

Job Description	
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Summary of the role:	Teacher of Business Studies
Main Duties and Responsibilities:	<ul style="list-style-type: none"> ● Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact. ● Maintenance of discipline and an atmosphere which is conducive to learning during lessons. ● Teaching of Business Studies (and Economics as required) to students throughout the senior schools from Years 10 to 13 in line with the schemes of work and subject specifications as adopted within the department. ● Preparation and presentation of lessons of suitable content, level and interest to engage pupils throughout the age range. ● Setting of homework tasks in line with the homework timetable as prescribed by the senior management of the school. ● Marking of pupils' work. ● Keeping records of the standard achieved by pupils in their work. ● Grading of pupils and writing of reports on pupils as required by the senior management of the school ● Attendance at consultation evenings with parents as required by the senior management of the school. ● Attending departmental trips after completing adequate risk assessments. ● Setting and marking of examinations as designated by the Head of Department. ● Preparing and mounting appropriate corridor and classroom displays of pupils' work. ● Attendance at Open Days to speak to parents and prospective pupils, as well as assisting with departmental preparation for this event. ● Keeping up to date with developments in the subject. ● Attendance at relevant courses to develop skills and knowledge appropriate to the teaching of the subject. ● Attendance at meetings as required by the Head of Department and senior managers. ● Undertaking additional administrative tasks as required by the Head of Department. ● Acting as form tutor and taking responsibility for the pastoral care of the pupils in the form. ● Attendance at assemblies with the form for whom they are responsible. ● Attendance at the annual Speech Day(s). ● Supervisory duties during break and/or lunchtime ● Playing a part in the extra-curricular life of the department and school.

You may also be required to undertake such other comparable duties as the Principal requires from time to time.

Person Specification			
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	Essential	Desirable	Method of Assessment
Qualifications:	<ul style="list-style-type: none"> • A good Honours degree in Business Studies or a Management related discipline • Post-graduate certificate in education 	<ul style="list-style-type: none"> • Initial Teacher Training Qualification • Relevant professional qualifications 	Production of the applicant's certificates
Experience:	<ul style="list-style-type: none"> • Experience of teaching Business Studies up to and including A level standard • A record of successful achievement in teaching GCSE and A level students 	<ul style="list-style-type: none"> • Experience of examining for AQA in either GCE or GCSE Business Studies • Experience of examining for Edexcel in GCE Economics • Relevant participation in subject related INSET courses • Experience of running the Young Enterprise Company programme or a willingness to contribute to this activity in the sixth form 	Contents of the Application Form Interview Professional references
Skills:	<ul style="list-style-type: none"> • The ability to function effectively as an integral member of a teaching team 	<ul style="list-style-type: none"> • The ability to adopt a variety of teaching techniques • The ability to use a variety of ICT techniques effectively in teaching • The ability to teach Business Studies and Economics to AS and A Level • The willingness to plan time effectively and to organise oneself well • An industrious approach to assessment and lesson preparation 	Contents of the Application Form Interview Professional references

Knowledge:	<ul style="list-style-type: none"> • Sufficient knowledge and understanding of the subject to teach effectively up to A level standard 	<ul style="list-style-type: none"> • An awareness of recent developments in Business Studies and Economics teaching 	Contents of the Application Form Interview Professional references
Personal competencies and qualities:	<ul style="list-style-type: none"> • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Positive attitude to use of authority and maintaining discipline • Interest in and enthusiasm for Business Studies • Ability to express thoughts and ideas clearly and accurately in speech and in writing 	<ul style="list-style-type: none"> • Willingness to adopt and to share new ideas • Ability to collaborate with team members • Cheerfulness, friendliness and good humour • Willingness to be actively involved in the extra-curricular life of the department and School 	Contents of the Application Form Interview Professional references

The Business Studies/Economics Department

This is a medium - sized department which delivers GCSE Business Studies in years 10 & 11, and co-educational groups in the Sixth Form. The department consists of 3 members of staff. The department has a very successful examination record at GCSE and A level. Lessons are taught in three dedicated Business Studies/Economics rooms.

Years 10 – 11	<ul style="list-style-type: none">• Business Studies is an optional subject at GCSE. The department follows the Edexcel Specification. Pupils are taught in mixed ability sets at this level.• Year 10 and Year 11 classes are taught in 5 one hour lessons per fortnight. Each class has one teacher who will usually follow the set throughout the length of the GCSE course.
Years 12 - 13	<ul style="list-style-type: none">• The department offers Business Studies at AS and A level. Classes are taught over 5 one hour lessons per week, split between two teachers. In Economics the Edexcel Specification is followed, in Business Studies the AQA specification is followed.• A number of students study both Economics and Business Studies to A level.
Equipment	<ul style="list-style-type: none">• The department is well stocked with a range of appropriate textbooks, as well as study notes which are provided for each student. Each Business Studies room is equipped with audio visual equipment to present lessons.• A central resource of worksheets and other teaching aids exist in the department's stock. The department also has access to a range of online resources to assist teaching delivery and assessment.• Each member of staff is issued with a Chromebook to facilitate teaching and assessment via Google Classroom.
Extra Curricular Activities	<ul style="list-style-type: none">• The department makes a significant contribution to the extra-curricular life of the school and the successful candidate would be expected to be involved with this. Possible areas include: industrial visits; organisation of visiting speakers; student conferences; and competitions.• A key area is the Young Enterprise programme. There are usually two companies in Y12 that follow the scheme. The scheme runs from September to April with companies running a weekly meeting during or after school. It will be necessary for the teacher involved in helping run this to accompany the groups to their selling events and presentations held outside of school, the latter sometimes being in the evening.