

## JOB DESCRIPTION

<b>Job Title:</b>	Teacher of Business
<b>School:</b>	Springwood High School part of West Norfolk Academies Trust
<b>Grade:</b>	Pay scale -MPS <b>Start September 2024</b>
<b>Responsible to:</b>	Headteacher Line Manager
<b>Working With:</b>	Staff Students Parents/Carers

We are seeking an ambitious, enthusiastic and imaginative teacher of Business Studies. The successful candidate will need to provide our students with an outstanding education in Business, and work collaboratively with departmental staff in our high performing department. You should be able to teach business studies at both Key Stage 4 and Key Stage 5. The ability to teach Economics, or a willingness to learn to, at either or both key stages, would be an advantage.

The Vocational department currently offers Business Studies, Economics and Health and Social Care, along with Media Studies across Key Stage 4 and 5. All of the subjects are popular with Business Studies and Economics at both key stages often oversubscribed. The department has access to five classrooms, most of which are IT suites. There is also a large departmental office.

### Purpose of the Job

- To meet all requirements of the Teachers' Standards.
- Within the designated curriculum area, to implement, deliver and contribute to the published scheme of work.
- To shape the learning experience to motivate and encourage students to achieve their full potential.
- To monitor the progress of students and provide support to ensure personal and academic growth.
- Take a major role in leading school productions

### **Teaching and Learning Responsibilities**

- To deliver the designated programme of teaching as presented in the published scheme of work.
- To use a variety of delivery methods to stimulate learning, appropriate to student abilities.
- To prepare and update subject materials.
- To ensure a high-quality learning experience for students that meets internal and external quality standards.
- Within the guidance presented in the school Assessment Policy and using appropriate I.T. systems, to assess, record and report on the attendance, progress, development and attainment of students.
- To take part in Parent/Carer Information Evenings.

- Within the school's marking and homework policy, to set and mark work appropriate to the needs of each student. To provide constructive feedback to facilitate progression.
- To undertake assessment of students as required by internal and external (e.g. examination boards) procedures.
- To apply the school's Behaviour Policy to ensure that effective learning can take place. To maintain discipline and use appropriate rewards and sanctions in line with school policy.
- To ensure that Literacy, Numeracy and ICT opportunities are optimised within the context of the designated teaching programme.
- To optimise the use of classroom support staff.

### **Job context and flexibility**

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

West Norfolk Academies Trust is committed to safeguarding and promoting the welfare of children and young people and the post holder will share this responsibility, therefore appointments are subject to satisfactory references and an enhanced DBS check with barred list.

Shortlisted candidates will be subject to an online search.

This post is exempt from the Rehabilitation of Offenders Act 1974 but Exceptions Order may apply.

Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the Academy's financial regulations.

## PERSON SPECIFICATION

Qualifications	Essential	Desirable	How assessed
QTS	✓		Appl
Relevant Degree	✓		

Experience	Essential	Desirable	How assessed
Experience of teaching to GCSE	✓		Appl/Int/Ref
Experience of teaching to A level	✓		
Experience of working in a team	✓		
Experience or willingness to lead on an annual school production	✓		
Contribution to school beyond the classroom		✓	

Skills, Attributes and Knowledge	Essential	Desirable	How assessed
An understanding of the use of data in promoting pupil achievement and attainment	✓		Appl/Int/Ref
Skills and knowledge to deal with student safety and behaviour	✓		
Setting high standards to staff and students by personal example	✓		
Ability to gain parental support and co-operation	✓		
An understanding of the ECM agenda	✓		
Ability to work effectively under pressure	✓		
Ability to prioritise and meet deadlines	✓		
Commitment to continued personal development	✓		
Ability to focus on standards and the belief that all students can succeed given the right opportunity and support	✓		
Demonstrate a commitment to equal opportunities	✓		
Ability to achieve value for money within the designated budget	✓		
IT literate.	✓		

Personal qualities	Essential	Desirable	How assessed
Ambition for self and others	✓		Appl/Int/Ref
Genuine concern for others	✓		
Positive attitude to work	✓		
Supporting positive mental health within the school	✓		
Decisive, determined and self-confident	✓		
Integrity, trustworthy, honest and open	✓		
Accessible and approachable	✓		
Excellent attendance and punctuality	✓		
Excellent interpersonal skills	✓		

Appl = Application form

Int = Interview

Ref = Reference

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