



Job Description

Lucton School is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

Post title:	Business Studies and Economics Teacher
Hours:	Monday to Friday, 8:30 am – 5:30pm including three Saturdays and Prep evening duties a term, as well as parents’ evenings and curriculum events
Salary:	Based on experience
Responsible to:	Head Teacher
Start Date:	September 2024
Job Purpose:	To enable the children in your care to make outstanding progress in their learning by building upon their existing knowledge and skills, providing outstanding pastoral care through the reinforcement of the School’s values and take a lead in curriculum development.
Main Responsibilities:	<ul style="list-style-type: none"> • To teach Economics to Year 10-13 and introduce Business Studies to the corresponding year groups • To plan and teach well- structured lessons of a consistently high standard which inspire, motivate and challenge our pupils. • To demonstrate a clear understanding of how to adapt their teaching to respond to the strengths and needs of all pupils. • To monitor the progress of their pupils, set appropriate targets and give regular feedback, encouraging their pupils to reflect on this feedback. • To communicate effectively with parents by producing relevant reports and attending parents’ evenings as directed. • To make a positive contribution to the wider life and ethos of the School, developing effective professional relationships with colleagues to support the specific targets of the School. • To work collaboratively with others, contributing to the design and provision of an engaging curriculum within the relevant subject area. • Due to our small size, academic departments usually consist of a single member of staff. It is desirable that the successful candidate has experience of writing detailed schemes of work, or the capacity to do so. • To make a regular contribution to the co-curricular life of the School, through involvement in extra-curricular clubs, societies and activities and through attendance on academic, pastoral and co-curricular school trips. • Most members of staff are Form Tutors. Duties include registering the Form Group each morning, monitoring their attendance and initial stages of pastoral and academic welfare, teaching PSHE, attending staff and welfare meetings as required, and attending assemblies with your Form Group.

	<ul style="list-style-type: none"> • To show evidence of a continuing interest in professional and personal development and to consider the needs of the School and its development plans when planning Continuing Professional Development
Monitoring, Assessment, Recording, Reporting, and Accountability	<ul style="list-style-type: none"> • To be immediately responsible for the processes of identification, assessment, recording and reporting for the pupils in their charge. • To contribute towards the implementation of Individual Pupil Profiles, particularly the planning and recording of appropriate actions and outcomes related to set targets in liaison with the SENCO. • To assess pupils' work systematically and use the results to inform future planning, teaching and curricular development. • To be familiar with statutory assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents. • Keep an accurate register of pupils for each lesson. Unexplained absences or patterns of absence should be reported immediately in accordance with the School policy.
Subject Knowledge & Understanding	<ul style="list-style-type: none"> • To have a thorough and up-to-date knowledge and understanding of the subjects being taught, level descriptors and specifications for examination courses. • To keep up to date with research and developments in pedagogy and the subject area • To be aware of different boards and syllabus – GCSE/IGCSE/A-level/BTEC and be able to teach across them where necessary
Professional Standards & Development	<ul style="list-style-type: none"> • To be a role model to pupils through personal presentation and professional conduct. • To arrive in class before the start of the lesson, and to begin and end lessons on time. • To cover for absent colleagues as is reasonable, fair and equitable. • To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work. • To be familiar with the School's handbooks and support all the School's policies, e.g. those on Health and Safety, Safeguarding etc. • To establish effective working relationships with professional colleagues and associate staff. • To strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures. • To be involved in extra-curricular activities such as making a contribution to after-school clubs and visits. • To liaise effectively with parent/carers and with other agencies with responsibility for pupils' education and welfare. • To be aware of the role of the Governing Body of the School and to support it in performing its duties. • To complete the on-line training courses as required by the school • To provide the documentation required to carry out a DBS check. • To be familiar with and implement the relevant requirements of the current SEN Code of Practice. • To consider the needs of all pupils within lessons (and to implement specialist advice) especially those who: <ul style="list-style-type: none"> o have SEN; o are gifted and talented;

	<ul style="list-style-type: none"> o are not yet fluent in English. • To uphold the school's core values. 		
Person Specification			
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	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> • A good honours degree relevant to the teaching aspects of the role 	<ul style="list-style-type: none"> • A recognised teaching qualification, eg a PGCE, QTS 	<ul style="list-style-type: none"> • Production of the Applicant's certificates
Experience:	<ul style="list-style-type: none"> • Experience of Teaching in GCSE and A-Level Business Studies and Economics 	<ul style="list-style-type: none"> • Has worked within a school environment 	<ul style="list-style-type: none"> • Contents of the Application Form • Interview • Professional references
Skills:	<ul style="list-style-type: none"> • To take personal responsibility for organising the day-to-day workload • To work effectively and supportively as a member of school team member • To be able to use your own initiative to solve problems and respond proactively to unexpected circumstances • To show sensitivity and objectivity in dealing with confidential issues • To convey information clearly and accurately orally and in writing to a range of stakeholders • To work in an organised and methodical manner and maintain accurate records 	<ul style="list-style-type: none"> • To contribute to the overall development of the school 	<ul style="list-style-type: none"> • Contents of the Application Form • Interview • Professional references

	<ul style="list-style-type: none"> • To be able to plan, prioritise and meet deadlines • To be adaptable, co-operative and a personable team player • An ability to work as part of a management team • Flexibility to work in a diversity of tasks and attention to detail • Willingness to learn new programmes as appropriate 		
Knowledge:	<ul style="list-style-type: none"> • Demonstrate a basic understanding of the day-to-day work of the school • Demonstrate an understating of confidentiality, data protection and safeguarding legislations • Good written and oral communication skills 	<ul style="list-style-type: none"> • Recent professional development • Understanding of Health and Safety requirements • Understanding of the importance and implementation of safeguarding procedures. 	<ul style="list-style-type: none"> • Contents of the Application Form • Interview • Professional references
Personal competencies and qualities:	<ul style="list-style-type: none"> • Professional and efficient • Approachable • To enjoy children's company and enjoy working with them • Honest and reliable • Willingness to learn • Willingness to adapt • Motivational and inspirational 		<ul style="list-style-type: none"> • Contents of the Application Form • Interview • Professional references