

LITTLE HEATH SCHOOL



JOB DESCRIPTION: Classroom Teacher

Job Title: Teacher of Business Studies

Report to: Head of Business Studies

Job Purpose: The Classroom Teacher will:

- raise standards of student achievement within Business Studies;
- carry out the professional duties of a classroom teacher as set out in the current STPCD;
- perform the duties of a form tutor, including acting as academic mentor for tutees as described in the school policy and thus providing pastoral care and support for tutees.

Salary/pay grade: TMS/UPR (Nationally agreed pay scales are used as defined in the STPCD).

Specific responsibilities of the post:

Teaching and Learning

- To develop innovative approaches to teaching and learning in Business Studies in order to raise standards of student achievement.
- To create a climate for learning in the classroom through high quality planning of lessons.
- To contribute to the development of generic skills such as literacy, numeracy and citizenship.
- To prepare students for external assessment, including coursework and oral assessments.
- To support the delivery of the department development plan.
- To use ICT effectively as a tool for the transformation of learning.
- To be able to speak fluent English to an appropriate standard.

Assessment and Recording

- To use the range of assessment data to track the progress of individuals and teaching groups within Business Studies.
- To provide diagnostic, formative and summative assessment information to students, parents and other school leaders as appropriate.
- To follow departmental policy and practice as described in the department handbook.

Curriculum

- To contribute to department planning and curriculum development.

- To keep up-to-date with national developments in curriculum design and pedagogy.
- To contribute to the development of teaching materials and schemes of work for use throughout the department.

Student personal development and well-being

- To promote good standards of personal conduct and behaviour at all Key Stages so that effective learning can take place.
- To ensure that both you and the school follow the national policy on safeguarding and thus ensure that students are healthy and safe at school.
- To promote good attendance, punctuality and a high standard of school uniform in the Business Studies Department.
- To promote the personal development of students through engagement in a range of extra-curricular opportunities.

Management of Staff

- To ensure that teaching assistants or support staff are employed effectively within the classroom.

Relationships with key stakeholders

- To foster positive relationships throughout the school community.
- To develop effective relationships with parents which focus on students' learning and progress.
- To develop positive relationships with the local community, including employers, outside agencies and the LA.
- To establish and maintain productive relationships with the department.

Other duties

- To undertake any further duties as outlined by the Headteacher provided that they are reasonable and appropriate.