

ACCOUNTING AND BUSINESS STUDIES TEACHER JOB DESCRIPTION

Job Title:	Accounting and Business Studies Teacher
Line Manager:	Head of Department

Purpose of Job

Subject teachers are responsible for maximising the academic progress of the students they teach, working with colleagues to participate fully in the development of the department. Subject teachers promote a positive, purposeful and professional working atmosphere that encourages co-operation and challenge, whilst valuing the contribution that individuals make to the success of the Department.

Duties and Responsibilities

Overall Responsibilities

- Encourage high standards in all aspects of school life, particularly in student progress
- Contribute to the effective and efficient running of the School
- Promote a School culture which is positive, purposeful and professional
- Support and motivate students, teachers and other School employees
- Encourage consultation, review and improvement

Teaching and Learning

- Plan and prepare well-structured, clearly presented lessons appropriate to the abilities of all students and the syllabus being taught
- Make sure that the classroom is a stimulating environment that facilitates learning
- Generate enthusiasm for the subject being taught and inspire all students to work to their potential
- Liaise with the Head of Department and Learning Support Department where a student may have special educational needs and with the form tutor and Head of House if a student is experiencing pastoral difficulties
- Promote high standards of behaviour by encouraging a positive, proactive approach to studying and build productive relationships with students
- Set homework which is appropriate to the student's ability and their wider workload, following School policy
- Assess student's work accurately and regularly, giving thoughtful and meaningful feedback
- Promote high standards of organisation
- Be punctual to lessons
- Promote high standards in the use of English as the common language and help develop English for Academic Progress
- Improve, update and maintain materials and resources as needed
- Complete written assessments and reports according to guidelines and deadlines

Responsibilities to Parents

- Provide high quality, accurate, constructive and targeted information to parents at Parents' Evenings, in subject reports, incidental meetings and communications
- Assess, record and monitor the progress of all students according to faculty guidelines to provide accurate information to parents as required

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All employees are expected to comply with our School Child Protection and Safeguarding Policy.

Responsibilities to the Department and School

- Be respectful of the needs of colleagues regarding co-operation, collegiality, deadlines and team cohesion
- Participate positively in departmental meetings, follow policies and contribute to making an effective and efficient department
- Promote professional dialogue, share ideas about teaching and learning and support other teachers in developing good practice and new approaches and initiatives
- Take part in and contribute to department and whole School INSET activities
- Enthusiastically contribute cross-curricular links and initiatives and Leadership in Action activities
- Be involved in new responsibilities within the department as part of an on-going process of professional development
- Keep up to date with developments in the Subject, and in education generally

Other Responsibilities

- Undertake other reasonable duties as requested by the Head of Department, Head of Faculty or members of the Senior Leadership Team
- Any duties that the Head Master deems necessary for the effective operation of the School

Required Qualifications, Knowledge, Skills and Personal Qualities

- Appropriate degree, with UK PGCE, or other teaching qualification giving QTS
- Minimum three years' teaching experience
- Familiarity with the National Curriculum of England (Plus IGCSE/GCSE and/or A Levels as appropriate)
- Passion for teaching and commitment to educating the whole child
- A high level of professionalism and consideration of the well-being of children
- Recent and consistent involvement in extra-curricular activities
- Respect for all members of a school community, irrespective of position, gender, age and ethnic background
- Previous experience working with students for whom English is not their first language
- A positive and solution-focused attitude to working life
- Acceptable police checks (or equivalent) from the country of origin and from all other countries in which the applicant has worked and no question regarding suitability to work with children
- Appropriate references from current and previous employer, corroborated by personal phone calls made to each referee

Education is an ever-changing service and all staff are expected to participate constructively in schools activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.

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ACCOUNTING AND BUSINESS STUDIES TEACHER JOB SPECIFICATION

We are looking for a suitably qualified and experienced Business Studies and Accounting teacher to take a leading role in developing the provision of these subjects within the Upper School. Both subjects are part of the Economics and Business Studies Department which is included in the Social Sciences Faculty of Harrow International School Bangkok along with Psychology, Media Studies and Life Skills.

Course and examination board

Accounting is a relatively new subject at Harrow Bangkok, introduced in September 2016, and is growing in popularity amongst our Sixth Form students. We currently offer the Cambridge International Examinations (CIE) A Level Accounting qualification. Business Studies is a popular choice at IGCSE with the majority of Year 10 and 11 students opting for either Business Studies or Economics. At A Level, approximately half of Sixth Form students choose to study either Business Studies or Economics.

Academic outcomes

Academic results within the department are strong. A significant number of our students go on to study Economics and Business-related degree courses at the world's top universities with an increasing number opting to study Accounting and Finance at Undergraduate Degree level.

Department staffing

We currently have seven Economics, Business Studies and Accounting teachers in the department. Three department members are involved in teaching two AS Level Accounting classes and one A2 level class.

Desirable skills and attributes for teachers

- Sound content knowledge and experience in teaching Business Studies and Accounting at A Level or equivalent (the ability to offer another subject is desirable)
- An ability to effectively monitor student performance and provide intervention to support students when needed
- An awareness of the needs of EAL learners - as the majority of our students are non-native English speakers, a knowledge of strategies to support and scaffold students' language development hand in hand with their understanding of syllabus content is beneficial
- A knowledge of formative assessment strategies and a willingness to routinely incorporate these into lessons
- A willingness to undertake regular professional development to continually enhance subject knowledge and classroom teaching practice
- The ability to extend able students beyond the syllabus in lessons as well as through the recommendation of extension reading materials
- The ability to write academic references and letters of recommendation for Sixth Form students applying for university
- A willingness to support students with the writing of personal statements for admission into UK universities
- A willingness to help prepare students for the Oxbridge admissions process
- A willingness to take part in subject-related extracurricular after school activities including the Junior Achievement Company Programme

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- A willingness to offer regular revision and intervention sessions for students outside of normal teaching hours (at lunchtimes and after school), particularly in the lead up to external examinations

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