

## Job Description: Teacher of Business

### Role Specific

1. Teach T Level and or/ BTEC Business and T Level Accounting, delivering effective learning for students
2. Be up to date, plan and prepare and high-quality teaching as required by your Line Manager to the appropriate number of hours (810 hrs per annum)
3. Develop and share resources for the subject including maintaining effective links across College for resources
4. Regularly assess students in order to track and monitor progress
5. Maintain comprehensive, up to date, student/subject records and provide information, as requested
6. Be responsible for the appropriate administration of exam entries for the subject and liaise with external awarding bodies, as appropriate
7. Ensure close liaison and good communications with other staff in matters concerning students
8. Use College systems to track and communicate student progress
9. Value and support students to achieve their full potential
10. Effectively manage the behaviour of students
11. Engage in curriculum development and planning activities, individually and as a team
12. Participate in standardisation/verification and moderation, as required
13. Ensure provision is aligned with best practice nationally
14. Take responsibility as required for the development of a relevant curriculum area
15. Take responsibility for achieving the section's targets in retention, attendance, achievements, high grades, added value and student satisfaction
16. Represent the Subject/Division/College, as required

### College Responsibilities

1. Share the College's Vision, Mission, Values, Behaviours and communicate them effectively
2. Participate in Staff Review and Professional Development activities and be actively involved in the College's culture of high expectation
3. Value diversity and promote equality
4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies
5. Contribute to cross-college events
6. Adhere to College policies and procedures including health and safety
7. Ensure good communication at all levels
8. Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults
9. Any other duties that the Principal considers appropriate

<b>Person Specification</b>	<b>Teacher of Business</b>
<b>Qualifications and Attainments</b>	<b>Essential / Desirable</b>
4 GCSEs or equivalent including Maths and English at Grade C/4 or above	<b>Essential</b>
Degree in a relevant subject area or appropriate professional qualification	<b>Essential</b>
Recognised teaching qualification (or a willingness to achieve one within the first 3 years of appointment)	<b>Essential</b>
A higher degree or advanced qualification	<b>Desirable</b>
<b>Training, Experience and Knowledge</b>	
Successful teaching experience in a relevant subject area	<b>Essential</b>
Knowledge of and proven ability to deliver the curriculum successfully	<b>Essential</b>
Demonstrate a student-centred approach to teaching and learning	<b>Essential</b>
Industry experience within Business	<b>Desirable</b>
<b>Personal Skills and Attitudes</b>	
Possess excellent communication skills	<b>Essential</b>
Display initiative, be positive and enthusiastic	<b>Essential</b>
Ability to develop and promote relevant curriculum effectively	<b>Essential</b>
Be a team player	<b>Essential</b>
Demonstrate a commitment to equality and diversity, customer service and quality assurance	<b>Essential</b>
Demonstrate a commitment to the process of continuous review and improvement	<b>Essential</b>
Suitability to work with children young people and/or vulnerable adults	<b>Essential</b>
Ability to use ILT in classroom delivery including interactive whiteboard technology	<b>Essential</b>