

## Job Description 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 at KS4 -5 ensuring high student attainment and progress.</li> </ul>
<b>Reporting To</b>	<ul style="list-style-type: none"> <li>Head of Faculty, ICT &amp; Social Sciences (BIS Faculty)</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 scale</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 syllabi, 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> <li>To work with colleagues to formulate aims, objectives and strategic plans for the faculty which have coherence and relevance to the needs of students and whole school priorities identified in the school operational plan.</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 lead the development of appropriate syllabi, resources, schemes of learning, marking and assessment policies, learning and teaching strategies within the faculty.</li> <li>To ensure curriculum coverage, continuity and progression for all learners.</li> <li>To lead curriculum development for the faculty.</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> <li>To liaise with partner schools, further and higher education institutions, examination boards, awarding bodies and other relevant external organisations.</li> <li>To represent the faculty's view and interests, as relevant.</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 PSHEE, SMSC and Swanlea Values according to school policy.</li> </ul>
<b>Teaching</b>	<ul style="list-style-type: none"> <li>To teach Business at KS4-5 in accordance with the duties of a standard scale teacher.</li> <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> </ul>

	<ul style="list-style-type: none"> <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 planning.</li> </ul>
<b>Additional/Other Specific Duties</b>	<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 particularly at KS5, leading to consistently high standards of student achievement	✓	
Evidence of a proven track record of delivering excellence across KS4 - 5	✓	
Evidence of taking responsibility for own professional development	✓	
Ability to teach Business at KS5	✓	
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	✓	
A deep commitment to inclusion and equality of opportunity	✓	
A strong commitment to working with disadvantaged young people	✓	
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	✓	
Ability to use new technologies effectively to support teaching and learning		✓
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 willingness to promote Swanlea School Values	✓	
Commitment to continuing professional development activities	✓	
Ability to use appropriate interpersonal skills when relating to staff, pupils and parents/carers	✓	
Enthusiasm for Business and a desire to communicate that to others	✓	
Demonstrate energy, vigour and perseverance and promote a 'Can Do' philosophy	✓	
The ability to work with resilience under pressure and meet deadlines	✓	

Signed:.....

Date: .....