

**JOB DESCRIPTION**

**TEMPORARY PART TIME (0.6) TEACHER OF BUSINESS**

*Please note: this job description must be read in conjunction with the current School Teachers' Pay and Conditions Document, particularly Part XII – 'Conditions of Employment of Teachers other than Head Teachers', which itemises the general conditions of employment governing this post.*

<b>Purpose</b>	<ul style="list-style-type: none"> <li>To teach Business ensuring high student attainment and progress</li> <li>To promote Swanlea Values</li> </ul>
<b>Reporting To</b>	<ul style="list-style-type: none"> <li>Head of Social Sciences</li> <li>Head of Business</li> </ul>
<b>Disclosure</b>	<ul style="list-style-type: none"> <li>Enhanced</li> </ul>
<b>Salary/Scale</b>	<ul style="list-style-type: none"> <li>Main Professional Scale and Upper Pay Spine</li> <li>Would suit an ECT or a more experienced teacher</li> </ul>
<b>MAIN DUTIES</b>	
<b>Strategic Planning/Operational</b>	<ul style="list-style-type: none"> <li>To implement all school policies, procedures and relevant practices, in particular those relating to Health &amp; Safety, inclusion and equal opportunities of staff, students and visitors</li> <li>To implement appropriate marking and assessment policies and learning and teaching strategies used within the faculty</li> <li>To actively monitor and track student progress and devise strategies to address underachievement</li> </ul>
<b>Curriculum</b>	<ul style="list-style-type: none"> <li>To keep up to date with national developments in the curriculum area, teaching practice and methodology</li> <li>To ensure curriculum coverage, continuity and progression for all learners</li> <li>To make effective use of the school's behaviour management system, including rewards and sanctions, so that effective learning can take place</li> </ul>
<b>Performance &amp; Standards</b>	<ul style="list-style-type: none"> <li>To ensure that school quality assurance procedures are followed</li> <li>To analyse and interpret student data to inform improvements in learning and teaching and as an aid to target setting</li> <li>To meet the faculty student progress and attainment targets</li> <li>To monitor student attendance and punctuality</li> <li>To ensure effective communication with parents/carers to involve them in their child's learning as well as providing information about the curriculum, attainment, progress and targets</li> </ul>
<b>Pastoral</b>	<ul style="list-style-type: none"> <li>To act as a form tutor and carry out the duties associated with that role.</li> <li>To contribute to Personal Development and Swanlea Values, according to school policy</li> </ul>
<b>Teaching</b>	<ul style="list-style-type: none"> <li>To have high expectations of all students, respecting their social, cultural, linguistic, religious and ethnic backgrounds and to be committed to raising their educational achievement</li> <li>To demonstrate and promote Swanlea Values</li> <li>To record students' progress and achievements systematically in order to provide evidence of the range of their work, progress and attainment over time</li> <li>To use the above to help students review their own progress and to inform teacher</li> </ul>

<b>Additional/Other Specific Duties</b>	<p>planning.</p> <ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support the aims and ethos of the school</li> <li>• To contribute to the enrichment programme</li> <li>• To attend all relevant parents'/carers' meetings</li> <li>• To continue professional development</li> <li>• To undertake any other duties as specified by the STPCB not mentioned in the above.</li> <li>• To ensure that all visitors conform to the ethos of Swanlea School and follow school procedures</li> </ul>
<ul style="list-style-type: none"> <li>• Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified.</li> <li>• Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</li> <li>• Employees are expected to present themselves and to act in a professional manner at all times.</li> <li>• The school will endeavour to make any necessary reasonable adjustments to the job and the working environment, to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.</li> </ul>	

## Person Specification

Qualifications	Essential	Desirable
Qualified teacher status	✓	
Good honours degree in Business or a related subject	✓	
Accredited or certified further CPL (Continuous Professional Learning) or training		✓
Higher degree		✓
Experience		
Evidence of outstanding learning & teaching skills at KS3-5, leading to consistently high standards of student achievement	✓	
Evidence of taking responsibility for own professional development	✓	
Evidence of teaching Business	✓	
Knowledge/Skills (ability to)	Essential	Desirable
Develop a broad and imaginative range of learning and teaching skills within the team.	✓	
Knowledge of current developments in learning and teaching	✓	
High-level communication and presentation skills applicable to a range of audiences	✓	
Think creatively and imaginatively to solve challenges and identify priorities within the faculty	✓	
Make informed use of assessment information and data to raise achievement	✓	
Ability to anticipate problems and identify opportunities	✓	
Personal Attributes		
Commitment to the highest standards of child protection	✓	
An enthusiasm and a deep commitment to promoting Swanlea School Values.	✓	
A deep commitment to inclusion equality of opportunity and working with disadvantaged young people	✓	
Commitment to continuing professional development activities	✓	
Ability to use appropriate interpersonal skills when relating to staff, pupils and parents/carers	✓	
Enthusiasm for your specialist subject and a desire to communicate that to others	✓	
Demonstrate energy, vigour and perseverance and promote a 'Can Do' positive philosophy	✓	
The ability to work with resilience under pressure and meet deadlines	✓	

Signed:.....

Date: .....