

## Magdalen College School

***We are committed to the protection and safety of our students  
and expect all staff to share this commitment.***

### JOB DESCRIPTION

Name of staff member:

Post Title	Teacher of: Business Studies/ Teacher of Economics Main Pay Spine
Purpose	To support and facilitate learning, enabling students to achieve to their individual potential.
Reporting to	Head of Faculty
Additional responsibilities	
Responsibilities as a classroom teacher (relates to students taught)	<ol style="list-style-type: none"> <li>1. To adhere to the teacher standards by:               <ol style="list-style-type: none"> <li>i. Preparing and delivering lessons which follow faculty schemes of learning and meet the needs of individual students</li> <li>i. Assessing, monitoring and reporting students' progress according to faculty and school policy</li> <li>ii. Recording and using data on students' prior and ongoing performance/learning characteristics to inform effective target setting and lesson planning and to enable students to fulfil their potential</li> <li>iii. Contributing to all developmental and organisational priorities within the faculty development plan</li> <li>iv. Sharing and supporting the whole school responsibilities for providing opportunities for the personal and social development of students</li> <li>v. Following all school and faculty policies and procedures</li> <li>vi. Ensuring team leader is kept informed of issues which could lead to student under-performance</li> <li>vii. Ensuring learning support staff are able to effectively fulfil their role in supporting the learning of students.</li> </ol> </li> </ol>
Responsibilities as a form tutor (relates to students in the form group)	<ol style="list-style-type: none"> <li>1. To monitor and respond to issues regarding attendance following school guidelines in conjunction with the school attendance officer</li> <li>2. To use all data/information received to monitor and support the overall progress, development and well-being of students</li> <li>3. To listen and take action on pastoral issues as they arise</li> <li>4. To keep the Head of Year fully informed of issues which could effect student achievement</li> <li>5. To complete yearly report according to school guidelines</li> <li>6. To support the personal and social development of students</li> <li>7. To follow pastoral policy and procedures.</li> </ol>
Responsibilities as a member of staff	<ol style="list-style-type: none"> <li>1. To ensure that the safety and welfare of all students is given priority at all times</li> <li>2. To support the ethos of the school at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise</li> <li>3. To ensure an appropriate individual response to whole school priorities</li> <li>4. To support the personal and social development of students within the school</li> <li>5. To engage actively in the Performance Management Review Process</li> <li>6. To implement all school policies</li> <li>7. To attend all directed time meetings</li> <li>8. To pay due regard to Health and Safety in respect of all members of the school community and report matters which compromise this, appropriately.</li> </ol>
Personal Qualities; the postholder is expected to be:	<ol style="list-style-type: none"> <li>1. Committed to the principles of comprehensive education and equal opportunities and specifically to the ethos of Magdalen College School</li> <li>2. Committed to ensuring the safety and welfare of all students at all times</li> <li>3. Prepared to teach across the age and ability range</li> </ol>

	<ol style="list-style-type: none"><li>4. Committed to team work within all aspects of the school</li><li>5. Proactive in terms of furthering their professional knowledge and skills</li><li>6. Punctual for all commitments</li><li>7. Professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community.</li></ol>
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Job description agreed (signed)

Staff member.....

Head of faculty ..... Date .....