

Teacher of Economics and Business Studies (Part-Time) – Job Description

Job Title: Teacher of Economics and Business Studies – GCSE and A Level

Reporting To: Deputy Principal and Principal

Salary: This will be based on the Padworth College scale and will depend on qualifications and experience. Teachers are also part of the College's Pension Scheme.

Hours of Work: The teaching load is 16 hours per week. The College day is from 8.30am to 4.45pm, Monday to Friday, with 6 teaching hours per day. Timetabled teaching is from Monday to Friday. In addition, teachers are expected to work one evening per week until 8.15pm to support Prep and two Sundays per term, from 9.00am to 6.00pm.

Probationary Period: In accordance with College policy, this appointment is subject to a 6 month probationary period.

Medical Fitness: The offer of appointment at Padworth College will be conditional upon the provision of a self-declaration of physical and mental fitness to discharge responsibilities of the role.

Teachers are required to carry out general duties and responsibilities in addition to their teaching and pastoral responsibilities.

General Responsibilities

- a) Maintaining good order and behavior, thereby facilitating learning and safeguarding, health and safety in school and authorised school activities elsewhere.
- b) Participating in whole college, departmental and pastoral and individual arrangements for her/his in-service training and professional development, including Performance Management.
- c) Sharing in statutory duties in accordance with published rotas.
- d) Taking part in scheduled meetings with colleagues and parents in accordance with the College's published calendar.
- e) Taking delegated responsibility for the implementation of the Health and Safety Act in accordance with the College's Health and Safety Policy.
- f) Ensuring children are safe within college.
- g) Promoting online safety with all members of the college community

Teaching

- a) Planning and preparing courses and lessons for the classes assigned to her/him in accordance with the department's curriculum planning, including the implementation of the National Curriculum where relevant – GCSE and A Level Economics and Business Studies.
- b) Teaching appropriately the students assigned to her/him according to their needs. (This includes the setting, marking, assessing of class work, homework and other projects and field work etc.)
- c) Keeping records of students' attendance, class work and homework.
- d) Participating in public and internal examination arrangements as well as other assessment programmes, including profiles and records of achievement.
- e) Communicating with parents about students' progress in accordance with College and departmental policies.
- f) Being responsible for the room(s) in which s/he teaches with regard to appearance and display and for resources and equipment as appropriate.
- g) Sharing in the Department's work in curriculum development with regard to courses of study, teaching material and methodologies used.
- h) Adhering to all agreed departmental and whole school policies - e.g., marking, homework, SEND and equal opportunities.
- i) Undertaking additional administrative duties as directed by the Principal/Deputy Principal.

Pastoral

All members of staff are either be a tutor or are allocated to a particular cohort of students. The duties of a tutor include:

- a) Carry out a share of supervisory duties to support the boarding team, namely one evening per week until 8.15pm (Prep duty) and two Sundays per term from 9.00am to 6.00pm, supporting trips or the boarding house.
- b) Keep accurate up-to-date tutor group registers, following up on all lateness and absences in accordance with college procedures.
- c) Check student planners regularly.
- d) Contribute to the monitoring of achievement of students within the tutor group.
- e) Liaise with senior staff, other teachers, boarding staff and outside agencies as appropriate about members of the tutor group.
- f) Undertake additional duties as directed by the Principal and Deputy Principal.

This Job Description may be amended at any time, after consultation with the jobholder.

Padworth College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for the post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the DBS.