

## Job Description: Teacher of Business Studies

Responsible to:	Head of Faculty
Job Type:	Teacher
Grade:	M1 – U3
Hours per week:	32.5
Working weeks:	52
Location	King Alfred's Academy, Wantage

### INTRODUCTION

This job description should be read in conjunction with the current School Teachers' Pay and Conditions document and the provisions of that document will apply to the post holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher; and the Deputy Headteacher, or other Senior Manager if appropriate, who will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed as least annually and any changes will be subject to consultation. The school's Grievance procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the Stress at Work Policy and the Dignity at Work Policy.

King Alfred's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### GENERAL DUTIES

You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions document currently in operation, or any subsequent legislation.

### Teaching and Learning:

1. Deliver engaging, well-planned lessons in Business Studies for students.
2. Assess and track student progress, offering support and encouragement to help them reach their full potential.
3. Contribute to the development of an inspiring and enriching curriculum.
4. Ensure lessons are inclusive, meeting the needs of all learners

<sup>1</sup> Cambrian Learning Trust (CLT) Employees are predominantly based at one location but may be required from time to time to work at another school within the MAT. A full list of schools within CLT can be found at <https://cambrianlearningtrust.org>

## **Pastoral Care:**

1. Provide thoughtful guidance and support as a tutor to a group of students, helping them grow both academically and personally.
2. Contribute to the academy's broader mission and community values.
3. Take an active role in our vibrant extra-curricular program, offering students experiences that extend beyond the classroom.

## **GENERAL RESPONSIBILITIES**

All staff employed by King Alfred's Academy are expected to work within the following policies and procedures:

### **Safeguarding:**

Ensure that all Child protection policies are adhered to and concerns are raised in accordance with these policies

### **Health and Safety:**

Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager.

### **Security and data protection:**

Work within the confines of the Data Protection Act and to take appropriate measures to ensure the security and confidentiality of data.

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

*Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their job role.*

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## Qualifications and Experience

Qualities	Essential/Desirable
<ul style="list-style-type: none"><li>• Deliver engaging, well-planned lessons in Business Studies</li></ul>	E
<ul style="list-style-type: none"><li>• Enjoy working with and inspiring young people and be able to make and maintain relationships with the full ability range of our students.</li></ul>	E
<ul style="list-style-type: none"><li>• Be passionate about Business Studies and work collaboratively as a member of the Faculty.</li></ul>	E
<ul style="list-style-type: none"><li>• Be committed to engaging in continued professional learning.</li></ul>	E
<ul style="list-style-type: none"><li>• Be able to communicate effectively with staff, parents and students.</li></ul>	E
<ul style="list-style-type: none"><li>• Be willing to contribute to the wider life of the Academy.</li></ul>	E

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