

## **JOB DESCRIPTION**

|                      |  |
|----------------------|--|
| <b>JOB TITLE:</b>    | Teacher of Business or Law   |
| <b>REPORTS TO:</b>   | Area Lead of Business & Law  |
| <b>SALARY:</b>       | Teacher PT 1-9 (£32,178 - £49,725) Suitable for ECT's, depending on qualifications and experience. |
| <b>WORK PATTERN:</b> | 1FTE Permanent   |

### **PURPOSE**

- To ensure that there is successful delivery and management of Business or Law.
- To ensure that high quality and relevant learning experience for all students on the courses.
- To ensure that all students within the courses are offered the opportunity to achieve their academic potential.
- To be able to effectively prepare students for exams where necessary.

### **KEY RESPONSIBILITIES**

- Employ a range of teaching and learning practices successfully.
- Responsive to innovations and changes in the teaching of Business or Law.
- Include numeracy and literacy in all teaching and learning practices.
- Promote Equality and Diversity in all teaching and learning practices.
- Promote the prevent agenda in all teaching and learning practices.
- Work with Area Lead and SLT to identify and achieve annually negotiated targets such as those related to student enrolment, retention and achievement.
- Produce Schemes of work and learning plans and personal improvement plans as appropriate.
- Ability to set suitable learning targets and prepare learning programmes that achieve these.

- Use appropriate assessment techniques to track student progress effectively and make best use of learner data to inform lesson planning.
- Employ diagnostic test data in all lesson planning.
- Organise and manage the classroom effectively.
- Work with team members to ensure outstanding outcomes for learners.
- Forge links with feeder secondary schools and be actively involved in the college recruitment and enrolment processes.
- Liaise with the pastoral team to support the learning of the students.
- Liaise with SENCO to ensure all students are fully supported in their learning.
- Access teaching and learning coaching and training and other CPD opportunities when presented.
- Utilise the full range of Google Workspace for Education and other digital learning platforms to enhance the teaching and learning experience of learners.
- Be involved in learner support and enrichment activities to provide the best student experience in Business or Law.
- Collaborative working with colleagues within all areas of the College.
- Continue to develop own skills in the teaching, learning and assessment of Business or Law.
- Be enthusiastic, dynamic, committed and well organised.
- Be flexible and prepared to contribute to the delivery of Business or Law.

**IN ADDITION TO THE ABOVE MENTIONED ATTRIBUTES THE POSTHOLDER WILL BE EXPECTED TO:**

- To support effective safeguarding of all young people throughout the College.
- To attend as necessary, meetings of all College Staff.
- To adhere to College policies and procedures e.g. Equality and Diversity; Health and Safety.
- Undertake any such other duties as may be required, commensurate with the post which do not change the character or purpose of the post which are necessary to maintain outstanding standards

***The job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect***

***the changing needs of the College, as well as the personal development needs of the post holder.***

*We strive for equality throughout the college and positively encourage applications from all sections of the community. The College has a strong commitment to safeguarding and promoting the welfare of young people and vulnerable adults and all appointments are subject to an enhanced DBS clearance.*

**LEON RILEY  
Principal**

***Employee Signature .....***      ***Date.....***

***Line Manager.....***      ***Date.....***

## Person Specification

AF = Application Form

Q = Qualification

I = Interview Process

| <b>Relevant Experience</b>  | <b>Desirable /Essential</b> | <b>Assessment Method</b> |
|---|-----------------------------|--------------------------|
| Previous experience of Business or Law  | E                           | AF<br>I                  |
| Previous experience of delivering Business or Law   | D                           | AF                       |
| Evidence of good and outstanding teaching outcomes  | E                           | AF<br>I                  |
| <b>Education and Training</b>   | <b>Desirable /Essential</b> | <b>Assessment Method</b> |
| Level 2 A* - C (or equivalent) in English and Maths   | E                           | Q                        |
| Recognised teaching qualification (e.g. PGCE, Cert Ed)  | D                           | Q                        |
| Honours degree, or equivalent, in a Business or Law   | E                           | Q                        |
| Successful teacher placement in a Business and Law department (if a new teacher)  | E                           | AF                       |
| <b>Experience, Knowledge and Skills</b>   | <b>Desirable /Essential</b> | <b>Assessment Method</b> |
| A high interest in, and enthusiasm for, the subject of Business or Law  | E                           | AF<br>I                  |
| Knowledge or experience of Business or Law within other contexts such as “world of work,” research and development, real-life applications etc. | D                           | AF<br>I                  |
| Ability to employ a range of teaching, learning and assessment styles to suit individual student needs  | E                           | AF<br>I                  |
| A good knowledge of best practice in teaching, learning and assessment  | D                           | AF<br>I                  |

|  |                                 |                              |
|--|---------------------------------|------------------------------|
| Extensive knowledge of tracking student achievement and designing appropriate support strategies                       | E                               | AF<br>I                      |
| Strong interpersonal, communication and team skills  | E                               | AF<br>I                      |
| The ability to develop good working relationships with students and colleagues at any level                            | E                               | AF<br>I                      |
| Excellent organisational and administrative abilities, including time-management skills                                | E                               | AF<br>I                      |
| Ability to work flexibly and creatively within the job and when new challenges and opportunities arise                 | E                               | AF<br>I                      |
| <b>Additional Factors</b>  | <b>Desirable<br/>/Essential</b> | <b>Assessment<br/>Method</b> |
| Commitment to equality and diversity initiatives, anti-discriminatory practice, CSE initiatives and the prevent agenda | E                               | AF<br>I                      |
| Suitability to work with children and young adults   | E                               | AF<br>I                      |