

## **JOB DESCRIPTION**

### **TEACHER OF BUSINESS**

Reporting to:	Head of the Department
Location:	Aston Manor Academy
Grade/salary:	MPS-UPS (£28,000pa - £43,685pa) Salary scale as at 01/09/2023
Pay progression:	<i>Incremental progression within the grade will be subject to professional criteria-based performance assessment</i>

#### **Job Purpose**

- To be an excellent classroom practitioner and be able to engage with, motivate and inspire students and support the high achievements of the department, encompassing our ethos 'All different, all equal, all achieving' in all they do.

#### **Key Responsibilities**

##### **Leadership of Teaching and Learning**

- Fully prepare all lessons, following departmental schemes of work and medium plans, ensuring effective teaching of whole classes, groups and individuals to achieve agreed outcomes.
- Ensure that the development of literacy is at the forefront of your lessons. Developing skills in numeracy, careers, RSHE and IT are also essential where the curriculum allows
- Ensure that Teaching Assistants/Mentors are fully involved in your lessons, so they can have maximum impact on supporting student progress.
- Ensure that all work is adapted so that there are support mechanisms in place for SEND pupils, challenging tasks for more able pupils and each child is treated as an individual.
- Use a variety of strategies to assess student progress in lessons and use this information to adjust future planning and assessment
- Make effective use of IT to engage and motivate students and promote independent learning within your subject.
- Take responsibility for all resources within your classroom and ensure any books/equipment given to students are returned in a reasonable state.
- Attend departmental and whole school meetings as required
- Contribute fully to the Departmental Improvement Plan (DIP) and the development of schemes of work, medium-term plans and other resources as directed by the Head of the Department
- Keep abreast of changes within your subject area and within educational research in general
- Comply with Health and Safety procedures at all times and ensure risk assessments are documented as and when required.

## **Pupil Development and Well-being**

- Ensure that you apply the Academy's Positive Discipline for Learning Policy at all times both inside and outside the classroom
- Set high expectations for student behaviour, take responsibility for the behaviour of students in your lessons and seek support with any students causing concern.
- Utilise rewards to promote positive attitudes and apply sanctions as and when necessary
- Refer any safeguarding concerns regarding a student to the Designated Safeguarding Lead and implement any other policies that support the well-being of the students.

## **Monitoring and Evaluation**

- Use the departmental feedback policy to guide students in their learning and support their progress.
- Set home learning in line with departmental expectations that consolidates learning or develops a deeper understanding.
- Monitor and track pupil progress by keeping records in line with departmental expectations to meet the requirements of the school's assessment cycle and to inform teaching.
- Attend Parent's evenings to ensure students/parents know what level they are working at and what they need to do to improve.

## **Form Tutor Responsibilities**

- Ensure the welfare of all students within your form group.
- Liaise with your Head of Year regarding any students who may give rise to concern.
- Use the rewards system to promote positive attitudes to school/learning.
- Monitor student behaviour through the student planner and support students who are not meeting the school's behaviour expectations.
- Promote good attendance and punctuality and make use of the systems in place to support this.
- Liaise with parents of students in your form over any matters of concern having discussed with HOY first.
- Follow the personal development curriculum from time to time to support the personal development of your students.
- Deliver RSHE lessons at KS3,4 or 5 if the timetable permits and deliver lessons in line with the expectations stated above.
- Attend all pastoral meetings / Form Tutor briefings as required.

## **Other duties/expectations**

- Carry out before school, during break and during lunch duties in line with the annual rota.
- Supervise the student Support Room as required and if the timetable permits.
- Actively engage in your own personal and professional development.

*Equitas Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check, right-to-work check and references.*

**PERSON SPECIFICATION  
TEACHER OF BUSINESS**

**Method of Assessment (MOA)**

<b>AF-Application form</b>	<b>C- Certification</b>	<b>I - Interview</b>	<b>T-Test Exercise</b>	<b>or</b>	<b>P-Presentation</b>
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<b>Criteria</b>	<b>Essential/Desirable (E/D)</b>	<b>MOA</b>
<b>Qualifications/Education</b> NB: Full regard must be given to overseas qualifications	Degree in Business (E).	AF/C
	Post-degree teacher training qualification with QTS status. PCET will be considered if QTLS is achieved or to be achieved (E).	AF/C
	PGCE in Business education at the secondary level (E)	AF/C
<b>Experience</b> Relevant work and other experience	Experience in delivering the Business curriculum at KS3, KS4 and KS5 (E).	AF/I/P
	Experience in promoting good, behaviour, attendance and punctuality and make use of the systems in place to support this (E).	AF/I/P
	Experience and knowledge of the Business curriculum at KS3, KS4 and KS5 (E)	AF/I/T
	Knowledge and experience in providing positive and targeted support to students with special educational needs. (E)	AF/I
<b>Skills &amp; Ability</b>	An ability to lead and inspire pupils of all ages and abilities (E).	AF/I/P
	Strong communication and interpersonal skills (E).	AF/I/P
	Ability to meet deadlines. (E)	AF/I

	<p>Strong team-building capability (with staff and students) and a participative and open approach to work and management (E).</p> <p>Ability to effectively manage students' behaviour both in the classroom and around the school. (E)</p> <p>Ability to provide good outstanding teaching. (E)</p> <p>Experience in using a range of teaching and learning strategies for whole classes, individuals and groups which stimulate, challenge, engage and motivate students. (E)</p> <p>Excellent written and verbal communication skills and ability. (E)</p> <p>Ability to teach Business at KS5</p>	<p>AF/I</p> <p>AF/I/P</p> <p>AF/I/T</p> <p>AF/I/T/P</p> <p>AF/I/T/P</p> <p>AF/I/T</p>
<b>Behaviours</b>	<p>Have the highest expectations for yourself and your students (E).</p> <p>Flexible and adaptable with a can-do attitude (E).</p> <p>Good judgement in knowing when to highlight/ escalate issues (E)</p> <p>A willingness to personally embrace and celebrate the ethos and values of the Trust (E).</p> <p>To proactively take the time to develop yourself and (where applicable) others through training, coaching, mentoring etc. (E).</p>	<p>AF/I/T</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>

*All staff are expected to understand and be committed to equal opportunities in employment and service delivery in line with the equality act.*

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_