and stimulating and that the work of students is displayed and valued.

The professional duties of a teacher are listed in the School Teachers’ Pay and Conditions Document under the following headings:

**Teaching:**

1. Planning and preparing courses and lessons.
2. Setting and marking of work.
3. Assessment, recording and reporting.

**Other Activities:**

1. Promoting the progress and well-being of individuals and classes.
2. Providing guidance on educational and social matters.
3. Making records and reports on the personal and social needs of students.
4. Communicating and consulting with parents of students.
5. Communicating with persons or bodies outside the academy.
6. Participating in meetings arranged for any of the purposes above.

**Assessments and Reports:**

1. Providing or contributing to oral and written assessments, reports and references for students.

**Performance Management:**

1. Participating in the academy’s appraisal and performance management system.

**Review, Further Training and Development:**

1. Reviewing from time to time methods of teaching and programmes of work.
2. Participating in arrangements for training and professional development.

**Educational Methods:**

1. Advising and co-operating on the preparation and development of courses of study, teaching materials, and teaching programmes, methods of teaching, assessment and pastoral arrangements.

**Discipline, Health and Safety:**

1. Maintaining good order and discipline among students and safeguarding their health and safety.

**Staff Meetings:**

1. Participating in Academy and Trust meetings which relate to the curriculum or the administration or organisation of the Academy or Trust, including pastoral arrangements.

**Cover:**

1. Teaching any students whose teacher is not available to teach them in emergency or exceptional circumstances which are unforeseeable.

**Public Examinations:**

1. Participating in all arrangements for public examinations excluding invigilation of examinations.

**General:**

* Be aware of and support difference and ensure equal opportunities for all.
* Contribute to the overall ethos/work/aims of the Trust.
* Attend and participate in regular meetings/briefings.
* Participate in training and other learning activities and performance development as required.
* Maintain utmost confidentiality and respect of student and staff records at all times.
* Comply with Data Protection & GDPR policies.
* Other duties to support the Academy as required by the Headteacher within scope of this post
* Other duties commensurate with the post to ensure the smooth operation of the responsibilities of the curriculum team and wider Academy as appropriate.

**Safeguarding:**

The Cumbria Education Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check.

**Review:**

It is the practice of the Trust periodically to examine employees’ job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust’s aim to reach agreement on any alterations.

**Person Specification:**

**Post Title:** Teacher of IT and Business Studies

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|  | **Essential** | **Desirable** |
| **Qualification/ Training/**  **Competences** | * Qualified to degree level in ICT and/or Business Studies * Relevant teaching qualification (PGCE, Cert Ed, Bed). * Evidence of ongoing CPD. | * Post-graduate qualification (MA etc.) * The ability to teach Computer Science |
| **Skills/Aptitudes** | * Ability to teach across the full age and ability range. * Evidence of making valuable contributions to the wider Academy /extra-curricular offer. * Committed to the safeguarding of children and young people. * Forward-looking approach. |  |
| **Experience/**  **Knowledge** | * Previous experience of teaching ICT and/or Business Studies in a secondary setting. * Thorough up to date knowledge of, and enthusiasm for the subject of Business Studies and/or ICT * Awareness of the latest developments in teaching this subject. * Evidence of commitment to continuous review and curriculum development. | * An understanding of the changing school environment and national issues will be an advantage. |
| **Approach and Commitment** | * Track record of adapting approach to meet the needs of diverse student groups. * Committed to equality of opportunity in all aspects of the role including as a team member. * Excellent written and oral communication skills in a variety of contexts. * Collaborative team member. * Commitment to attend and participate in regular meetings/briefings sometimes outside normal school hours e.g. parents evenings. |  |