



Teacher of Business Studies

MPS/UPS £30,000 - £46,525

- + TP Pension Scheme
- + Employee Assistance Programme
- + A Laptop to use whilst in employment
- + Priority admission for children of staff
- + Comprehensive induction programme

Required for September 2024

Application details can be accessed from www.brineleas.co.uk

For a confidential discussion about this post with the Headteacher, more information or to arrange a visit, please contact the school on 01270 625663 or head@brineleas.co.uk

See below for links to :
Job Description / Personal Description / School Prospectus



Brine Leas School An Academy

Trust, Respect, Optimism,
Courage, Resilience,
Inclusion and Equality

Job Purpose

- To be accountable for student progress and development in the faculty area across KS3, KS4 and post 16, including meeting student achievement targets for subject areas which are agreed by the Headteacher and the Governing Body.
- To ensure high standards of teaching and learning across the faculty through continuously, developing and enhancing the quality of teaching and learning.
- To ensure the provision of an appropriately broad, balanced, relevant and adapted curriculum for students in the faculty, in accordance with the academy aims and policies, as determined by the Headteacher and Governing Body.
- To ensure that all school policies and procedures are implemented and applied consistently by all staff in the subject area.
- To ensure teachers are effective in their role.
- To ensure effective behaviour for learning is evident throughout the faculty.
- To effectively and efficiently manage and deploy teaching/support staff, financial and physical resources across the subject area.

Reporting to: Senior Leadership Team / Headteacher

Liaising with: Senior Leadership Team, Headteacher, Subject Leaders, Student Support Services and relevant staff with cross-Academy responsibilities, relevant non-teaching support staff, parents, Governors, and other stakeholders

Main Areas of Responsibility

Operational/Strategic Planning

- To contribute to the area's Development Plan and its implementation.
- To attend all appropriate meetings.
- To plan and prepare courses and lessons.
- To contribute to the whole school's planning activities.



Staff Development: Recruitment

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

Quality Assurance

- To help to implement school quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the subject area in line with agreed school procedures, including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To review from time to time methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

Management of Information

- To maintain appropriate records and to provide relevant accurate and up-to-date information for Management Information Systems (MIS), registers etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

Communications

- To communicate effectively with the parents/carers of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.

Management of Resources

- To contribute to the process of the ordering and allocation of equipment and materials.
- To identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, subject area and the students.

Pastoral System

- To be a progress tutor to an assigned group of students.
- To promote the general progress and well-being of individual students and of the progress tutor group as a whole.
- To liaise with the Assistant Headteacher, Pastoral and the Pastoral Team to ensure the implementation of the school's Pastoral System.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.

- To contribute to the preparation of Action Plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- To contribute to PSHE according to school policy.
- To apply the Behaviour Management systems so that effective learning can take place.

Teaching

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the school's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, the subject area and academy procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

Other Specific Duties

- To continue personal development as agreed at appraisal.
- To engage actively in the performance review process.
- To address the appraisal targets set by the line manager each Autumn Term.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To support the academy in meeting its legal requirements for worship.
- To promote actively the school's corporate policies

School Ethos

- To continue personal development as agreed at appraisal.
- To engage actively in the performance review process.
- To address the appraisal targets set by the line manager each Autumn Term.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and
- To encourage staff and students to follow this example.

Academy Ethos

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post.
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term.
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the school.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To support and attend school events such as Open Evening.
- To promote actively the school's corporate policies.
- To adhere to the school's Staff Code of Conduct and the Dress Presentation Code.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education' and the school's Safeguarding/Child Protection policies.
- To be aware of and comply with all school and Brine MAT policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.



Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

This job description will be reviewed where necessary and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks; it sets out the expectations of the school in relation to the post holder's professional responsibilities and duties.

We will consider any reasonable adjustments under the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

Important: The Rehabilitation of Offenders Act

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. The successful applicant will be required to apply for an enhanced DBS certificate. As the post will involve regulated activity with children, it is a criminal offence to apply for this post if you are included on the children's barred list held by the DBS.

Amendments to the Exceptions Order 1975 (2013, 2020 & 2023) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or visit <https://unlock.org.uk/advice/what-will-be-filteredby-dbs/>.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trust's privacy statement.

I Understand and accept the job duties and responsibilities contained in this job description.

Signature Date

Print Name

Person Specification

Attributes	Description	Desirable
Knowledge & Experience	<ul style="list-style-type: none"> • Graduate (with a good degree). • Qualified Teacher. • Minimum of four years teaching experience • Proven success in raising achievement. • Experience of leading others, ensuring high quality performance. • Successful experience in implementation of monitoring, evaluation, and review process to improve the quality of teaching and learning. • High level of ICT skills and experience of how new technologies can be used to raise achievement, • Recent experience of involvement in innovative curriculum development. • Experience of presenting to a wide audience including teachers, other managers, students, and parents. • Good understanding of creative whole school strategies for improving literacy and numeracy and the importance of this in raising achievement. • Some successful experience of leading on cross subject initiatives that have contributed to raising achievement. • Experience of embedding innovative strategies for Assessment for Learning. • Recent and relevant experience of managing and implementing change successfully at subject leader level. • Willingness to use coaching as a model for ensuring on-going professional development. 	<ul style="list-style-type: none"> • Experience in Multi-ethnic urban schools. Further qualification. • Evidence of continuous self-development and updated knowledge in the fields of teaching and learning and education management, particularly in the areas of responsibility for this post. • Experience of presenting in local and/or national education forums. • Curriculum Knowledge and leadership experience in Faculty area
Skills & Abilities	<ul style="list-style-type: none"> • Evidence of continuous self-development and updated knowledge in the fields of teaching and learning and education management, particularly in the areas of responsibility for this post. • Experience of presenting in local and/or national education forums. • Curriculum knowledge and leadership experience in the faculty area, but preferably in languages. 	<ul style="list-style-type: none"> • The ability to develop others to become outstanding teachers
Personal Qualities	<ul style="list-style-type: none"> • Enthusiasm for and commitment to the achievement of the Academy's overall vision for success at all levels. • Willingness to work hard. • Enthusiastic and exceptional teacher, with a proven track record of excellent results in public examinations. • Flexible, adaptable, results orientated and able to prioritise, resilient under pressure. • Awareness of and commitment to equal opportunities and valuing diversity. • To command and demand respect from the school community. • A commitment to responsive and adaptive teaching for all students in the academy. • Creativity and enthusiasm to promote a positive school image to the local and national community. 	<ul style="list-style-type: none"> • The aspirations, talent, and enthusiasm to become a Senior Leader.

Thank you for your interest in our school. We look forward to receiving your application. If you think a career with us is right for you, discover more at:
www.brineleas.co.uk