



Job Description

Job Title: Temporary Full-time Teacher of Business Studies

Reporting to: Head of Department

Grade: MPS/UPS

All teachers are subject to the Conditions of Employment set out annually in the School Teachers' Pay and Conditions Document. These detail the professional and particular duties required of teachers, together with requirements for Management time, Working time and guaranteed planning and preparation time. The Academy complies with these requirements in order to make reasonable demands of teachers.

Additionally, STPCD requires all teachers to be involved in:

- Advising and co-operating with the Principal and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements
- Taking any such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
- Co-ordinating or managing the work of other staff

Main duties and responsibilities:

Main scale teachers will be asked to maintain an overview of teaching, standards and ongoing improvement in specified subject(s) or areas.

Over time this might reasonably include:

- Be accountable for student progression for allocated classes
- Be responsible for effective classroom management.
- Co-ordinate class work with any classroom assistant support.
- Develop and sustain knowledge of current educational practices and be responsible for own continuing professional development.
- Evaluate lessons, incorporating students' views and responses in order to reflect and act on strengths and areas for development
- Work to student targets and ensure that progress is tracked through a range of strategies.
- Take account and review prior attainment when planning and teaching lessons.
- Strive to deliver outstanding lessons.
- Deliver interactive lessons with students.
- Provide good quality assessment using formative and summative methods in conjunction with the Academy's AfL policy.
- Record test results and ongoing teacher assessments
- Support the department in developed and implementing schemes of work
- Ensure differentiation and personalisation of learning for all students

This job description will be supported by an Annual Job Plan which will list the key tasks, responsibilities and outcomes sought from the post holder in the school year. These will be derived from the School Improvement Plan and other school priorities.

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.