



# THE BISHOP FRASER TRUST

A CHURCH OF ENGLAND MULTI ACADEMY TRUST

## JOB DESCRIPTION

<b>Job Title:</b>	Teacher of Business Studies and ICT	<b>Department/Group:</b>	Teaching Staff
<b>Level/Salary Range:</b>	Teacher Main Pay Scale T1 – T9	<b>Reporting to:</b>	Head of Department
<b>Contract term:</b>	Permanent All Year Round	<b>Hours per week:</b>	1.0 FTE

### Vision Statement

***“To allow all children to experience ‘life in all its fullness’, no matter what their starting point” by:***

- Offering a high quality, inclusive and distinctive education
- A caring and nurturing environment based on our Christian values
- Recognising the unique nature of each child.

### Main Objectives of Role:

The successful applicant will be a well-qualified, ambitious, and enthusiastic teacher of Business Studies and ICT who will contribute positively to the work of this successful department.

You will be required:

- to teach your subject at all levels and to all abilities, seeking to ensure that all pupils make very good progress, enjoy their learning, and become well educated
- to contribute more widely to the well-being of our pupils, through being a form tutor, undertaking duties, and being a role model for them for their learning and their conduct

### Job Description:

**THE SCHOOL TEACHER'S PAY AND CONDITIONS DOCUMENT SETS OUT THE STATUTORY RESPONSIBILITIES OF ALL STAFF. THIS JOB DESCRIPTION COMPLEMENTS THAT DOCUMENT AND PROVIDES THE SPECIFIC CONTEXT FOR THIS POST**

#### General Responsibilities

To contribute to the ongoing development of a strong, effective Academy with an emphasis on aspiration and attainment, delivered through strong classroom practice and a fiercely held and demonstrated belief in the role of the academy in developing citizens for the future. All staff will demonstrate those philosophies which characterise effective schools – a commitment to education, to the needs and rights of all students and to the development of the academy's community, with strong, mutually supportive relationships with parents, partner schools and the broader community. The Academy's ethos is that of achievement, aspiration, commitment, good citizenship and enjoyment.

#### Role specific responsibilities

- to teach Business Studies and ICT to students throughout the age and ability range
- to attend appropriate meetings/courses to keep abreast of developments, to disseminate and train staff where appropriate
- to participate in activities associated with performance management.
- to prepare students' reports, written or verbal and to meet deadlines, as deemed necessary by the Senior Leadership Team or the Governors

#### Core teaching responsibilities

- to ensure that high quality lessons are planned, prepared and delivered in accordance with school and department policy and taking account of National Curriculum and examining board programmes and syllabus
- to encourage students to always achieve their best and particularly at the end of the key stages in public examinations.
- to ensure that the lesson content and teaching methods are appropriate to the age and ability of pupils and offer challenge at all levels
- to assess, record and report pupil progress regularly in accordance with school and department policy and to use data to inform planning
- to monitor and record student progress throughout their course and provide high quality reports to parents.

- to use hardware and software at times to deliver appropriate and engaging materials for students to learn.
- to promote extra-curricular activities within the subject area.
- to record pupil attendance
- to contribute to the planning, preparation and implementation of schemes of work within the department
- to establish and maintain discipline within the classroom and in the school in general
- to maintain up to date subject knowledge and participate in appropriate professional development activities, including the school CPD programme
- to contribute to full staff and department meetings and attend parents' consultation evenings
- to ensure the teaching areas are enhanced by a stimulating learning environment.
- to participate fully in the life of the Academy.
- to always maintain professionalism in all aspects of your work
- to take on the responsibilities of a form tutor.

#### Safer Recruitment Statement

**The Bishop Fraser Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

#### All staff employed by the Bishop Fraser Trust are expected to:

- uphold and promote the Trust's vision
- uphold and promote the Christian ethos of all schools in the Trust
- support and contribute to the achievement of all students academically and pastorally
- support and contribute to the Trust's responsibility for safeguarding all students
- undertake professional training to enhance personal development and job performance
- Comply with all Trust and individual school policies and procedures including safeguarding, child protection, health, safety and security, confidentiality and data protection
- maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members, treating everyone with dignity and respect
- share best practice, expertise and skills with others
- Seek to be positive and build up the common good through their own individual contribution to the life of their school
- Offer ideas and suggestions for making things better
- Engage actively in the appraisal and performance review process
- Seek to develop a better work/life balance
- Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description
- Work within the Trust and individual school's Health & Safety Policies to ensure a safe working environment for all staff and pupils.
- Follow any reasonable request from the Headteacher or SLT to undertake work of a similar level that is not specified in this job description.
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher or SLT to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

**Last Updated:**

October 2024

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

**The Bishop Fraser Trust, Stitch-Mi-Lane, Brightmet, Bolton, BL2 4HU**

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## PERSON SPECIFICATION

	Teacher of Business Studies – CRITERIA	Essential / Desirable
<b>Work related circumstances – professional values and practices of The Bishop Fraser Trust</b>	High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	E
	Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	E
	Commitment to the Trust's Christian ethos and educational purpose, demonstrating and promoting the positive values, attitudes and behaviour they expect from the students with whom they work	E
	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	E
	Able to liaise sensitively and effectively with parents and carers recognising their role in student learning	E
	Able to improve their own practice through evaluations and discussion with colleagues.	E
	Flexible with an ability to be able to embrace and generate change	E
<b>Personal Qualities</b>	Self-motivated and personally resilient	E
	High levels of personal integrity, discretion, honesty, reliability and self-awareness	E
	Conscientious and diligent work ethic	E
	High standard of personal presentation with an excellent attendance and time-keeping record	E
	Exacting standards, with high levels of attention to detail and accuracy	E
	Patience, kindness and understanding	E
<b>Professional Dispositions</b>	Pro-active in using initiative	E
	The ability to meet and greet visitors, staff and students warmly, confidently and professionally, focussed on meeting customer needs and satisfaction	E
	Maintains a positive outlook at work	E
	Willingness to take a hands-on approach as necessary	E
	Flexibility, on occasions and within reason, in approach to working hours	E
<b>Qualifications</b>	Qualified Teacher Status	E
	Honour's degree in a relevant discipline	E
	An awareness and ability to work within the rules of relevant policies, legislation and good practice relating to schools, particularly Data Protection, Child Protection and Safeguarding	E
<b>Experience, Skills and Knowledge</b>	Relevant and effective teaching in secondary education	E
	Experience of developing and delivering engaging and motivating lessons	E
	Experience of using data to inform planning and securing improvement	E
	Ability to deploy effective and systematic approaches to behaviour management.	E
	Ability to create the right climate for learning which inspires students to achieve	E

	<b>Teacher of Business Studies – CRITERIA</b>	<b>Essential / Desirable</b>
	Plan for your career development to which this post contributes	D
	Participating in extra-curricular activities is always welcome	D
	An optimistic, positive and encouraging colleague as a member of the staff team	E
	Work effectively as part of a team and understand classroom, department and school roles and responsibilities	E
	Make effective use of ICT to support learning	E
	Committed to the safeguarding and well-being of all pupils	E
	Valuing Diversity – listen to, support and respect contributions from all pupils and colleagues without prejudice.	E
	Interest in research and development ideas, especially in teaching and learning	D
	Excellent up to date knowledge and passion for the curriculum area	E
	A strong understanding of safeguarding and promoting the welfare of children	E
	Up to date knowledge of the National Curriculum	E
	Knowledge of effective assessment strategies	E
	Good knowledge of pedagogy, how students learn and teaching styles.	E
	Understanding and commitment to inclusive education	E
<b>Safeguarding of Children and Young People</b>	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E