

## SUBJECT TEACHER (BUSINESS STUDIES)

Job Ref:	BUSJ24
Closing Date:	12 noon, on Friday 28 <sup>th</sup> June 2024
Department:	Business Studies
Start Date:	January 2025 (Earlier start date would be acceptable)
Salary/Grade:	£30,500 to £47,133 per annum depending on experience
Contract:	Established
Hours of Work:	Full time
DBS:	An Enhanced Disclosure is required for this post.
Applications:	Applications from ECT's welcome
Other:	An ability to teach Economics is required.

## SUBJECT TEACHER

Reporting to:	Head of Subject
Responsible to:	Curriculum Leader

## JOB DESCRIPTION

### THE ROLE

**The person appointed would be expected to:**

- Teach a timetable based on their experience and strengths
- Contribute to the development of the subject
- Contribute to the tutorial system of the College
- Be sympathetic to the Mission of the College
- Be flexible, enthusiastic and able to motivate students to realise their full potential
- Contribute to other aspect of College life as appropriate

### All staff must make a positive contribution to:

- the Catholic ethos of the College;
- the College Equality and Diversity Policy;
- the pursuit of excellence and the highest standards of quality in all aspects of College life;
- their own professional development, in accordance with the needs of the College.

As with all other posts in the College, staff, in addition to their main subject areas, may be expected to make a contribution to one or more of the following:

- recreational and Community Service activities
- short practical courses
- Student Council activities
- Enrichment

### Responsibility, in conjunction with the Principal, for duties commensurate with the following:

- To work as part of one or more curriculum team(s) undertaking specific duties after consultation with other staff in the same grouping.
- To participate in appropriate meetings with colleagues and parents.

- To monitor and control the storage and use of teaching materials and books related to the teaching of their subject.
- To participate with other colleagues in the development of appropriate specifications, materials and schemes of work.
- To supervise punctuality and attendance and to regularly submit registers to Curriculum Leaders.
- To ensure that all students abide by the College disciplinary system.
- To organise and invigilate such examinations as may be required.
- To be responsible for efficient teaching programmes and for the maintenance and development of subject resources and equipment.
- To undertake such other duties as changing circumstances may require.
- The Governors will appoint staff who are willing and able to contribute to the Catholic ethos of the College.
- Each member of the College will take reasonable care for the health and safety of himself/herself and persons who may be affected by his/her omissions at work.
- To undertake any other duties as may be assigned commensurate with the grade and overall responsibility level of the post and as changing circumstances may require.

\*Carmel College has a commitment to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced Disclosure Clearance through the Disclosure and Barring Service. Please note candidate's suitability to work with children will be explored at interview, including the motivation to work with young people and attitudes towards the use of authority and maintaining discipline.

PERSON SPECIFICATION	SUBJECT TEACHER		
<p><b>All staff must make a positive contribution to:</b></p> <ul style="list-style-type: none"> <li>the Catholic ethos of the College;</li> <li>the College Equality &amp; Diversity Policy;</li> <li>the pursuit of excellence and the highest standards of quality in all aspects of College life;</li> <li>their own professional development, in accordance with the needs of the College.</li> </ul>			
	Essential	Desirable	How Identified
<b>Relevant experience</b>	<ul style="list-style-type: none"> <li>Previous teaching experience</li> <li>Experience of teaching A Level</li> <li>Experience of working and communicating with different groups of students</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>CV</li> <li>Interview</li> <li>References</li> </ul>
<b>Qualifications / Education and Training</b>	<ul style="list-style-type: none"> <li>Have a recognised degree</li> <li>Good standard of education</li> <li>A teaching qualification (PGCE or equivalent)</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>CV</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>The ability to motivate and enthuse students</li> <li>Effective communication skills</li> <li>Good organisational skills</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>CV</li> <li>Interview</li> <li>Lesson observation</li> <li>References</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>Sympathy with and commitment to the Catholic ethos of the College</li> <li>An understanding of the social, moral, spiritual and cultural development needs of young people</li> <li>A manner that students would find approachable</li> <li>The ability to work effectively as part of a team</li> <li>Suitability to work with children</li> <li>Ability to form and maintain appropriate relationships and personal boundaries with young people</li> <li>Emotional resilience in working with challenging behaviours</li> <li>Good record of attendance and punctuality</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>