

JOB DESCRIPTION

POST TITLE:	Teacher of Business & IT
RESPONSIBLE TO:	Head of Computing and Business
GRADE:	MPR/UPR
WORKING WEEKS:	Part time – 13.5hrs/week / 195 days per year
PURPOSE OF POST:	To work with the Head of Computing and Business in managing, developing and leading the OCR Enterprise and Marketing at KS4 to ensure the highest possible standards of academic excellence for all students

Main duties/responsibilities

1. To work with the Head of Department the provision of an appropriately broad, balanced, relevant and differentiated curriculum for targeted pupils in accordance with the aims of policies of the school.
2. To work with the Head of Department the development and enrichment of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the Department.
3. To assist with the raising of standards of student attainment and achievement and to monitor, track and support student progress in relation to individual targets and ensure appropriate action is taken where necessary.
4. To assist colleagues to implement appropriate and effective intervention strategies to ensure that the vast majority of all pupils within optimise their performance.
5. To assist colleagues to formulate aims, objectives and strategic plans for the Department which have coherence and relevance to the needs of students.
6. To assist the maintenance of accurate and up-to-date departmental data on the management information system and to produce reports and analysis on a range of activities as required by the Head of Department.
7. To assist colleagues through the implementation of all aspects of target setting, tracking and assessment.
8. To work with the Head of Department the effective communication/consultation as appropriate with the parents of students, other staff and relevant external bodies for intervention.

9. To work with the Head of Department, the Department's quality control systems including setting targets, standardising and establishing common standards of practice in line with the departments' plans and policies.
10. To keep up to date with national developments, teaching practice and methodology and to lead and manage the Department in responding to initiatives and developments.
11. To actively seek to improve standards of teaching and learning for progress within the Department.
12. To actively seek to implement the graduated response model for supporting pupils in this subject area.
13. To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
14. To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the Schools' Health and Safety Manager
15. To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
16. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
17. Ensure that you work in line with all the Academy/Trust policies and procedures and ensure that you are aware of your obligations under these.
18. Behave according to the relevant Trust Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
19. You are required to safeguard and promote the welfare of children/students for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
20. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
21. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment, the employee will be subject to rechecking as required from time to time by the Trust.
22. Any other duties of a similar nature related to this post that may be required from time-to-time.

Last Reviewed: May 2024

**PERSON SPECIFICATION
TEACHER OF BUSINESS & IT**

Key

- AF** Application form including personal statement
- S** Selection Process including interview
- R** Employment References
- C** Certificates
- D** Enhanced Disclosure and Barring Services Criminal Check

	Criteria	Essential/ Desirable	Stage Identified
	Qualifications & Education		
1	Graduate in relevant subject with Qualified Teacher Status	E	AF,C
2	Well-structured supporting letter indicating beliefs, understanding of important educational issues and styles of management	E	AF
3	Commitment to and track record of CPD relevant to subject area	E	AF,S
4	Working towards further Professional Qualifications	D	AF,S
5	Honours Degree	D	AF,C
6	Evidence of active interest in staff development through appraisal and school improvement planning	D	AF,S
	Experience & Knowledge		
7	Good classroom practitioner at KS3 & 4	E	AF,S,R
8	Up to date, excellent knowledge in subject, national and local policy, pedagogy, and classroom practice	E	AF,S,R
9	Track record of embracing innovation	E	AF,S,R
10	Understanding of assessment techniques and the ability to plan these into SOW's	E	AF,S,R
11	Understanding of competency-based curriculums in-line with assessment techniques and the ability to develop them	E	AF,S,R
12	Experience in planning assessment strategies in line with desired outcomes	E	AF,S,R
13	A knowledge of current health and safety issues	E	AF,S

	Criteria	Essential/ Desirable	Stage Identified
14	Experience of teaching other vocational subjects	D	AF,S,R
15	Experience of monitoring and evaluating staff and pupil performance	D	AF,S,R
16	Experience of planning the development of KS3 and KS4 SOW and accreditation opportunities	D	AF,S,R
	Skills		
17	Ability to communicate effectively in a variety of situations with a range of audiences	E	AF,S,R
18	Ability to work effectively in a wide range of partnerships to achieve school improvement	E	AF,S,R
19	Ability to use ICT effectively in the classroom and to support learning	E	AF,S,R
20	Ability or commitment to develop the use of new technology to a high level	E	AF,S,R
21	Commitment to raising standards and achieving the highest standards of achievement for young people	E	AF,S,R
22	Ability to coach/mentor, support and challenge staff and pupils	D	AF,S,R
23	Evidence of being able to build and sustain effective working relationships with staff, Governors, parents and the wider community	D	AF,S,R
24	Commitment to take account of current health and safety issues in long-term planning or courses, identifying areas of risk	D	AF,S,R
25	Ability to lead and manage staff with a range of dispositions	D	AF,S,R
	Personal Attributes		
26	Ability to work independently and make a positive contribution as part of a team	E	AF,S,R
27	Commitment to own professional development and willingness to undertake training	E	AF,S,R
28	Ability to demonstrate enthusiasm and sensitivity while working with others	E	S,R
29	A high level of effectiveness including organisational and communication skills	E	S,R
30	Ability to act as a positive role model and demonstrate high personal standards	E	S,R
31	Self-motivated and enthusiastic	E	S,R
32	Willingness to engage in the Appraisal process	E	S,R
33	Flexible and positive approach to tasks	E	AF,S,R

	Criteria	Essential/ Desirable	Stage Identified
34	Ability to work in ways that promote equality of opportunity, participation, diversity and responsibility	E	S
35	A commitment to enhancing life chances of all pupils	E	S
36	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	E	S
	Special Requirements		
37	Ability to form and maintain appropriate relationships and personal boundaries with children	E	D
38	Suitability to work with children/young people	E	D
39	The ability to communicate at ease and provide advice in accurate spoken English	E	S

Employment references will be requested prior to the selection process and any issues arising from these will be discussed at interview. All appointments to satisfactory references.

Last Reviewed: May 2024