



Job Description

Job Title: Teacher in Business

Responsible to: Head of Department

Responsible for: Level 2 & 3 Business related programmes and vocational level one to three business programmes.

1. Job Purpose

- 1.1 To provide high quality teaching and assessment of learner work that enables all to achieve well
- 1.2 To provide outstanding pastoral and support mechanisms for all learners
- 1.3 Promote, implement and support learner's personal and social development

2. Key Responsibilities

- 2.1 Plan and deliver learning programs on a range of programs using a differentiated range of resources that actively engage and develop learning
- 2.2 Plan and deliver learning programs that can accurately track and monitor learner progress from initial starting points.
- 2.3 Deliver appropriate assessment strategy that allows all learners to timely complete all associated learning programs.

3. Specific Duties

- 3.1 Develop planning for learning in line with the college's quality agenda
- 3.2 Develop interactive, informative resources in a timely manner and meet individual learner needs
- 3.3 Provide outstanding advice and guidance, both on program and progression opportunities
- 3.4 Ensure study program compliance and learner timetables are fit for purpose and in the best interests of the learner
- 3.5 Drive and implement highly effective embedding of English and Math's and other key themes into the main program of study.
- 3.6 Ensure high levels of attendance on all elements of the study program including English and Maths
- 3.7 Contribute to the quality assurance process through curriculum audits, inspections and quality improvement plans
- 3.8 Work within agreed targets and ensure key performance indicators are monitored regularly
- 3.9 Conduct and be involved in outstanding interview of prospective new learners
- 3.10 Observe and implement the college's equal opportunities and health and safety policies

- 3.11 Have responsibility for promoting and safeguarding the welfare of children and young persons that you are responsible for, or come into contact with.
- 3.12 Any other duties commensurate with the grade of post
- 3.13 Undertake appropriate staff development in line with organisation and department priorities

4. General Duties

- 4.1 Attendance at parent evenings, faculty team and full meetings
- 4.2 Conduct departmental duties in line with daily needs and requirements
- 4.3 Contribute and develop extra-curricular activity in relation to learners preferred course of study
- 4.4 Contribute and develop relationships with the computing industry and partner that will further benefit all learners
- 4.5 Maintain records that support and develop the learning experience.

5. Budget Responsibility

The post holder **is not** a budget holder under the College's accounting systems. However the post holder will be required to observe and comply with the financial regulations of Tameside College at all times.

6. Continuing Professional Development

- 6.1 The post holder will proactively take part in the College's Appraisal process.
- 6.2 The post holder will be expected to attend training and continuous professional development events and be responsible for their own professional updating.

7. Health and Safety

The post holder will be required:

- To take reasonable care to safeguard their own safety and that of others with whom they work;
- To cooperate with designated officers named by the Governors and/or the Principal and any other designated College manager to enable the College to comply with its obligations under Health and Safety legislation.
- Not to interfere with or to misuse anything provided in the interests of health and safety or welfare.
- To report immediately any defects in plant, equipment or the working environment

8. Equality and Diversity

Tameside College is committed to the provision of equal opportunities and strives to ensure that unfair discrimination does not occur. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the College's Equality policy as appropriate.

9 Values

Tameside College values are an essential part of the College achieving its core purpose and it is an expectation that these are adopted in daily working. These include:

- Excellence Through Learning
 - It's my responsibility

- Work together
- Act with integrity
- Value and respect each other

10. Safeguarding Children and Vulnerable Adults

Tameside College recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any College activities and expects all staff to share this commitment.

11. College Policies and Procedures

All staff are required to comply with College Policies and Procedures and the Staff Code of Conduct which can be accessed via contacting Human Resources

NOTE:

The job description is current as at the date of the appointment. In discussion with your line manager your job description may be varied to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

Signed: (Principal)

Date:.....

Signed: (Post holder)

Date:.....

Teacher in Business

				How?
Qualifications & Training	<ul style="list-style-type: none"> Relevant degree or professional qualification at level 4 or above 	E		AI
	<ul style="list-style-type: none"> Level 4 Teaching Qualification: Certificate in Education/ PGCE/Bachelor of Education or required to achieve Level 5 Diploma (DTLLS) or equivalent within 3 years of appointment. 			AI
	<ul style="list-style-type: none"> Relevant assessment qualifications <ul style="list-style-type: none"> -Award in assessing competence in the workplace -Award in assessing vocationally related achievement -Certificate in assessing vocational achievement 		D D D	A
	<ul style="list-style-type: none"> Evidence of attainment or operating at level 3 in at least 2 of the below: <ul style="list-style-type: none"> -English -Maths -IT 	E		AI
	<ul style="list-style-type: none"> Willingness to undertake lead IV training 		D	
Specialist Knowledge	<ul style="list-style-type: none"> Understanding of and commitment to the principles of individual learning. 	E		AIO
	<ul style="list-style-type: none"> Relevant industrial knowledge and current trends and updates 	E		AI
	<ul style="list-style-type: none"> Strong knowledge of business related topics 	E		AIO
	<ul style="list-style-type: none"> Strong business links and innovative methods of delivery 	E		AIO
	<ul style="list-style-type: none"> Higher level studies in Business 		D	AI

Experience	<ul style="list-style-type: none"> • Experience of delivering level 2 & 3 Business programs • Experience of BTEC methods of assessment and feedback • Experience of study programs and their relevance • Experience of developing and supporting 16-18 learners • Experience of planning for learning • Higher level Business delivery • Proven track record in delivering high quality teaching 	E E E E	 D D D	AIO AIO AI AI AIO A1 A1
Skills and Attributes	<ul style="list-style-type: none"> • Ability to devise and deliver learning opportunities to meet group and individual needs. • Ability to communicate clearly and engender enthusiasm for learning • Ability to communicate effectively with other staff and learners • Ability to work as a member of a team • High order organisational skills to track day to day operations and student records. • Ability to work to deadlines set by clients, awarding bodies and the College. 	E AIO I AI A1		AIO AIO

	<ul style="list-style-type: none"> IT skills 	AIO		
Other	<ul style="list-style-type: none"> Fit for the duties of the post DBS check on application 	E E		

E = Essential D = Desirable A = Application O = Observation I = Interview T = Test