

## Southgate School Job Description

**Post:** Teacher

**Subject:** Business Studies

**Grade :** MPR/UPR

**Safeguarding Children:** This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

**A teacher at Southgate School is responsible for carrying out the duties of a teacher as set out in the DfE Teachers Standards Document (appendix 1) and the expectations on the role of a Tutor (appendix 2) and as outlined in the MLT Pay Policy**

### Responsibilities

#### Teaching & Learning

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- To teach high quality and relevant **lessons** to be delivered in line with the schools Teaching & Learning policy. These lessons should be well planned, provide appropriate challenge for all groups of learners and follow an agreed SOL.
- To contribute to the **departments curriculum and the development of appropriate resources**
- To contribute to the provision of **extra-curricular opportunities** for students across the Key Stages
- To take part in **department meetings** according to the school calendar.
- To contribute to the departments Department Improvement Plan and its implementation
- To ensure non negotiables are consistently applied in lessons

#### Monitoring, Assessment & Feedback

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- To be accountable for **student outcomes** and quality of education within your individual classes
- To carry out regular **assessment** opportunities in line with the departmental assessment policy and to contribute to accurate **moderation** of assessment
- To ensure student progress is accurately **monitored** and **reported** on for individual class groups. This includes setting appropriate **targets**
- To ensure effective **communication** with parents, including the **reporting** process and attendance at **Parents Evenings**
- To review individual **Exam performance**
- To provide regular **feedback** for all students in line with the school's marking policy and ensure that **students act** on this feedback
- To provide **formative assessment** opportunities for students

- To ensure **Controlled Assessment where appropriate** conditions are met in the classroom according to the school's policy and exam board regulations

### Continual Professional Learning

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- To be a positive **role model**
- To take part in the **appraisal process**
- To take part in **continual professional learning** where appropriate
- To attend in **Continual Professional learning sessions** according to the school calendar
- To contribute to **teamwork** and **effective working relationships** within the department.

### Behaviour & Climate for learning

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- To be responsible for **student behaviour** in the classroom and ensuring the whole school policy on behaviour is followed. To work with the HOD and involve the Support & Intervention Team where necessary
- To provide a safe and positive learning environment for students to learn in the classroom through high quality **display** that is changed annually according to school policy and to ensure the learning environment is kept tidy.

### Promotion of school

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- To make a **positive contribution** to the life of the school and exemplify the **school vision and values**
- To promote, advocate and follow all **school policies**.

### Form Tutor Responsibilities

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The role of the Tutor is crucial in ensuring a consistent approach to the care and monitoring of students' progress, behaviour, attendance and wellbeing. There are clear expectations on the role of a Tutor:

- To create a positive environment, establishing and encouraging good student/teacher and peer relationships as well as developing both a Tutor Group and school community ethos
- To follow the tutorial programme as set out and designed by the Head of Year
- To deliver the pastoral curriculum and British Values through the weekly tutorial programme of PSHE
- To monitor student behaviour and achievement through SIMS and implement sanctions and rewards as per the Positive Behaviour Policy including the monitoring of detention cards and E-praise
- To inform Head of Year of any significant concerns or issues
- To promote, maintain and monitor attendance and punctuality in liaison with Head of Year and Attendance Officer
- To be mindful of Safeguarding policies and procedures with specific regard to members of the Tutor Group
- To play an active role in promoting appropriate uniform and follow established procedures should any student breach uniform expectations

- To establish positive parent relationships and communicate home regularly with the parents of the Tutor Group
- To arrive on time to assemblies and actively supervise the students
- To monitor and review student progress using the data provided
- To check register trays on a daily basis and ensure the distribution of all letters and notices in a timely manner
- To regularly check the Year Team email for notifications and guidance

**PERSON SPECIFICATION**

Post: **Classroom Teacher**

Subject: **Business Studies**

Grade: **MPR/UPR**

Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> <li>Qualified teaching status (Part 1)</li> </ul>	
Experience	
<ul style="list-style-type: none"> <li>Proven classroom expertise or have 1 or more years' experience.</li> <li>An ability to plan, deliver and evaluate sequences of work and individual lessons.</li> </ul>	<ul style="list-style-type: none"> <li>Understanding and knowledge of the appropriate use of a range of differentiation techniques</li> </ul>
Knowledge/Skills (Ability to)	
<ul style="list-style-type: none"> <li>An ability to plan, deliver and evaluate sequences of work and individual lessons.</li> <li>An enthusiasm for the subject and an ability to promote a sense that their subject is enjoyable.</li> <li>An ability to constantly monitor students' achievements and adapt teaching to the needs of the class.</li> <li>An ability to contribute to the development and promotion of their subject at KS3 and KS4.</li> <li>The ability to contribute to the work within the department, both as a member of a team and individually.</li> <li>An ability to contribute to the development of their subject curriculum in an effort to raise standards continuously.</li> </ul>	

### Personal / Other Relevant Attributes

- A commitment to the promotion of anti-sexism, anti-racism and equality of opportunity in all aspects of their work within the school.
- A willingness to contribute to the extra-curricular activities within the department and support ongoing projects.
- A willingness to learn new skills and develop existing skills as a part of a programme of professional development, with the aim of using this development to further their career.
- Personal qualities and skills that can contribute to the school's pastoral system.
- An ability to organise effectively their workload, be energetic and have a sense of humour.

The information on this form will be the basis on which the applicants will be assessed for short listing purposes.