

JOB DESCRIPTION

TEACHER OF BUSINESS STUDIES

Reporting to:	Head of Business Studies
Location:	Aston Manor Academy (Business)
Grade/salary:	Band 1 – 3 (MPS/UPS)
Pay progression:	Incremental progression within the grade will be subject to professional criteria-based performance assessment

Job Purpose

- To be an excellent classroom practitioner and be able to motivate and inspire students and support the high achievements of the department. The post holder will have the ability to offer one or more of the following additional subjects: Law, Accounts, Financial Studies or ICT.

Key Responsibilities

Leadership of Teaching and Learning

- To be responsible for achieving positive outcomes for the young people within your teaching groups, through carefully planned learning activities, taking into account the needs of individual students.
- To review data at different levels in order to support your delivery of teaching and learning within the classroom. To have an up to date and developing understanding of curriculum and assessment in your subject area.
- To take responsibility for promoting a positive atmosphere for learning within your classroom, applying the school expectations for learning, around the school.
- Be responsible for your teaching area to create a positive learning environment.
- To be an aspirational teacher and adhere to the Aston Manor Academy everyday essentials for excellence.
- Demonstrate a commitment to continually developing your teaching practice, by exploring evidence based teaching and learning strategies and contributing to a shared ethos of collaborative learning across the academy.
- To use resources creatively to engage and maximise the potential of all groups of learners.
- To actively embody the ethos and culture of the academy in promoting its core values of All different; All equal; All achieving.
- Refer any safeguarding concerns directly to the Designated Senior Leader in line with our safeguarding policy.

Management

- Ensure all lessons are fully prepared, that learning outcomes are made clear to students and that learning outcomes are measured.
- Attend departmental / task group meetings.
- Ensure that Teaching Assistants /Mentors are fully involved in your lessons and briefed beforehand as to what is expected of them.
- Contribute fully to the Departmental Improvement Plan and Departmental SEF.
- Ensure that each child is treated as an individual and that work is differentiated ensuring that there are specific strategies in place for all groups of pupils including; SEN pupils, the most able, and any underperforming pupil.

Monitoring and Evaluation

- Ensure that pupils receive feedback in a variety of ways in order to improve their learning.
- Set home learning tasks in compliance with the timetable distributed at the start of the year.
- Use formative and summative assessment on a regular basis and identify areas for development.
- Identify individual training/development requirements through the Performance Management process.
- Use Parents Evenings to ensure pupils / parents know what pupils need to do to improve their learning.
- Complete interim and full reports using progressio.

Form Tutor Responsibilities

- To ensure the welfare of all students within your form group.
- To liaise with your Head of Year regarding any students who may give rise to concern.
- Using the data provided to ensure that pupils are rewarded if they are on target and those that aren't are supported so that they will be in future.
- Use the rewards system to promote positive attitudes to school / learning.
- Promote good attendance and punctuality and make use of the systems in place to support this.
- Liaise with parents of pupils in your form over any matters of concern having discussed with HOY first.
- Develop the use of Form Tutor time in line with the weekly programme.
- To deliver the PSHE / Citizenship programme to KS3 pupils if the timetable permits this.
- Contribute to the planning of enrichment days where necessary.
- Carry out before school and break duties in line with the annual rota
- To share good practice with colleagues and learn from them via peer observations/learning walks.
- Attend all pastoral meetings / Form Tutor briefings.

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 STUDIES

Method of Assessment (MOA)

AF Application form	-	C Certification	-	I - Interview	T – Test or Exercise	P Presentation	-
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Criteria	Essential/Desirable (E/D)	MOA
Qualifications/Education NB: Full regard must be given to overseas qualifications	Educated to A level standard or equivalent (E). Degree (E). Post - degree teacher training qualification with QTS. PCET will be considered if QTLS is achieved or to be achieved(E).	AF/C AF/C AF/C
Experience Relevant work and other experience	Experience of delivering Post-16 Business Studies (E). Experience of delivering Post-16 Law and/or Financial Studies (D). Experience of promoting good, behaviour, attendance and punctuality and make use of the systems in place to support this (E).	AF/I AF/I AF/I/T
Skills & Ability	An ability to lead and inspire pupils of all ages and abilities (E). Strong communication and interpersonal skills (E). Strong teambuilding capability (with staff and students) and a participative and open approach to work and management (E).	AF/I/T AF/I/T AF/I
Behaviours	Have the highest of expectations for yourself and your students (E). Flexible and adaptable with a can do attitude (E).	AF/I/T AF/I

	A willingness to personally embrace and celebrate the ethos and values of the Trust (E).	AF/I
	To proactively take the time to develop yourself and (where applicable) others through training, coaching, mentoring etc. (E).	AF/I

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: _____