

## Job Description

<b>Job Title</b>	Teacher of Business Studies & Economics	<b>Grade</b>	MPS/UPS
<b>School</b>	Oaks Park High School		
<b>Reports to</b>	Curriculum Leader		
<b>Responsible for</b>	The provision of a full learning experience and support for students		
<b>Liaising with</b>	Senior staff, Heads of Year and Team Leaders, relevant support staff, LEA staff and parent/carers		
<b>Knowledge/Skills/Expertise</b>			
<ul style="list-style-type: none"> <li>● Keep up to date with developments within the subject for KS4 GCSE, KS5 A Level and Level 3 Business BTEC.</li> <li>● Keep up to date with developments in pedagogy and how they can be applied to learning in the department.</li> <li>● Keep up to date with inspection and data return requirements and share this knowledge and expertise with department colleagues.</li> <li>● Develop ICT skills to ensure that it can be integrated into the department at all levels.</li> <li>● Be committed to your own development.</li> <li>● Attend relevant INSET courses as appropriate.</li> </ul>			
<b>Main Areas of Responsibility and Accountability</b>			
<ul style="list-style-type: none"> <li>● Teach students according to their education needs, including the setting and marking of work to be carried out by the student in school and elsewhere.</li> <li>● Assess, record and report on the attendance, progress, development and attainment of students and keep such records as required.</li> <li>● Provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students.</li> <li>● Ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.</li> <li>● Undertake a designated programme of teaching.</li> <li>● Ensure a high quality learning experience for students, which meets internal and external quality standards.</li> <li>● Prepare and update subject materials.</li> <li>● Use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus</li> <li>● Maintain discipline in accordance with the school's procedures and encourage good practice with regard to punctuality, behaviour, standards of work and homework.</li> <li>● Undertake assessment of students as requested by external examination bodies, departmental and school procedures.</li> <li>● Mark, grade and give written/verbal and diagnostic feedback as required.</li> <li>● Promote high standards of teaching and learning throughout the department.</li> <li>● Develop appropriate schemes of work at Key Stages 3, 4 and 5 with key stage/subject postholders.</li> <li>● Promote extracurricular activities and take a key role in developing these.</li> <li>● Undertake activities within the community on one evening per week.</li> </ul>			

**Staffing/Personnel:**

- Participate in the school's Performance Management arrangements.
- Work with support staff as appropriate.

**Supporting the School:**

- Contribute to the development of school policy.
- Represent the department at appropriate meetings within the school and contribute to working parties where appropriate.
- Contribute to school liaison and marketing activities, eg. material for prospectuses and attendance at Open Evening.
- Attend all Parents' Evenings as appropriate.

**Resources:**

- Manage your teaching area within the department.
- Ensure that the accommodation within the department is maintained to provide the best possible learning environment for the students.
- Assist the Team Leader in identifying resource needs and contribute to the efficient/ effective use of physical resources.
- Cooperate with other staff to ensure sharing and effective usage of resources to the benefit of the school, department and students.
- Contribute to the process of ordering and allocation of equipment and materials.

**Health and Safety:**

- Ensure that risk assessments are carried out within your teaching area.
- Ensure that Health and Safety policies and procedures are adhered to.

**Pastoral System**

- Act as a form tutor and carry out the duties associated with that role in the generic job description.

**Teaching**

- Undertake an appropriate programme of teaching in accordance with school policy.

**Additional Duties:**

- Play a full part in the life of the school community.

**Other Specific Duties:**

The 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 the job title.

## Person Specification

<b>Job Title</b>	Teacher of Business Studies & Economics	<b>Grade</b>	MPS/UPS
<b>School</b>	Oaks Park High School		
<p><b>Education and Qualifications:</b></p> <ul style="list-style-type: none"> <li>● Relevant degree</li> <li>● PGCE or equivalent</li> <li>● QTS status</li> </ul>			
<p><b>Experience/Knowledge/Skills:</b></p> <ul style="list-style-type: none"> <li>● Understanding of the requirements for high quality teaching.</li> <li>● Ability to use ICT in all aspects of your work.</li> <li>● Ability to fulfil the requirements of a form tutor.</li> <li>● Good interpersonal skills.</li> <li>● Excellent communication skills and an ability to relate to people at all levels.</li> <li>● Excellent administration skills and an ability to meet deadlines.</li> <li>● Ability to work collaboratively with a wide range of groups.</li> </ul>			
<p><b>Personal Attributes:</b></p> <ul style="list-style-type: none"> <li>● Commitment to working as part of a team.</li> <li>● Commitment, enthusiasm and willingness to work hard.</li> <li>● Ability to deal sensitively with pupils, parents and colleagues.</li> <li>● Ability to represent the school in wider networks.</li> </ul>			