

SETTLE COLLEGE

Teacher of Business Studies & ICT

Job Description

Name:

Date appointed:

Job Title:

Salary Grade:

Responsible to: Subject Leaders for Business Studies and ICT

Responsible for: Teaching of Business Studies at GCSE, AS and A2, ICT at KS3, GCSE and possibly at AS and A2

Exercise of general professional duties

A teacher's responsibilities at Settle College are those set out in the Schoolteachers' pay and conditions document including any other reasonable duties requested by the Principal and in line with agreed national, county and College policies. Reference has also been made to the National Standards for Qualified Teacher Status published by the TTA and any revisions to these which are made from time to time in discussion with the professional associations.

Learning & Teaching

- Planning and preparing courses and lessons in line with the Learning & Teaching Policy:-
 - with differentiation according to age and ability and, where appropriate, special educational need
 - in line with the school's policies on Literacy and Numeracy and Citizenship
 - in accordance with the "Stage not Age" curriculum at Key Stage 4
- Assessing, recording and reporting on the development, progress and attainment of students (including monitoring student progress against academic potential and appropriate targets) having due regard for the Assessment for Learning policy
- Implementing the school's policy for Behaviour for Learning, rewards and sanctions;
- Acting as a Form Tutor or being attached to a year group (see generic Form Tutor job description below) and playing a part in ensuring the successful development of the College's vertical tutoring programme
- Participating in the development and delivery of the PSHCE programme;
- Contributing to students' Spiritual, Moral, Social and Cultural development in line with College policy:
- Communicating and consulting with parents as required.
- Awareness of potential of each student, monitoring progress against potential and taking action to enable students achieve that potential;
- Acting as a role model in terms of attitude, dress (including adhering to the College dress code for teaching & non teaching staff) and interaction with others.

Personal and Professional Development

- To be involved in annual performance management arrangements as determined by the current school teachers’ pay and conditions document and College policy;
- To undertake an annual identification of professional development and training requirements with a line manager as part of the Performance Management process;
- To engage in regular review of learning and teaching and of programmes of work;
- To take an active role in the development of subject schemes and teaching materials under the guidance of the Subject/Faculty leader.

Discipline, Health and Safety

- Maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- To support the College uniform policy and ensure students are correctly dressed at all times
- To take the electronic register in a timely manner each lesson

Meetings and Directed Time

- To participate in all directed time activities as identified by the calendar and the duty rota.

Specific Form Tutor Responsibilities

Care Guidance and Support

- To be the primary point of contact between parents and the College
- To take a keen interest in the academic and personal development and well being of students within the form
- To support the College policy on uniform and to ensure students are correctly dressed at all times
- To liaise as necessary with Heads of Year, the Inclusion Team, Subject Leaders and parents
- To take part in the monitoring process for students causing concern in line with the Behaviour for Learning Policy
- To deliver the taught element of the tutorial programme
- To act as a role model and mentor
- To produce annually a summative report on students’ progress as part of the College reporting system
- To monitor and sign student planners supporting their use by students as a organisational tool
- To be aware of the targets and special needs of students within the form and to play a part in helping them to meet those targets
- To provide support for the students’ House activities

Administration

- To ensure that morning registration procedures are correctly administered
- To be a first check on monitoring of progress, attendance, punctuality and behaviour

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