

JOB TITLE: Teacher of Business Studies

REPORTS TO: Area Leader

WORK PATTERN: Full Time

SALARY: Teachers Main Scale Suitable for NQT's

(depending on qualifications and experience)

Purpose of the Role

- Ensure successful delivery on Business Studies, A Level and BTEC Levels.
- Potentially contribute to the teaching of other subject areas depending on the teacher's degree or experience.
- Ensure a high quality and relevant learning experience for all students on the courses
- Ensure that all students are given the opportunity to achieve their academic potential

Key Responsibilities

- Employ a range of teaching and learning practices successfully
- Be responsive to innovations and changes in the teaching of Business Studies.
- 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 Leaders to identify and achieve annually negotiated targets such as those related to student enrolment, retention and achievement
- Produce schemes of work, learning plans and personal learning checklists as appropriate
- 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 advocate team to support the learning of the students
- Liaise with SENCO to ensure all students are fully supported in their learning
- Access training and other CPD opportunities when presented
- Utilise the college's VLE in order to support teaching and learning

- Be involved in learner support and enrichment activities to provide the best student experience in Business Studies
- Work collaboratively with colleagues across all areas of the college
- Continue to develop his or her own skills in the teaching, learning and assessment of Business Studies and Law
- Be enthusiastic, dynamic, committed and well organised
- Be flexible and prepared to contribute to the delivery of other L2 and L3 Business Studies courses

In addition to the above mentioned attributes the successful candidate will be expected to:

- Support effective safeguarding of all young people throughout the college.
- Attend as necessary, meetings of all Business Studies and college staff.
- 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 signature:

Date:

PERSON SPECIFICATION – Teacher of Business

CRITERIA	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD(S)
Relevant Experience <ul style="list-style-type: none"> • Previous experience of delivering Advanced Level Business • Previous experience of Level 2 Business Studies • Evidence of good and outstanding teaching outcomes 	D D E	A, R A, R A, R
Education and Training <ul style="list-style-type: none"> • Minimum of Level 2 qualification in numeracy e.g. GCSE Maths at A*-C, or able to demonstrate equivalent level of ability. • Recognised teaching qualification (e.g. PGCE, Cert Ed) • Honours degree, or equivalent, in a Business Studies or related discipline • Successful teacher placement in any of the mentioned departments (if a new teacher) 	E D E D	C C C A, R
Special Knowledge and Skills <ul style="list-style-type: none"> • A high interest in, and enthusiasm for any of the mentioned subjects • Knowledge or experience of Business Studies within other contexts such as “world of work,” research and development, real-life applications etc. • Ability to employ a range of teaching, learning and assessment styles to suit individual student needs • A good knowledge of best practice in teaching, learning and assessment. • Good knowledge of tracking student achievement and designing appropriate support strategies in place • Strong interpersonal, communication and team skills • The ability to develop good working relationships with students and colleagues at any level • Excellent organisational and administrative abilities, including time-management skills. • Ability to work flexibly and creatively within the job and when new challenges and opportunities arise 	E E E D E E E E E	A, T, I A, T, I A, T, I A, T, I A, T, I A, T, I A, T, I A, T, I A, T, I
Additional Factors <ul style="list-style-type: none"> • Commitment to equality and diversity initiatives, anti-discriminatory practice, CSE initiatives and the prevent agenda • Suitability to work with children and young adults 	E E	A, O, R A, O, R

PERSON SPECIFICATION – Teacher of Business

The Person Specification details the principal skills and personal attributes the post holder must possess and actively demonstrate in order to effectively fulfil the role. The criteria are ranked as 'essential' and 'desirable' and your application form should demonstrate how you meet each individual criterion and possess the key skills relevant to the job.

The ranking of criteria on the employee specification can be explained as follows:

- Essential** The successful candidate must meet the essential criteria in full on the first day of commencing in post, in order to be able to effectively fulfil the role to which he/she has been appointed.
- Desirable** The post holder needs to meet the desirable criteria to fulfil the role on a longer-term, permanent basis. The successful candidate would be expected to develop his/her skills and knowledge within an agreed timescale (usually within six to twelve months of his/her start date) to meet the desirable criteria in full, if they are unable to demonstrate they meet these criteria at short-listing and interview stage.

Criteria will be measured through a number of methods, the key to which is as follows:

- A** = **Application**
I = **Interview**
T = **Test**
C = **Certificates**
R = **References**
DBS = **Disclosure & Barring Service**

These letters are used in the 'assessment method(s)' column on the employee specification to identify to you the combination of methods we will use to assess you against the requirements of the position for which you are applying. In the first instance your application form will be used to determine the extent to which you meet the criteria for the role and will inform our short-listing decisions.

Where criteria are to be identified through the interview and/or test(s), these may involve scenario-based or hypothetical questions and a combination of written exercises, literacy and/or numeracy assessments, presentations, and any other practical assessments relevant to the role.