

Job Description and Person Specification

School:	Chingford Foundation School
Title of Post:	Teacher of Economics (Lead) with Business
Grade/Pay Range:	MPS/UPS + TLR for right candidate
Department:	Business & Economics
Reporting to:	Head of Business & Economics

Job Purpose

To provide an effective and efficient teaching service within the Business & Economics department.

Main Duties/Responsibilities

- To work within and contribute to established Trust, School and Department frameworks for:
 - Lesson planning, delivery and evaluation
 - Student behaviour and care
 - Student assessment

- To actively contribute to the teaching of Economics with Business across all ages and ability ranges including KS5 (Economics & Business) & KS4 (Business only)
- To remain informed of current developments in the subject area, to participate in INSET and to initiate change where appropriate
- To devise innovative, challenging schemes of work
- To ensure that students' work is marked regularly and conscientiously, in accordance with the academy marking policy
- To set and mark internal examinations and tests as required
- To demonstrate good knowledge of a wide range of teaching methods and to implement these in the classroom
- To consistently plan and deliver outstanding lessons, ensuring that a variety of teaching resources are utilised
- To provide accurate information for parents as directed by the School and Department's policy and to attend parents' evenings and other presentation meetings as directed
- Plan, prepare and deliver good/outstanding lessons to provide students with the opportunity to achieve their full potential
- Ensure that lessons are engaging and stimulating taking into account students' individual needs
- To actively encourage a range of effective teaching and learning strategies
- Contribute to building a curriculum structured around both knowledge and skills with each student's progress and development at its foundation

- Ensure effective learning in the classroom and department areas by following the school's Behaviour Management Policy

Achievement/Pupil Progress

- To ensure that the students' progress is assessed in line with the school's assessment policy; ensure students receive high quality assessment feedback through book marking and assessment in lessons
- To be able to use data to identify underachieving pupils and to introduce the use of interventions to raise achievement.
- To use data to set targets for individual students, ensuring triangulation of target setting with teacher, pupil and parents
- To oversee reporting to parents on student achievement in the given department

Behaviour for Learning

- To effectively build on behaviour management strategies within the department which work in line with the whole school policies
- To improve the rewards system, overseeing the issue of certification to these pupils
- To support the Head of Department in producing self-evaluation to ensure that the students' progress is assessed in line with the school's assessment policy

Other Responsibilities

- To keep up to date with developments in your subject area and in teaching practice and methodology
- To take responsibility for your own professional development in discussion with your line manager
- To maintain an organised and effective learning environment in the classroom and shared areas
- To ensure the consistent implementation of school and Trust policies and procedures throughout the subject areas;
- To work collaborative with other departments and schools within the Trust
- To contribute to departmental self-evaluation and attend departmental meetings
- To monitor the quality of teaching; based on evidence, self-evaluation and development ensuring a consistent and continuous focus on achievement and aspiration
- To help disseminate ideas and approaches for classroom and curriculum management and help raise standards
- To carry out the duties of Form Tutor (as directed) as outlined in the school's staff handbook
- To attend pastoral meetings and play an active role in developing and implementing year-team policy
- To carry out a share of supervisory duties in accordance with published schedules

- To participate in appraisal and development procedures

General

1. These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School
2. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate
3. To be committed to, and comply with, all Trust policies
4. To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school Policy and Practice relating to Health and Safety at Work
5. To participate in appraisals annually in line with Trust policy
6. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction
7. To work effectively and successfully in your team within school and the Trust

Other requirements

To have an up-to date Enhanced DBS Disclosure.

Safeguarding

Safeguarding students of the Trust is a priority. All appointments to posts in the Trust are made through stringent adherence to the requirements of 'Keeping Children Safe in Education' (most recent edition). The schools in the Trust maintain a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education', (most recent edition), staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognising that they can refer directly themselves to LBWF in extraordinary circumstances). Those trained in Child Protection are identified throughout Trust and school documentation and on the school websites.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of information with appropriate colleagues to enable action to be initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Chingford Academies Trust and their school within the Trust.

Person Specification and Assessment

JOB REQUIREMENTS	Essential	Desirable	Method of Assessment (I/T/A/R)*
Qualifications			
Qualified teacher status (or current PGCE / GTP student)	✓		A
Degree or equivalent (Business/Economics related)	✓		A
Experience			
Experience of teaching Economics at KS5 showing excellent classroom management.	✓		A/I/R
Experience of teaching Business at KS5 / KS4 showing excellent classroom management.	✓		A/I/R
Demonstrate commitment to students continuing to study Economics / Business beyond KS4 and KS5	✓		A/I/R
Can motivate students at all levels of ability thus ensuring that all students fully access the Economics and Business curriculum	✓		A/I/R
Will be an outstanding classroom practitioner with an excellent track record of progress and results	✓		A/I/R
Proven track record of securing excellence within an educational establishment	✓		A/I/R
Ability to delegate responsibility with accountability	✓		A/I/R
Skills, Knowledge and Understanding			
Ability to communicate effectively at all levels.	✓		I/L/R
Good interpersonal skills	✓		I/L/R
Good presentation skills	✓		I/L/R
Clear understanding of Health & Safety requirements, risk assessment and appropriateness / suitability of control measures	✓		I/L
Ability to use initiative and prioritise work	✓		A/R
Ability to work to deadlines	✓		A/R
Confident user of ICT	✓		A/R
Understanding of the implications of Equal	✓		I/R

Opportunities in Science education			
Other Requirements			
Flexible approach to work	✓		I/R
Ability to work well as part of a team	✓		A/I/R
Ability to quickly gain the respect of all students and staff and foster appropriate relationships	✓		L/R
Committed to school ethos and direction	✓		I
Understanding of Safeguarding Procedures	✓		I/R
High standard of punctuality	✓		I/R
Commitment to raising standards of behaviour through improved teaching and learning skills.	✓		L
A commitment to on-going personal development and willingness to undertake appropriate training	✓		I
Appointment to the post is subject to a satisfactory enhanced DBS check	✓		

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.

'The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.'

“The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf”. (Ref: Safeguarding Children and Safer Recruitment in Education 2007).

*I – Interview L - Lesson Observation R – Reference A –
Application form