

# Teacher of Business Studies

## Secondary Phase

### Wootton Park School

Wootton Park School, Wootton Hall Park, NN4 OHZ



**GRADE:**  
Main Scale / Upper Pay Scale

**EMPLOYED BY:**  
Wootton Park Academy Trust

**LINE MANAGER:**  
Leader of Business

### AIMS OF THE POST

- ✓ Deliver high-quality curriculum teaching that follows departmental schemes of work and supports excellent learner outcomes.
- ✓ Support learner progress through effective assessment, feedback, and record-keeping.
- ✓ Maintain a positive and disciplined learning environment, promoting high expectations and consistent behaviour standards.
- ✓ Contribute to the pastoral development of learners, acting as a tutor and supporting personal, social, and educational growth.
- ✓ Engage in professional development, curriculum innovation, and school improvement activities.
- ✓ Participate in extra-curricular activities to enrich the learner experience.
- ✓ Support a workplace culture that promotes excellence, equality and high expectations for all.

### TEACHING AND LEARNING

- ✓ Follow conscientiously, departmental syllabuses and schemes of work for each teaching group;
- ✓ Prepare properly lesson materials and to mark learners' work consistent with departmental and school assessment policy;
- ✓ Set and mark homework in accordance with departmental and school policy;
- ✓ Have the highest reasonable expectation of individual learner performance;
- ✓ Play a part in organisation and administration

### CLASSROOM MANAGEMENT

- ✓ To maintain classroom discipline and help maintain school discipline in accordance with school policy standards and procedures.
- ✓ Arrive promptly at lessons and tutor sessions and dismiss learners at the correct times
- ✓ keep checks on learners' attendance at lessons and follow up absences as appropriate;
- ✓ Liaise with Curriculum Leaders and/or pastoral staff on matters of concern relating to individual learners

### RECORDING LEARNER PROGRESS

- ✓ To keep appropriate records of individual learners' work and achievements, consistent with departmental and school policy.
- ✓ make a proper contribution to the writing of school reports;
- ✓ Complete such National Curriculum assessments as are required.

### PASTORAL RESPONSIBILITIES

- ✓ To teach the pastoral curriculum and to follow conscientiously personal, social and health education syllabuses and schemes of work;
- ✓ Act as coach and guide to individual learners in the tutor group, both in relation to personal development and specific phases of educational development and transition.

### ADMINISTRATION

- ✓ To carry out efficiently the various necessary administrative functions of the Form Tutor including school requirements in relation to the proper and accurate keeping of registers.

### DEVELOPMENT ASPECTS

- ✓ To play a part in the development of departmental, curriculum development group and year team meetings as appropriate; to seek to identify personal staff development and INSET needs and ensure that these are discussed with Curriculum Leaders/senior staff.

### APPRAISAL/PERFORMANCE MANAGEMENT

- ✓ To play a part, as required, in the school's appraisal programme, both as appraisee and, where appropriate, as appraiser of other colleagues.

### EXTRA CURRICULAR

- ✓ To be involved in some aspect of extra-curricular activity.

## SAFEGUARDING

- ✓ All members of staff have a responsibility and duty of care to safeguard and promote the welfare of learners. Staff must be aware of the systems within the school that support safeguarding and must act in accordance with the school's Child Protection and Safeguarding Policy and Staff Code of Conduct. Staff will receive appropriate and regular child protection training
- ✓ All staff are required to obtain an Enhanced Disclosure and Barring Service check (DBS check)

## HEALTH AND SAFETY

- ✓ To ensure that practice is, in all respects consistent with the requirements of Wootton Park Academy Trust's and Wootton Park School's Health and Safety Policy, as well as with any subject-specific health and safety guidelines

## TRUST VALUES

- ✓ To uphold Trust values of Kindness, Respect, Positivity, Teamwork and Responsibility.

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*NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Trust (in consultation with the post holder) to reflect the changing work composition of the business.*