

OUTLINE JOB DESCRIPTION

2024

POST: **Teacher of Business Studies**
Line Management: Head of Department:

TEACHING

- Plan work in accordance with faculty/department schemes of work and programmes of study.
- Liaise with relevant colleagues on the planning of units of work for collaborative delivery.
- Work in collaboration with Support for Learning in planning for teaching of identified pupils..
- Take account of pupils' prior levels of attainment and use them to set targets for future improvements.
- Set work for pupils absent from college for health or disciplinary reasons.
- Maintain good discipline by adherence to the advice given to staff in the staff handbook and elsewhere.
- Set high expectations for pupils' behaviour by establishing a purposeful working atmosphere in accordance with the college's behaviour code.
- Set appropriate and demanding expectations for pupils' learning, motivation and presentation of work.

ASSESSMENT, RECORDING & REPORTING

- Maintain notes and plans of lessons undertaken and records of pupils' work.
- Mark, monitor and return work within a reasonable and agreed time span providing constructive oral and written feedback and clear targets for future learning as appropriate.
- Carry out assessments and reports as required.
- Attend the appropriate parents' evenings to keep parents informed as to the progress of their child.
- Be familiar with the Individual Education Plans for pupils.

PASTORAL WORK

- Undertake responsibility for a tutor group as required including tutor/pupil interviews.
- Be able to contribute fully to the extra-curricular life of the College by participating in such programmes as Games, Duke of Edinburgh, Arts or the general activity programme the College runs.

PROFESSIONAL STANDARDS

- Support the aims and policies of the college.
- Treat all members of the community, colleagues and pupils, with respect and consideration.
- Treat all pupils fairly, consistently and without prejudice.
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance.
- Promote the aims of the college by attendance at and participation in events such as open evenings, option evenings.
- Support the ethos of the college by upholding the behaviour code, uniform regulations etc.
- Take responsibility for their own professional development and participate in staff training when provided.
- Participate in the management of college by attending various departmental and staff meetings.
- Undertake duties as prescribed within college policies.
- Ensure that all deadlines are met as published in the academic calendar.
- Undertake professional duties that may be reasonably assigned (e.g. cover, etc.).
- Be proactive and take responsibility for matters relating to health and safety.

The College is committed to safeguarding and promoting the welfare of its students and expects its staff to share this commitment. Applicants must be prepared to undergo child protection screening including checks with past employers and the ISA.