



De La Salle College JERSEY

Teacher of Economics & Business

Members of staff should, at all times work within the framework of the school's Policy statements to fulfil the general aims and objectives of De La Salle College.

Line Manager:

Head of Social Science faculty

The Position will take effect from 1st September 2019:

This is a full time position for a well-qualified, enthusiastic teacher of Economics and Business to support and help develop the subject of Economics at GCSE level and Business Studies at BTEC Level 3 in the Sixth form. It is anticipated that the successful candidate will when appropriate take up the position of Teacher in Charge of Economics and Business Studies.

The Department:

Economics and Business is part of the Social Science faculty at De La Salle College. The successful applicant will be taking over from the current postholder who is retiring having spent many years at the College and who has developed a Scheme of Work that, enables pupils to achieve their potential.

Professional Development:

The position provides an ideal opportunity for Professional Development and encompasses Sixth Form teaching to enhance promotional aspirations for the future. It is anticipated that the successful candidate will take over responsibility for Economics and Business studies taught at the school and this will encompass an annual bursary payment.

STAFF RESPONSIBILITIES

The following provides a definition of the Teachers' Task:

1. Teach effectively to meet the needs of all pupils and to ensure discipline and safety within the school community.
2. Plan, prepare, evaluate and modify as necessary personal teaching methods, work programmes and teaching materials.
3. Mark and maintain records of pupils' work.
4. Promote the general progress and welfare of pupils in classes and groups, or individually as part of the school's pastoral and counselling arrangements.
5. Assess and record pupils' personal and social needs, development, progress and attainment.
6. Provide or contribute to oral or written assessments and report on individual pupils and groups; consult and inform parents, co-operate with outside agencies in accordance with school policies
7. Contribute to and participate in corporate planning, self-evaluation, INSET and professional development in assigned areas of the curriculum and pastoral arrangements; participate in related staff meetings and school events.
8. Advise colleagues, co-operate with them regarding teaching programmes, methods, equipment and materials within assigned areas of the curriculum, ensuring that appropriate administrative tasks are undertaken.
9. Contribute and participate in the school's pastoral, tutorial and guidance arrangements and undertake an appropriate share of the organisation and conduct of parental consultation and staff meetings.
10. Contribute as required to the appointment, induction, professional development and assessment of colleagues, including new entrants to teaching.
11. Accept an appropriate share of the administrative and organisational tasks within the school, including providing support for teachers, undertaking additional curriculum or pastoral responsibilities or holding senior posts.
12. Ensure the safety and good order of pupils by carrying out an appropriate share of supervision whenever pupils are authorised to be on school premises or elsewhere when the school is in session.
13. Undertake an appropriate share of all collective responsibilities including substitution for an absent colleague.
14. Supervise support staff as required.
15. Order and allocate appropriate equipment and materials in accordance with school policies and schemes.

Safeguarding:

All employees must promote and safeguard the welfare of children, young and vulnerable people for whom they are responsible or come into contact with.

All employees must be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.

Additional responsibilities:

- To contribute to the co-curricular life of De La Salle College
- To assist or lead in the organisation and management of Economics and Physics.
- To undertake such other duties as the Head or his nominated representative may reasonably request.
- To continue the roles outlined in this job description to the highest level.

For the main professional scale teacher, the programme of formal meetings will not exceed 90 hours in a school year outside of times when the school is in session. Teachers on the 'MPS' will not normally be expected to attend such activities in excess of 2.5 hours per week. The programme of meetings shall be arranged in order that a member of staff is not required to attend more than one activity on any one evening.

All teachers are required to undertake supervision duties immediately prior to or following the school day and during breaks. These duties will not exceed 80 hours in the school year.

All teachers are allocated non-contact time equivalent to 10% of the school week or a minimum of 2hr 30m each week.