



## Job Description and Person Specification

<b>Job Title:</b>	Teacher of Business
<b>Responsible To:</b>	Deputy Principal (Academic)
<b>Core Job Purpose:</b>	In the context of the Catholic mission of the college, to be an outstanding teacher, ensuring students make excellent progress and achieve the highest examinations outcomes by delivering specialist, expert, high quality teaching, learning and assessment. In doing this, to ensure every student is fully engaged in their learning and are provided with extensive opportunities to consolidate and extend their learning so they develop the scholarly attributes, skills and knowledge necessary to achieve top A Level grades and to progress to highly prestigious universities and employers.

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### 1. Job Description

#### Teaching, learning and assessment responsibilities:

- Delivering excellence in teaching based on a deep knowledge of Business subjects.
- Creating a challenging and stimulating classroom climate that will motivate students to learn, think independently, take risks, empathise with others, and perform to the best of their abilities.
- Ensuring subject delivery is suitably challenging, knowledge-rich and has a clear focus on the development of strong academic skills.
- Following agreed guidelines, syllabuses and schemes of work, ensuring an excellent knowledge of the requirements of public examinations and the A Level curriculum.
- Undertaking best practice planning of specification delivery in the context of the curriculum intent, ensuring there is a strong rationale for unit delivery and that the scheme of work is well sequenced.
- Preparing thoroughly for lessons and setting homework regularly in line with CTK: Aquinas expectations to ensure that students achieve the highest possible standards.
- Engaging a wide range of digital and physical resources to enhance learning, as well as planning engaging visits, trips, speakers and fieldwork relevant to Business and the subject area.
- Assessing all work regularly and promptly in line with expectations and the scheme of work to ensure that students receive frequent and constructive feedback as they learn.
- Making regular assessments of students and monitoring progress against prior attainment, employing effective intervention strategies when required and using information to extend student achievement through workshops and curriculum extension activities.
- Expertly using a range of individual, whole class or whole cohort data to inform planning, delivery and assessment of the curriculum.

- Ensuring all courses deliver an extensive Super-Curriculum through the provision of electives, workshops and all other academic extension.
- Delivering strategies that promote ambitious progress and ensure that value added outcomes are very strong.
- Having high expectations which inspire and motivate learners.
- Modelling and demonstrating the positive attitudes, values and behaviour which teachers are expected to engender in all learners.
- Supporting students in their learning, making each feel included, secure and valued, and ensuring they have every opportunity to fulfill their potential.
- Producing detailed reports on the progress and achievement of students taught.
- Attending all meetings relevant to the role and responsibilities, and attending all parents' evenings for groups taught, as well as other events as directed.
- Communicating effectively with parents and students on all curriculum, teaching, pastoral and learning matters, maintaining high standards and expectations.
- Promoting student achievements, career opportunities and experiences in Business, providing relevant material for the college website.

### **Character and well-being responsibilities**

- Ensuring the Mission, Vision for Students and CTK Graces inform delivery of the curriculum and underpins how students develop and work with each other to promote success.
- Delivery of the ethics/tutorial programme, providing an engaging, well-resourced programme of study.
- Contributing to the Catholic ethos, helping students to fulfil their potential and to flourish.
- Delivering agreed processes, ensuring student attendance, punctuality and behaviour is excellent.
- Ensuring the character development and well-being aspects of the curriculum are expertly delivered and that tracking and monitoring processes are tightly aligned to the academic curriculum.
- Developing strong partnerships with universities, employers, secondary schools, primary schools and the wider community in order to promote strong transition and ambitious progression for students.
- Providing direct careers support, ensuring each student is extremely well prepared to make high quality, successful applications to selective universities and prestigious employers
- Being a tutor, encompassing academic, character, wellbeing and administrative oversight of the tutor group and acting as the main point of contact for parents.
- Implementing safeguarding policies, ensuring systems and processes are robustly followed.
- Undertaking pastoral responsibilities as directed, and working with pastoral leads to support student welfare.

### **Professional development and other responsibilities:**

- Playing a full part in the life of the college community, supporting its distinctive mission, ethos and policies while ensuring that students follow this example.
- Setting high personal standards of dress and appearance, attendance and punctuality and class discipline and behaviour, upholding the staff code of conduct at all times.

- Maintaining good order and discipline amongst students and being active in implementing the college's policies on rewards and sanctions.
- Undertaking supervisory, cover and invigilation duties as directed.
- Taking an active involvement in extra-curricular activities – some of these activities will be outside college hours and teachers will be required to engage in these at the end of the day, on some Saturdays and on occasions out of term time.
- Committing to personal professional development, participating in regular, purposeful pedagogy meetings, and in leading edge professional development conferences and summits and being responsible for sharing this with others
- Actively demonstrating curiosity and knowledge of current trends, pedagogy, and topics of importance in the education of Business through membership of professional associations and networks and through personal research.
- Undertaking an annual block placement during the college summer planning days in order to enhance and develop applied subject related knowledge and expertise
- Being an examiner with an exam board, as a minimum for the first two years of employment, ensuring a deep and up to date understanding of examination standards
- Complying with relevant Christ the King policies and procedures at all times.

*This job description should be seen as enabling rather than prescriptive, and will be subject to regular review as the needs of Aquinas evolve. You will be required to undertake other comparable duties as the Deputy Principal, Executive Principal or senior colleagues may require from time to time.*

## **2. Person Specification/Selection Criteria**

### **Qualifications and professional skills**

- A subject related degree with high honours
- Qualified Teacher Status (QTS)
- DfE recognised teaching qualification
- Evidence of appropriate continued personal and professional development
- Extensive high level knowledge and ability in Business and related subjects
- Excellent knowledge of strategies to support teaching, learning and assessment in Business
- Know how to identify and use opportunities to personalise and extend learning through out-of-class activities where possible making links between in-class learning and learning in out-of-class activities.
- Understand how young people develop and how the progress, rate of development and well-being of learners are affected by a range of developmental, social, religious, ethnic, cultural and linguistic influences.
- Have excellent IT skills and be able to use these skills highly effectively in teaching and learning activities.
- Know how to use statistical data to evaluate the effectiveness of teaching, to monitor the progress of those taught and to raise levels of attainment.
- Confident knowledge of and ability to apply safeguarding policies and practices

## **Attributes and Competencies**

- An understanding of and support for the Catholic ethos of the college.
- Inspirational teaching and presentation skills
- Ability to build effective relationships with students, parents and staff
- Ability to communicate effectively to a range of audiences
- Ability to work under pressure, prioritise, manage time effectively and meet challenging goals
- Commitment to equal opportunities
- Be highly organised and very reliable.
- High levels of motivation and commitment to high standards
- Demonstrable personal warmth and enjoyment of working with students and adults
- Willing to participate in the life of the college, including extra-curricular and pastoral commitments.

## **Experience**

- Proven excellent record of Business teaching at secondary level/post 16
- Experience of teaching Business subjects at A level, with demonstrable improvements in results
- Experience of teaching a second subject within the CTK Aquinas curriculum (desirable)

Our Teacher of Business will be a key member of our teaching community, with the chance to challenge, engage and inspire our students to achieve their full potential in the subject area of Business.