COLLINGWOOD COLLEGE

JOB DESCRIPTION

All teachers will be expected to meet the appropriate Teacher Standards

POST:	Teacher of Business Studies	
REPORTING TO:	Head of TVIBE	
QUALIFICATION:	Qualified to degree level or professional equivalent Qualified to teach and work in the UK	
JOB PURPOSE:	Within the framework laid down by current legislation, the School Teachers' Pay and Conditions Document and the Contract of Employment the post holder will:- • provide a quality of teaching and learning provision that can be judged to be at least 'good' (according to the Ofsted evaluation framework) and ensures all students make at least good progress; • be accountable for the attainment and progress of all students who are taught by the post holder; • supervise and guide the work of any support staff (including Learning Support Assistants (LSAs) and Higher Level Learning Support Assistants (HLTAs) who are assigned to work with post holder's classes/students; • to provide pastoral support and guidance for all students in the post holder's care, classes or form group;	
DIRECT INVOLVEMENT WITH:	Senior staff, teachers of Business/Economics, support staff, parents/carers and students	
KEY RESPONSIBILITIES:	**Teaching of KS4 Business and KS5 Business**	
	1.	To set clear learning objectives and plan for and teach students of all abilities within each class
	2.	Use data, including prior attainment, to plan lessons and learning materials to establish a purposeful working atmosphere and providing challenging and inspirational learning experiences which motivate and support all students to make at least good progress
	3.	To have high aspirations and set challenging targets for all students
	4.	To set high expectations for students behaviour, learning, motivation and presentation of work by
	5.	To work in collaboration with Learning Support Assistants assigned to any teaching group/student within the group
	6.	To promote and develop literacy and numeracy skills throughout teaching and learning activities so that literacy and numeracy do not present barriers to learning
	7.	Set work for students absent from school for health or disciplinary reasons
	8.	To ensure that teaching room, resources and equipment are maintained in good order with particular regard to Health & Safety and security of property
	9.	To ensure that Health and Safety policies and practices are in place and are observed and, where appropriate, that risk assessments are carried out as necessary
	10.	To ensure that a stimulating learning environment is maintained in the classroom including provision of a high quality of display
	11.	To liaise with HoD to ensure appropriate practical equipment is available to support planned activities

OTHER RESPONSIBILITIES:

Assessment Recording and Reporting

1. To record students' attendance and attainment
2. To mark, assess and return students work in line with College policy, providing constructive oral and written feedback with clear targets and guidance for future improvement
3. To attend Parents' Evenings, Academic Review Days and appropriate individual meetings to keep parents/carers informed as to attainment and the progress of their child towards targets
4. Be familiar with information relating to students who have additional needs and use this to ensure all students are supported appropriately

Pastoral Responsibilities

1. To take responsibility for promoting and safeguarding the welfare of children and young persons
2. To participate in the pastoral organisation of the school as a form tutor, if required
3. To be the first point of contact for parents/carers in the assigned tutor group
4. To promote good attendance and punctuality and monitor in accordance with the College's Attendance Policy providing support/intervention for those who find it hard to maintain high standards
5. To deliver 'Thought for the Week' to the form group
6. To attend and contribute to assemblies as required

General Professional Responsibilities

1. To attend meetings as part of the agreed meeting cycle
2. To undertake professional development appropriate to identified need
3. To support and implement all relevant teaching and learning area policies
4. To carry out specific break duties as timetabled