

## THE SWAN SCHOOL

<b>JOB SPECIFICATION FOR:</b>	Teacher of Business Studies
<b>TITLE OF POST:</b>	Teacher of Business Studies (Fixed Term; 1 year)
<b>GRADE:</b>	MPS/UPS
<b>PURPOSE OF THE POST:</b>	To plan and deliver consistently highly effective lessons to ensure that all pupils can achieve the best possible outcomes. To contribute to the wider life of the school and play an active role in our pastoral systems.
<b>LINE MANAGER:</b>	Head of Faculty (Social Sciences)

### KEY RESPONSIBILITIES

#### Teaching and Learning

- To plan and deliver high quality lessons, ensuring students are challenged and supported in equal measure.
- To deliver highly effective learning resources and schemes of work, and contribute to their development.
- To contribute to and share good practice across the curriculum area.
- To contribute to STEM activities across the school.

#### Assessment

- To ensure that the exam board and other external requirements are met.
- To assess components of exam work completed by the classes taught.
- To assess work and give feedback in line with school policy and best practice, and to share information.
- To participate in assessment moderation activities.
- To take an active role in relevant data analysis conversations, planning strategies for classes taught.

#### Student Engagement

- To create an environment in which students are engaged in their learning.
- To apply the school's behaviour and recognition systems consistently as a means of motivating student engagement.
- To keep up to date with current initiatives.

### Staff Development

- To participate in activities to promote professional development.
- To be a reflective practitioner, identifying personal development areas and actively seeking to improve.
- To participate in the appraisal cycle in line with school and RLT policy guidelines.
- To engage positively in regular coaching feedback conversations about teaching and learning.

### Monitoring

- To participate in regular, informative lesson observations.
- To participate in whole-school monitoring activities where appropriate.

### Other Responsibilities

- To be an effective member of a pastoral team.
- To lead electives activities and independent study periods as directed.
- To consistently apply and contribute to the development and implementation of whole school policies.
- To communicate with parents/carers and appropriate other agencies.
- To contribute to school events.
  
- 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.

The River Learning Trust and The Swan School are committed to safeguarding and promoting the welfare of all children and preventing extremism. The Trust is required to conduct a variety of checks and online searches about you as part of their recruitment process in accordance with Keeping Children Safe in Education guidance. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children.

## PERSON SPECIFICATION

CRITERIA	QUALITIES
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to degree level or higher.</li> <li>• Qualified Teacher Status.</li> <li>• Evidence of continued professional learning and development.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Evidence of teaching of Business Studies, including examination results that show you have added value to students' outcomes.</li> <li>• Experience of (or willingness to) teach other subjects.</li> <li>• Experience of innovative curriculum development.</li> <li>• Evidence of taking on some leadership responsibility within a school setting.</li> <li>• Evidence of the ability to use data as a tool for improving standards</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• An ability to motivate and lead other staff.</li> <li>• An ability to support and enhance the practice of others.</li> <li>• An ability to accurately monitor and evaluate the work of others, and a preparedness to hold team-members to account.</li> <li>• An ability to think strategically and plan for the long-term development of the subject area.</li> <li>• An ability to use ICT as a learning and administrative tool.</li> <li>• An ability to work to deadlines.</li> <li>• An ability to support students through pastoral programmes and extra-curricular activities.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A fundamental belief that all children can achieve great things, no matter what their background or prior experiences.</li> <li>• An ability and willingness to empathise and listen, and to be self critical and reflective.</li> <li>• Enthusiasm, hard-work, integrity, creativity, flexibility, and resilience.</li> <li>• An understanding of, and commitment to, equal opportunities in its widest sense and a commitment to inclusive education.</li> <li>• A sense of fun as well as the ability to work hard and calmly under pressure.</li> <li>• A commitment to child protection in its broadest sense to empower learners and prevent harm.</li> <li>• An awareness of and commitment to whole school, local, and national policies and initiatives.</li> </ul>