JOB DESCRIPTION

Job Title:	Teacher of Business Studies (ability to teach IT and Computing would be advantageous)
Grade:	TMS/UPS
Accountable to:	Headteacher

Job Purpose:

To teach the subject across the age and ability ranges to ensure that individual students are challenged to achieve their full potential.

Duties and Responsibilities:

- To plan and prepare lessons and teaching materials in relation to the National Curriculum, the schools own aims and objectives and subject team schemes of work.
- To plan for the acquisition of Reading, Writing, Communication and Maths skills and learning competences in all lessons.
- To teach the range of subject classes across Key Stage 3 and 4 and 5.
- To ensure the needs of individual pupils are met through clear structures for lessons and sequences of lessons, which maintain a variety of activity to accommodate the range of learning styles and pace, motivation and challenge in relation to the students ability and target data.
- To maintain good order and discipline amongst students so that teaching objectives can be met, in line with the school Behaviour Policy, including duties and supervision outside the classroom.
- To contribute to the development, evaluation and maintenance of Schemes of Work at Key Stage 3, 4 and 5.
- To participate in INSET on curricular developments and help incorporate such developments into Schemes of Work.
- To contribute to the development, evaluation and maintenance of agreed working practices and curriculum development within the subject.
- To keep abreast of changes in the subject curriculum and to contribute ideas as to how these changes can best be implemented.
- To aid in the development of appropriate internal assessment materials at Key Stage 3, 4 and 5.

- To assess accurately and record and report on assessments of work carried out by students and to provide assessment data and formal reports at the appropriate times.

- To make effective use of assessment information on students to assess progress against target data and inform future planning to boost, consolidate and extend learning.

- To plan for the inclusion of all students with additional educational need in lessons through understanding of need and adaptation of planning and resources to meet specific need.

- To be a tutor, providing pastoral support, guidance and advice to a group of students. Keeping appropriate records and reporting on the personal and social needs and progress of the youngsters.

- To accept responsibility for the safeguarding of both staff and students and to follow policy, procedures and guidance on appropriate behaviour.

- To evaluate own teaching critically to improve effectiveness and to participate in professional development activities as required delivering the job purpose.

- To participate as required in meetings with colleagues, external partners and parents in order to fulfil the above duties and responsibilities.

- Any other duties and responsibilities within the range of the salary grade.

All duties and responsibilities must be carried out with due regard to the school's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the school's Equal Opportunities Policy.

Duties which include the processing of any personal data must be undertaken within the school's data protection guidelines.

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.