



## **JOB DESCRIPTION**

### **Teacher of BTEC Travel & Tourism and BTEC Public Services with the ability to teach Business Studies to GCSE & A Level**

#### **Main duties and Responsibilities**

#### **1 Planning**

- 1.1 Planning and preparing courses and lessons;
- 1.2 Teaching, according to their educational needs, the students assigned to him/her, including the setting and marking of work to be carried out by the students in school and elsewhere;
- 1.3 Assessing, recording and reporting on the development, progress and attainment of students.

#### **2 General**

- 2.1 Promoting the general progress and well-being of individual students and of any class or group of students assigned to him/her;
- 2.2 Providing advice and guidance to students on educational and social matters and on their further education and future careers including information about sources of more expert advice on specific questions, making relevant records and reports;
- 2.4 Communicating and consulting with the parents of students;
- 2.5 Communicating and co-operating with such persons or bodies outside the school as may be approved by the employing authority and the Board of Governors;
- 2.6 Participating in meetings arranged for any of the purposes described above.

#### **3 Assessment/Reporting**

Providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students.

#### **4 Staff Development/Professional Development**

- 4.1 Participating, if required, in any scheme of staff development and performance review;
- 4.2
  - a) Reviewing from time to time his/her methods of teaching and programmes of work;
  - b) Participating in arrangements for his/her further training and professional development as a teacher.

- 4.3 Advising and co-operating with the Principal and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

## **5 Discipline/Health and Safety**

- 5.1 Maintaining good order and discipline among students in accordance with the policies of the College and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- 5.2 Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

## **6 Public Examinations**

Participating in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for students' presentation for and supervision during such examination.