

JOB DESCRIPTION

Position: IGCSE and A level teacher of Business Studies (and subsidiary subject)

Report to: Head of Secondary

Job Overview:

Reporting to the Head of Secondary, the successful candidate will be a passionate and committed educator able to demonstrate successful teaching experience in the field of Business, be student centred, an active participant in the extra-curricular life of the school, highly motivated and a team player. The ability to teach a subsidiary subject is an advantage.

Responsibilities and Duties:

He/she will be responsible for;

- Delivery of IGCSE Business Studies and A Level Business
- Application of regular assessments in IGCSE Business Studies and A Level Business including mock examinations, marking and feedback to students and parents.
- Providing an organised, disciplined and stimulating environment in the classroom.
- Effectively teaching – using a variety of approaches – the respective syllabi across each year level.
- Keeping detailed and updated lesson plans (using the school's proforma) and records of group and individual work with the students.
- Providing regular assessment feedback to students in line with school policy and use this to inform future learning.
- Under the direction of the Head of Secondary taking responsibility for designated areas and aspects of the department of which he/she is a member.
- For matters relating to IGCSE and A level taking responsibility for designated areas and tasks as directed by the Head of Secondary.
- Actively supporting and applying all school policies and procedures.
- Taking part in the school performance and management programme as required by the school.
- Promoting the school positively at all times (including meetings with professional bodies, individuals and on social network sites).
- Working co-operatively to maintain and enhance a pleasant professional working environment.
- Substituting for absent colleagues when necessary.
- Attending punctually on all occasions agreed in the contract and as reasonably requested by the School.
- Participating in meetings, trips, and other events as may be reasonably requested.
- Perform break duties according to the published schedules.
- Offering full support to and actively participating in the school's extra-curricular activity programme.

- Undertaking any other reasonable tasks as instructed by the Head of Secondary after appropriate consultation.

Qualifications and desired attributes:

- A recognised Bachelor's Degree and PGCE or equivalent.
- Experience teaching IGCSE and A level Business.
- The ability and willingness to teach a subsidiary subject.
- A strong commitment to student welfare and student well-being.
- Knowledge and understanding of current educational thinking related to assessment, twenty first century learning and the integration of technology.
- Participation in the establishment of links with parents and other stakeholders.

