**Trinity School, Sevenoaks**

**Business Studies Teacher Job Description & Person Specification**

Job Title: Business Studies Teacher

Responsible to: Head of Department

Location: Seal Hollow Road, Sevenoaks, Kent. TN13 3SL

*In everything set them an example by doing what is good. Titus 2:7*

**As a faith school it is our vocation, moral obligation and delight to provide the best possible education for each student as part of a Christian community.**

**All staff will:**

* Play a full part in the life of the school community, support its Christian mission, ethos and policies and encourage staff and students to follow this example.
* Fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated child protection officer)
* Be involved in the school’s community service, as required.
* Model Trinity values to parents and students
* Be positive, dynamic and challenging in all aspects of work
* Foster the school’s inclusive ethos providing a common life based on the Christian family and nurturing everyone regardless of race, gender, sexual orientation, religion or ability
* Share direct accountability for the establishment of Trinity School as an outstanding school
* Take responsibility for their own learning and development
* Develop the skills and talents of other members of the community
* Ensure their own well-being and that of others by establishing an appropriate balance between life and work
* Play an active part in the life of the school and its community
* Develop social cohesion and positive links with the whole of our local community
* Adhere to the school community’s standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
* Agree annual performance targets, with a view to own continuous improvement
* Undertake any other duties that may reasonably be required by the Headmaster.

This job description should be read in conjunction with General Duties and Responsibilities of a professional school teacher as contained in the School Teachers' Pay and Conditions Document (STPCD).

The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

**Job Description**

**Role Purpose**

**Under the direction of the Head of Department, you are required to contribute to the teaching of the department and to promote high standards of teaching and learning across the school ensuring at least good progress for all students.**

**Additional role**

**You are required to be a tutor of an assigned tutor group and carry out duties related to this in accordance with the general job description of a form tutor.**

**You are required, where appropriate, to undertake additional specific duties as directed by your Head of Department.**

**Teaching**

* **To undertake a designated programme of teaching across all key stages.**
* **Teach consistently high quality lessons**
* **Plan and deliver schemes of work and lessons that meet the requirements of Business Studies**
* **Be a role model for students inspiring them to be actively interested in Business Studies**
* **To maintain appropriate records and to provide relevant accurate and up-to-date information**
* **To complete the relevant documentation to assist in the tracking of students**
* **Set expectations for students in relation to standards of achievement and the quality of learning and teaching**
* **Prioritise and manage time effectively, ensuring continued professional development in line with the role**
* **To follow school policies and procedures**
* **To ensure the effective deployment of classroom support**
* **To maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework**
* **Follow schemes of work at all Key stages**
* **Ensuring a high quality learning environment within the department and contribute to displays for public areas**

**Other Key Tasks**

* Carry out a share of supervisory duties in accordance with published schedules
* Participate in appropriate meetings with colleagues and parents
* Participate in appraisal arrangements
* Participate in (and deliver) in-service training
* Run a co-curricular activity for students
* Undertake any such further duties as the Headmaster may reasonably require

**Person Specification**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | * Qualified Teacher Status and Degree |  |
| **Experience** | * Teaching at all key stages of secondary education * Teaching at all ability ranges | * Experience of teaching A Level * Knowledge of the new A Level specification |
| **Knowledge** | * National Curriculum requirements at all key stages * Awareness of current issues relating to Business Studies * Effective teaching and learning styles * Monitoring, assessment, recording and reporting of student progress * Statutory requirements concerning Equal Opportunities, Health & Safety, SEND and Safeguarding Children | * Awareness of/running of Business Studies Challenge in previous roles |
| Skills | * Excellent classroom teacher * Ability to plan, assess and record accurately * Ability to meet targets and deadlines * Ability to motivate others * Determination and perseverance * Enthusiasm * Passionate * Excellent interpersonal and verbal communication skills * Patience | * ICT competent, in particular powerpoint * Experience and willingness to organise and run trips |
| **General/**  **Personal Qualities** | * Smart, business-like, professional appearance * Capacity for hard work under pressure * A team player, collaborative worker * Self-motivated * Ability to contribute greatly to the wider life of the School * Resilient * Strives for excellence in every aspect of school life | * An ability to show innovation and flexibility |

**Signed………………………………………… Date………………………………………**

**Employee**