

**Job Description**

**Job Title: Subject Teacher – Business**

**Department: Business**

**Accountable to: Head of Department and then Faculty Chair**

**Responsible for: No direct reports**

**Purpose of the Job:**

To support the Head of Department in the delivery of the highest standards of pupil learning and teaching, and of achievement.

**Context:**

Stowe School occupies Stowe House and about 200 acres of the Stowe estate, and is located in Stowe’s world famous landscape gardens set in 880 acres. Stowe School is an independent co-educational boarding School with approximately 890 pupils. There are around 500 full and part-time staff with 80 staff and their families living on site. The National Trust manages the landscape gardens and opens the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and, for guided tours, during term time.

Stowe School is committed to safeguarding and promoting the welfare of children and expects all staff to share in this commitment.

**Values and Behaviours:**

The post-holder is expected to act professionally at all times and in accordance with the standards of behaviour and code of conduct outlined in the staff handbook and below. In particular we aspire to the following standards of behaviour for the Stowe community. In particular we aspire to the following standard of behaviour for the Stowe community.

The Stowe Community is committed to working together to achieve Stowe’s aims and objectives. We are a Christian community that aspires to excellence through working efficiently whilst being responsive to change, adding value where possible and using resources wisely. We collaborate to work both as individuals and as members of a team, communicating and consulting often and openly to the highest standards. We act with integrity and treat each other considerately, valuing diversity and rejecting discrimination. We operate within the appropriate laws and regulations. We are accountable to each other and to our pupils, parents, governors, trustees and visitors. The Stowe Community is both environmentally and socially responsible, recognising the importance of an appropriate work/life balance.

**The Business Department**

The Social Sciences are a strongly established feature of the 6th Form curriculum, with very strong exam results. In the thriving and progressive Business Department there are currently four full-time staff, teaching ‘A’ Level and BTEC. Next year we anticipate that there will be ten Business sets, making it the largest A Level subject in the School, with well over 100 pupils.

Business follows the Edexcel Specification, and has its own teaching area with a complete set of resources for all the specifications. Teaching staff use a wide range of teaching and learning materials that include ICT, case study, Internet and electronic resources.

**Key Responsibilities and Accountabilities**:

● To promote the aims of the School at all times with colleagues, parents, pupils and the public.

● To play a full part in a seven day a week boarding School with commitment to teaching, pastoral care, extra-curricular activities and School duties.

● To assist in the recruitment of pupils and to promote the School and Department.

● To provide professional high quality teaching, with the effective use of appropriate resources and the highest standards of learning and achievement of all pupils.

● To attend all appropriate Health & Safety (COSHH) and Child Protection training issues related to the pupils, School and Department.

**Key Tasks:**

**1 Teaching**

* 1. To enable pupils to acquire knowledge and make progress according to their ability so that they increase their understanding and develop their skills in the subject taught.
  2. To foster in pupils the application of intellectual, physical or creative effort, interest in their work, and the ability to think and learn for themselves.

1.3 To create well-planned lessons and deliver through effective and appropriate teaching methods, activities and management of class time.

1.4 To show a good understanding of the aptitudes, needs and prior attainments of the pupils and ensure these are taken into account in lesson-planning.

1.5 To utilise effective strategies for managing behaviour and encouraging pupils to act responsibly.

1.6 To teach, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupils in class, prep and elsewhere.

1.7 To assess, record and report on pupils’ development, progress and attainment.

1.8 To work with, and under the instruction and guidance of, the Head of the Department in the preparation and development of courses of study, teaching materials, teaching programmes.

1.9 To carry out the terms of a departmental job description arrived at after individual discussion and consultation with the Head of Department or manager to whom the teacher is assigned.

1.10 To contribute to the development of the curriculum, and to be aware of the latest thinking in both subject and the national curriculum.

1.11 To staff clinics and other academic support measures according to the timetables and needs of the pupils.

**2 Social and moral welfare of pupils**

2.1 To take responsibility for the educational, social and moral welfare of pupils in the context of Stowe's boarding community.

2.2 To assist the Houseparent of the boarding house to which he/she is assigned, as required by the Head. For Junior School Tutors, this will normally involve a regular, weekly evening duty supervising pupils, occasional supervision of early prep and some weekend events as needed. For Senior School Tutors, this will normally involve seeing all tutees weekly and a termly Weekend Activity Programme (on a rota).

**3 Tutorial work**

3.1 To provide guidance and advice to tutees assigned to him/her, on their academic programmes, timetables, methods of study, study skills, further education and future careers, including information about sources of more expert advice on specific questions, making relevant records and reports.

3.2 To attend any Personal, Social and Health Education tutorial sessions as specified for his/her tutor group by the Head of PSHE.

3.3 To communicate and consult with the parents of pupils to communicate and co-operate with persons or organisations inside and outside the School in order to promote the social and moral welfare of pupils.

3.4 To participate in meetings arranged for any of the purposes above.

**4 Games and extra-curricular activities**

4.1 All staff are expected to assist with, and be involved in, the provision of both games and extra-curricular activities. The nature of that assistance and the degree of involvement will naturally vary according to the experience, skills and aptitudes of individual staff. Nevertheless, in a 24/7 boarding community, all staff can expect to be called upon during the week and at weekends, to contribute to this essential part of the School's educational provision.

**5 Assessments and reports**

5.1 To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

**6 Review and Professional Development**

6.1 To keep abreast of developments in his/her subject(s) and its teaching methods in order to maintain a high level of professional competence; checking exam board websites regularly for specification updates and exam information and to attend Exam Board Inset. Staff should also participate in arrangements within the agreed framework for review and professional development, including INSET.

**7 Discipline, Health and Safety**

7.1 To maintain good order and discipline among pupils and safeguarding their health and safety both on the School premises and when they are engaged in School and other activities elsewhere, within the framework of the Health and Safety Policy documents.

7.2 To adhere to and manage all appropriate Health & Safety legislation, risk assessments and Child Protection training issues related to the Department.

**8 Cover**

8.1 To supervise and, where possible, teach pupils whose teacher is not available.

**9 Meetings**

9.1 To participate in all meetings which relate to the School curriculum, School organisation and School administration and to attend Chapel, assemblies and other School events as required by the Headmaster.

**10 Public Examinations**

10.1 Staff should participate in arrangements for preparing pupils for public examinations and assess pupils for the purposes of such examinations. Teachers should also record and report such assessments and supervise and invigilate pupils during such examinations.

**11 School Duties**

11.1 To undertake the supervision of pupils at meal times, in detention, on school journeys and on school premises as required by the duty rota.

**12 Management and Administration**

12.1 To contribute to the induction and support of new and probationary teachers.

12.2 To be committed to continuing career and professional development.

12.3 To ensure compliance with the current teaching staff handbook.

This job description reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

Date agreed: August 2021

**Person Specification**

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| **Attributes** | **Essential** | **Desirable** |
| **Qualifications** | * An Honours degree (or equivalent) in the relevant subject(s) | * Post Graduate Certificate in Education |
| **Specialist Skills & Experience** | * An ability to motivate, enthuse and influence. * A commitment to safeguard and promote the welfare of children. | * Experience of classroom teaching |
| **Personal Qualities** | * A willingness to participate fully in the pastoral care, School duties and extra-curricular activities. |  |