



THE CONSTANCE BRIDGEMAN CENTRE

The Constance Bridgeman Centre

Job description			
Job Title	Teacher of Business Studies		
Location	The Constance Bridgeman Centre		
Grade	Main Scale		
Reports to	Deputy Head	Post to be Re-evaluated	No
Responsible for (including people and resources)		Maintenance of Business Studies resources	
Purpose of Job:			
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school - To raise standards of student attainment and achievement within the whole curriculum area - To monitor and support the overall progress and development of students as a teacher/ instructor/Form Tutor and support the school’s responsibility to provide and monitor opportunities for personal growth - To be accountable for student progress and development within the subject area. - To be accountable for leading, managing and developing the subject/curriculum area, including developing and enhancing the teaching practice of others - To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support your designated curriculum portfolio.			
Major duties and responsibilities:			
- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department. - The day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources. - To actively monitor and follow up student progress - To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, Behaviour Management, etc. - To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school. - To lead and manage the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area, SDP/DDP and the aims and objectives of the school. - To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager. - To liaise with the Deputy Headteacher to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation. - To lead curriculum development for the whole department. - To keep up to date with national developments in the subject area and teaching practice and methodology. - To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. - To liaise with the Deputy Headteacher to maintain accreditation with the relevant examination and validating bodies. - To be responsible for the development of Key Skills in Business Studies			

- To ensure that the development of Business Studies is in line with national developments.
- To work with the Deputy Headteacher to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of the Department's technicians/support staff.
- To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated department as appropriate
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff to secure this.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the school's ITT programme as appropriate
- To be responsible for the day-to-day management of staff within the department and act as a positive role model.
- To ensure the effective operation of quality control systems.
- To establish the process of the setting of targets within the department and to work towards their achievement.
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department
- To contribute to the school procedures for lesson observation
- To implement School quality procedures and to ensure adherence to those within the department.
- To monitor and evaluate the curriculum area/department in line with agreed School procedures including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To ensure that the Department's quality procedures meet the requirements of Self Evaluation and the Strategic Plan.
- To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system (E1)
- To make use of analysis and evaluate performance data provided
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for the department.
- To produce reports on examination performance, including the use of value-added data.
- In conjunction with the Deputy Headteacher, to manage the Department's collection of data.
- To provide the Governing Body with relevant information relating to the Departmental performance and development.
- To ensure that all members of the department are familiar with its aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- To represent the Department's views and interests.
- To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases.
- To lead the development of effective subject links with partner schools and external agencies and the community, including attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.
- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- To work with the Deputy Headteacher in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.
- To monitor and support the overall progress and development of students within the department.



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- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
- To contribute to PSHCE, citizenship and enterprise according to school policy.
- To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.
- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.

Other Specific Duties:

- To continue personal and professional development as agreed.
- To engage actively in the performance review process.
- To undertake any other duty as specified by STPCD not mentioned in the above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- 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
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

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 job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Additional Responsibilities:

- To work within the framework of the school ethos, adhering to the Staff Code of Conduct at all times.
- To contribute to the ethos and the development of the school.
- To maintain high standards of professional behaviour and presentation.
- To take responsibility for Health & Safety in the post holder's area of work.
- To undertake any other duties commensurate with the grade which may be required.
- To comply with health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To participate in mandatory training, personal development training and any other learning activities as required.
- To work closely with the DSL to assess and address professional development and training opportunities.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other duties as may be required by the Line Manager that are broadly within the grading level of the post and the competence of the post holder.

Prepared by:	S Walters	Date	Jan 2025
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Person specification			
Job Title	Teacher of Business Studies		
Location	The Constance Bridgeman Centre		
Grade	MPS		
Method of candidate assessment: E= Essential D = Desirable			
Selection Criteria			E - D
Education and Qualifications: - Subject specific Degree with QTS - Qualification in and/or experience in special education			E D
Experience: - Successful mainstream teaching experience at KS3 and/or 4 - SEMH related teaching experience			E D
Skills: - Excellent classroom practice and management skills - Sound ICT skills (word processing, PowerPoint, Excel) - Good interpersonal skills - Listening skills and a counselling approach to education - A solution-focussed approach to challenging behaviour - Ability to use a range of effective instructional techniques confidently			E E E D E E
Knowledge: - Good knowledge of National Curriculum subjects, and their progression, at KS3/4 - Sound understanding of pedagogy at KS3/4 - Understanding of, and interest in, the factors which affect behaviour - Knowledge of current educational developments, including behaviour for learning, feedback/pupil progress and metacognition			E E E E
Values & Qualities: - A commitment to inclusive schooling and academic achievement for all - A commitment to implementing the school ethos and policies - Resilience, stamina, flexibility and excellent interpersonal skills. - A positive attitude to hard work and challenging situations.			E E E E
Other job requirements: - To Offer enhanced curricular activities to pupils as a part of the extended school initiative, as appropriate - To contribute to the school delivering and maintaining its Specialist School Statues for SEMH - A positive and pro-active approach to raising pupil self-awareness, esteem and confidence - Flexibility - Reliability - Confidentiality - Calm natured - Professional & Presentable			E E E E E E E
This job description will be reviewed annually in line with the CBC Performance Management Policy.			
Prepared by:	E Regisford	Date	Dec 2025