



Job Description

Role: Teacher of Business Studies & Economics

This job description gives an overall indication of the areas of responsibility of the position, but is by no means all encompassing or fixed. The post may include other duties and responsibilities as determined by management that fall within the general responsibilities of the post. St. Francis' College Limited ('the College') is an equal opportunities employer.

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| Location: | |
| Accountable to: | The Teacher of Business Studies & Economics is directly responsible to and supervised by the Director of Studies. However, the Teacher of Business Studies & Economics may also receive instructions from the Head, who is in overall charge of the College on a day to day basis. |
| Responsible for: | |

Overall Purpose of the Job

The Teacher of Business Studies & Economics primary purpose is to be responsible for the successful teaching of all pupils, helping them to achieve their individual potential and to work as part of a team to help achieve the overall aims of the College.

The Teacher of Business Studies & Economics will be expected to fully support all policies and aims of the College and ensure pupils receive individual care promoting their spiritual, moral, intellectual, creative and physical development.

Main Duties and Responsibilities

TEACHING STAFF RESPONSIBILITIES

All teaching staff fall into one of three categories:

- Head of Department. There are four major departments: English, Foreign Languages, Mathematics and Science.
- Head of Subject: where only one teacher is involved (or one assisted by some part-time help).
- Assistant Teacher, either full or part-time.

TEACHING DUTIES

- 34 periods a week teaching standard classes is the norm for a full-time teacher, but may not necessarily be the maximum.
- Preparation of lessons, managing homework and marking pupils' work.
- Informally assessing and reporting (to the Head of Department or Head of Subject and to staff meetings) pupils' academic development, progress and attitude.
- Marking examination papers and writing reports, as required.
- Taking responsibility for the welfare and safety of pupils.
- Promoting the general well-being of pupils, taking note of individuals' personal needs and communicating with the Form Tutor and/or Boarding Staff.
- Maintaining discipline and high standards of courtesy and appearance among pupils at all times and co-operating in this with all other members of staff.
- Taking care to see that the teaching room is a well-ordered and stimulating environment for learning.
- Participating in staff meetings and departmental meetings.

- Contributing to the running of the department.
- Covering, as required, for absent colleagues.
- Periodically reviewing teaching methods, maintaining knowledge of the subject and expertise up to date, participating in arrangements for further training and professional development.

NON-TEACHING DUTIES

- Arriving in school in time to read any messages or notices before assembly.
- Attending assembly.
- Attending parents' evenings and open mornings
- Actively supporting school events as far as possible.
- Taking part in a morning break and lunch-time patrol rota.
- Performing any specific duties, including those of a Form Tutor, as requested by the Head. These are arranged as equitably as possible, taking into account interests, abilities and other responsibilities.
- Making a regular contribution to the programme of extra-curricular activities.

Other Duties

You will be required to give full support to the Department and all extra-curricular programmes within the Department and throughout the College where appropriate.

General

The College is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. CVs will not be accepted.

Owing to the presence of pupils in the College, strict rules governing staff behaviour and in particular, regarding access to areas of the College, are in place. Details may be obtained from the College.

Training and Work Equipment

The College will provide training or pay reasonable training costs where the need arises.

Person Specification

Role: Teacher of Business Studies & Economics

| Essential | Desirable |
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| <p>Qualifications and Experience</p> <ul style="list-style-type: none"> • A relevant, good honours degree or equivalent • The ability to teach KS5 • Qualified Teacher Status | <p>Qualifications and Experience</p> <ul style="list-style-type: none"> • CPD demonstrating a secure knowledge and understanding of current thinking in the curriculum |
| <p>Teaching</p> <ul style="list-style-type: none"> • Evidence of excellent classroom practice • Excellent understanding of effective and engaging teaching methods • The ability to incorporate assessment for learning strategies into everyday practice • The ability to engage, enthuse and motivate students • Confidence in using and interpreting student data • The ability to use ICT and new technologies to enhance learning and teaching | <ul style="list-style-type: none"> • A willingness to experiment with ICT and new technologies to enhance learning and teaching |
| <p>Professional Attributes</p> <ul style="list-style-type: none"> • A high level of motivation • Commitment to providing students with a first-class education • A clear vision and an innovative approach to learning and teaching • Flexibility, adaptability and creativity • The ability to work independently • The ability to communicate effectively with students and staff • The ability to liaise effectively with parents • A readiness to contribute to the wider goals of the department • A willingness to work as a team with others in the Department • Excellent organisational skills | <p>Professional Attributes</p> |
| <p>Other Qualities</p> <ul style="list-style-type: none"> • Enthusiasm, drive and a love for the job • High expectations for all young people • A fair and respectful manner in class • High standards of behaviour, in and out of the classroom • A good sense of humour | <p>Other qualities</p> <ul style="list-style-type: none"> • A willingness to participate in extra-curricular events |