

# Hartismere School



## Job Description: Teacher of Business

**Responsible to:** Head of Department

### **Responsibilities:**

- To ensure high standards of achievement and progress amongst those pupils taught regularly in lessons
- To provide consistently high quality teaching
- To provide high quality feedback to pupils on how to improve the standard of their work in accordance with school policies and the direction of the head of department or headteachers
- To set and review regular, high quality homework in accord with school policies and the direction of the head of department
- To ensure and maintain good order in the classroom so that children are able to learn, free from disruption
- To liaise with learning support assistants in order to ensure the most effective adaptations for pupils
- To contribute to and deliver schemes of work and programmes of study as required by the head of department
- To write reports on pupil progress for parents and carers as well as other school leaders as required
- To co-operate fully with the school's arrangements for the safeguarding of children
- To contribute to a high standard of educative classroom display
- To act as a form tutor as required and in so doing to support high standards of behaviour throughout the school by the application of whole school expectations for form time and social time

- To attend and contribute positively to whole school, pastoral and subject meetings as required by the headteachers, head of year and head of department
- To demonstrate a consistent support for the enrichment of students' education through extra-curricular trips, clubs, exhibitions and other activities.
- To provide active and positive support for school events including parent consultation evenings, celebration and awards events, open evenings and afternoons and other occasions as requested by the Headteachers
- To engage enthusiastically with your own professional development as a teacher and subject specialist
- To provide a good role model in dress by avoiding 'dressing down' at work and by dressing in a business-like manner
- To provide a good role model for students by treating all nationalities, religious groups, those from wide ranging political persuasions, differing genders and sexualities and racial groups with respect, fairness and dignity
- To undertake any other tasks or responsibilities that may reasonably be assigned by the Headteachers