

## TEACHER OF BUSINESS – JOB DESCRIPTION

<b>Department</b>	Business and Economics
<b>Main purpose of role</b>	<p>To be a dynamic and lively teacher of Business Studies to GCSE and A-level; with the department also offering L3 Business BTEC and A-level Economics there is opportunity to also be involved in these courses dependent on experience.</p> <p>You should demonstrate success in the classroom and be an effective team player.</p> <p>The College has a comprehensive induction programme for all new staff with additional support for ECTs.</p>
<b>Reporting to</b>	Head of Economics and Business
<b>Departmental Information</b>	<p>At Key Stage 5, the department currently offers A-level Edexcel Business Studies. Our examination results are very good, with an 67% A*-B achieved in 2024. The department also offers BTEC Level 3 National Extended Certificate and Edexcel A-level Economics (A). From September 2025, the department anticipates that we will teach at least two group of Business, two groups of Economics and one group of BTEC Business to both Y12 and Y13.</p> <p>At Key Stage 4, pupils are taught Business Studies through the Edexcel specification. Currently there are three groups in Year 10 and three groups in Year 11, with the Year 10 numbers set to continue at these levels in September 2025. Each group is taught 3 lessons per week and the GSCE results in recent years have been very strong.</p> <p>Within the department there are currently five staff. All staff are aware of our responsibilities as a department that educates a diverse range of pupils with the full range of academic ability. The departmental team enjoys excellent and supportive relationships and offers a friendly and professional ethos in which both staff and pupils can work together.</p> <p>We aim to encourage pupils to engage with Business in their everyday lives and to make informed choices about further study and future careers.</p>
<b>Key duties and responsibilities</b>	<p><b>Purpose:</b></p> <ul style="list-style-type: none"> <li>To provide a learning environment that guides and encourages students to develop and fulfil their academic potential.</li> <li>To contribute to the well-being and development of the pupils by supervising and caring for them both inside and outside the classroom.</li> </ul> <p><b>Teaching and learning</b></p> <ul style="list-style-type: none"> <li>Teach the allocated subject or curriculum area according to agreed schemes of work under the direction of the Head of Department.</li> <li>Employ a range of teaching, learning and behaviour management strategies and personalise learning to provide opportunities for all learners to achieve their potential.</li> </ul> <p><b>Curriculum provision</b></p> <ul style="list-style-type: none"> <li>Work with colleagues to update and improve the curriculum provision, for example, in response to specification changes.</li> </ul> <p><b>Monitoring and Assessment</b></p>

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- Follow College policies on assessment, recording and monitoring pupils' progress.
  - Evaluate learning and take appropriate action in order to raise achievement.
  - Provide learners with constructive feedback on their strengths and weaknesses and highlight areas for development.
  - Support the Head of Department in the development of assessment material.

#### **Communication with parents**

- Follow College policies on reporting pupils' attainment and progress.
- When necessary, initiate additional communication with parents through the established channels.
- Participate at parents' evenings and tutor evenings as appropriate.

#### **Staff development**

- Participate in College meetings and INSET days as required.
- Participate in the College staff appraisal and self-evaluation processes.
- Keep expertise, subject knowledge and knowledge of examination requirements up to date through professional development.
- Take responsibility for mastering and implementing developments in ICT in all aspects of College life.
- Contribution to the on-going updating of the School Development Plan and implementing relevant targets.

#### **Resource deployment**

- Take responsibility for the care of resources such as equipment and textbooks.

#### **Pastoral care**

- Act as a tutor taking an overview of pupil's pastoral care and academic progress in accordance with published tutor guidelines.
- Contribute to the delivery of the REALtime programme.
- Support your House events and encourage the pupils to participate fully in the life of their House.

#### **College Ethos**

- Promote the College ethos at all times by being a positive role model.
- Play a full role in College life and participate in co-curricular activities.
- Support the College in meeting its requirements for worship.

#### **Duties**

- Perform break, lunchtime and after school duties as requested.
- Supervise pupils in extended day as requested.
- Cover lessons for absent staff and perform invigilation for internal examinations as requested.

#### **Marketing**

- Participate in open events, including the recruitment of pupil helpers, planning of suitable activities and provision of attractive display material.
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	<ul style="list-style-type: none"> <li>Promote the work of the department and co-curricular activities through the appropriate channels, such as the College intranet, e-newsletter, magazines and social media in liaison with the Press and PR Officer.</li> </ul> <p><b>Health and safety</b></p> <p>Follow College and departmental policies on health and safety.</p> <p>The Foundation reserves the right to amend these duties from time to time according to business needs</p>
<b>Hours and place of work</b>	<p>Full time based at Princethorpe College.</p> <p>This is a fixed term maternity cover appointment initially for two academic terms with the possibility to review and extend at the end of this period.</p>
<b>Salary</b>	By negotiation, depending on qualifications and relevant experience.
<b>Safeguarding Children</b>	<p>The postholder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the school's child protection policy statement at all times.</p> <p>If in the course of carrying out the duties of the post the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the school must report any concerns to the Deputy Head (Pastoral) or the Headmaster.</p>
<b>Mandatory training</b>	<ul style="list-style-type: none"> <li>Safeguarding training</li> <li>Health &amp; Safety induction</li> </ul>

<b>PERSON SPECIFICATION</b>		<b>Essential</b>	<b>Desirable</b>
<b>Experience/ knowledge</b>	The ability to teach Business Studies to A-level	Y	
	The ability to teach BTEC Level 3 Business		Y
	Knowledge of the current Edexcel and BTEC Business Specifications		Y
	Experience of delivering outstanding Business Studies lessons to students of all ages and abilities		Y
	The ability to teach GCSE Edexcel Business	Y	
	Experience of supporting students of all ages and abilities to make excellent progress and achieve impressive examination outcomes	Y	
	Experience in using IT to promote the department and engage students in the content	Y	
<b>Personal job- related skills</b>	A passion for the subject	Y	
	The ability to enthuse and inspire others	Y	
	Being willing to learn new skills	Y	
	Good interpersonal skills, including the ability to work and relate well to people on all levels	Y	
	Good organisational and administrative skills, with the ability to remain calm under pressure and work to deadlines	Y	
	Strong interpersonal, written and oral communication skills	Y	
	Strong organisational and time-management skills	Y	
	The ability to develop positive relationships with all young people	Y	
	The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop	Y	
	Good IT skills and the desire to develop these further, within department CPD.	Y	
	A sense of humour and desire to have fun	Y	
<b>Qualifications</b>	A good grade in A-level Business Studies or equivalent	Y	
	Degree with a substantial Business Studies content	Y	
	Qualified Teacher Status	Y	
<b>Other requirements</b>	A commitment to the safeguarding and welfare of all pupils	Y	