



JOB DESCRIPTION

Section 1: General Information

Position Title	Business & Economics Teacher	Department	Humanities
Reports To	Head of Humanities	Probationary Period:	Two Terms
Location/Site	Rookwood School, Weyhill Road, Andover SP10 3AL	Employment Status	Part Time (60%FTE), Permanent Salary Grade: Rookwood Teacher Scales

Section 2: Job Description

Position Purpose	<p>The Class Teacher is responsible for the education and welfare of a class, in accordance with school policy, ensuring the safety and welfare of pupils and achieving the highest standards of learning and achievement for all. Additionally, they are expected to promote and support the ethos, aims and vision of the school and maintain its philosophy of education.</p> <p>The Class Teacher is responsible to their Line Manager, the Senior Leadership Team (SLT) and ultimately the Headteacher. The Class Teacher will be responsible for creating and delivering engaging lessons to diverse groups of students at all levels, promoting enthusiasm for learning and for subjects and adhering to national curriculum standards.</p>
Key Responsibilities	<p>Main Purpose:</p> <ul style="list-style-type: none"> To teach Business and Economics and a willingness to undertake other teaching duties as required by the Head of Department To support the daily work of the Department, including the implementation of policy decisions and the organisation of lessons.

	<p>Main Accountabilities:</p> <ul style="list-style-type: none"> • The academic performance and continuing development of all students • Ensuring all administrative and teaching processes are completed on time and effectively • To deliver work compatible with Key Stage 4 and 5 (A-level), in all of its aspects <p>Responsibilities:</p> <ul style="list-style-type: none"> • The teacher will be responsible for the teaching of their specialist subject(s) within the Senior School. Teaching groups may comprise either whole Form groups or sets • The teacher will take full responsibility for all long, mid and short term planning for their classes • The teacher will keep full assessment records for all the children in their classes; these records must be regularly updated. The teacher will also produce regular reports for parents, as required by the Head of Department • The teacher will notify the Head of Department should there be any concerns about a child and will liaise with parents where appropriate • The teacher will liaise with the SENCO where appropriate and ensure that they are up to date with pupils' special educational needs • The teacher will be prepared to undertake any tasks necessary for the smooth running of their classes and the department and/or the School as a whole • The teacher will attend Parents' Evenings and other school functions such as Open days • The teacher will attend regular departmental meetings, senior school meetings, full Staff Meetings and Inset days • The teacher will share in a weekly rota for duties – break time, lunchtime, before and after school – as required by the Head of School • Any teacher may be required to act as a Form Teacher, and as such will be expected to take an interest in the welfare and academic progress of pupils in the Form and to liaise with other staff when problems arise • The Form Teacher is responsible for registering the pupils at the beginning of the morning and afternoon sessions, and will organise Form assemblies as required. Other specific tasks are listed in the Staff Handbook • The teacher may be asked to work alongside other professional colleagues including LSAs and NQTs on occasions, ensuring that all instructions and directions are well-planned and carefully explained • The teacher will be expected to take part in the life of the school, e.g. organising extra-curricular activities either at lunchtime or after school, attending school functions, organising visits out of school for the pupils • The teacher will uphold and support the policies of the school, as laid out in the Staff Handbook and the School Policies File. He/she will educate the children with care and consideration, whilst expecting a high standard of discipline and behaviour • The teacher will be responsible on a day-to-day basis to their line manager, Head of Department, then to the Headteacher • It is expected that a Class Teacher will meet all of the DfE Teachers' Standards <p>Additional duties to teaching commitments:</p>
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	<ul style="list-style-type: none"> • Maintain the reputation of the School • Perform duties during breaks and before and after school • Administer at least one after- school club per week • Attend staff briefings, training sessions and development programmes as advised by the Headteacher and the Senior Leadership Team • Undertake any duties which may be reasonably requested by the Headteacher and the Senior Leadership Team • Be available to accompany or lead day and residential trips in other disciplines. <p>Principal Working Relationships Internal: Line Manager, Senior Leadership Team, Headteacher, ILG Head Office External: Parents</p>
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KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • PGCE / Qualified Teacher Status • ECT • Degree or equivalent • Excellent numeracy and literacy skills 	<ul style="list-style-type: none"> • Evidence of continuous INSET and commitment to further professional development
Experience	<ul style="list-style-type: none"> • The ability to set standards and provide a role model for students and others staff in teaching and learning within their specialism • Experience of teaching children in the age range appropriate to the post (KS4-5) • Ability to work in a way that promotes the safety and well-being of all pupils 	<ul style="list-style-type: none"> • Proven evidence of other further professional development • Experience of Teaching A Levels
Knowledge	<ul style="list-style-type: none"> • A commitment and thorough understanding of how their subject specialism in Key Stages 4 and 5 should be taught • In addition, the Class Teacher must have knowledge and understanding of the preparation and administration of external examinations • knowledge and understanding of the theory and practice of providing effectively for the individual needs of all pupils (e.g. classroom organisation and learning strategies) • The monitoring, assessment, recording and reporting of pupils' progress • The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection • An understanding of the different ways in which pupils learn and the appropriateness of a variety of teaching styles to meet the individual needs of each child. • Knowledge and understanding of how ICT can be used in teaching to enhance student learning • Effective teaching and learning styles. 	<ul style="list-style-type: none"> • Willingness to keep up to date in subject knowledge and national developments • Knowledge of Key Stages 3, 4 & 5
Skills and Abilities	<ul style="list-style-type: none"> • Decision making skills – ability to investigate, solve problems and make decisions • Communication skills (both oral and in writing) – the ability to make points clearly and understand the views of others • Ability to develop new ideas • Ability to analyse, understand and interpret data and information • The ability to prioritise own time, work under pressure and to deadlines with a sense of balance and perspective 	<ul style="list-style-type: none"> • Experience of organising trips

	<ul style="list-style-type: none"> • An understanding of how assessment for learning can improve student performance • A confident and competent user of ICT • Ability to use student assessment data to raise standards • Able to communicate effectively both orally and in writing to students and their parents • Work flexibility and show initiative • Ability to encourage pupils to develop self-discipline, self-esteem, confidence and independence 	
Work-related Personal Qualities/Behaviors	<ul style="list-style-type: none"> • Excellent interpersonal skills with both adults and children • Willingness and ability to work as part of a team • Personal impact and presence • Energy determination and perseverance • Self confidence • Enthusiasm and commitment • Reliability and integrity • Support, motivate and inspire both colleagues and pupils by leading through example • Suitability to work with children <p>PERSONAL AND PROFESSIONAL CONDUCT</p> <p>A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.</p> <ul style="list-style-type: none"> - Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by: treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position - having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions - showing tolerance of and respect for the rights of others - Supporting fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs - Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law. - Adhere to the Teachers' Standards and the codes of conduct of the School <p>Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach and maintain high standards in their own attendance and punctuality.</p> <p>Teachers must have an understanding of, and always act within, the statutory framework which set out their professional duties and responsibilities.</p>	

Equal Opportunities and Commitment	<p>Commitment to equality of opportunity for all regardless of gender, disability, religion, and ethnic origin</p> <p>Demonstrate a commitment to:</p> <ul style="list-style-type: none"> • safeguarding and child protection • promoting the welfare and wellbeing and of children and young people • equalities • promoting the school's vision, values and ethos • high quality, stimulating learning environment • relating positively to and showing respect for all members of the school and wider community • ongoing relevant professional self-development
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The above is designed to help you in the understanding of your role and is not intended to be a definitive list of your duties, as flexibility in meeting company needs is required by all employees.

I confirm that I have read and agreed this Job Description explaining the main duties of my job.

Employee Name: _____

(Please print)

Employee Signature: _____ Date: _____

Line Manager Name: _____

(Please print)

Line Manager Signature: _____ Date: _____