

Job title: Teacher of Business & Economics

Reports to: Head of Department & Deputy Head (Curriculum)

Date reviewed: February 2026

Professional Duties

General Responsibilities

- To set high personal standards in presentation, punctuality, etc.
- To take a share in the general responsibilities of running the school and supervision of pupils, by carrying out duties in accordance with published schedules.
- To undertake the role of Form Tutor as and when required and carry out all duties and connected responsibilities including taking registers in accordance with regulatory requirements, contributing to the PSHE programme and following up on all pastoral and academic concerns for individual pupils in the form.
- To be aware of the school's policy statements and to comply with their recommendations and procedures.
- To support the College's commitment to safeguarding and promoting the welfare of children and young people at the school.
- To comply with the College's Health and Safety policy and undertake risk assessments as appropriate.
- To read daily notices and attend staff briefing and other staff meetings and act upon information or arrangements.
- To attend assemblies when on site.
- To attend the Parents' Meetings for relevant year groups.
- To supervise and when possible, teach any pupils whose teacher is not available to teach them.
- To participate in and co-operate with, the school's arrangements for the professional development of teacher performance.
- To demonstrate an interest in continuing professional development.
- To communicate effectively in meetings with colleagues, parents, etc.
- To communicate potentially important information to Form Tutors, Heads of Tier or the Assistant Heads.

Teaching Responsibilities

- To teach timetabled lessons and undertake all necessary preparation for the teaching of these lessons.
- To follow structured schemes of work which ensure continuity and progression from KS4 to KS5 and within KS3, KS4 and KS5.
- To be responsible for the development of and the planning for the Business & Economics department.
- To keep a check on absentees and follow up as appropriate.
- To select appropriate materials and methods of teaching including differentiated materials for children with special educational needs and IEPs as appropriate.
- To establish good working relationships with groups and individuals and to encourage pupils to be actively involved in their own learning.
- To promote and maintain an environment where pupils feel safe and able to learn.
- To set and mark homework in accordance with school and departmental policy.
- To monitor pupils' performance and notify form tutors of pupils who persistently fail to meet deadlines.
- To set work for classes in cases of planned absence and for unplanned absence, if possible. To ensure that all equipment is available for such lessons.
- To keep records of pupils' progress and be prepared to discuss individual progress with relevant staff.
- To write reports on pupils' progress and provide grades in keeping with the school's Assessment Recording and Reporting Policy by the required deadline.

- To prepare comments for references as requested.
- To set and mark internal examinations. To invigilate such examinations as required.
- To submit estimated grades for external examinations and assist with the collation of Controlled Assessment marks.
- To know and comply with the requirements of the examination boards. To conduct or invigilate examinations of any kind including Controlled Assessment in accordance with such requirements.
- To review one's work both individually and within the school as a whole.
- To communicate with the Head of Department over matters of curriculum, resources, classroom management and discipline.
- To attend departmental meetings and to contribute to departmental discussions about policy, teaching methods, future plans, etc. To assist in the implementation of any agreed policy.
- To contribute to extra-curricular activities, e.g. competitions, concerts, productions, visits.
- To prepare for and assist with Open Day, Prizegiving and other major school occasions.
- To ensure that care is taken of departmental resources.
- To promote the study and enjoyment of Business & Economics within classes and within the College as a whole.
- To liaise with the College Librarian regarding publications, texts and other media which supports Business and Economics learning within the school.
- To be responsible for the regular provision of 'Business & Economics clinics' whereby pupils can access further subject specific help outside of lesson time.
- To liaise, as necessary, with EAL and Learning Support teachers.

Co-Curricular and Additional Duties

In keeping with normal practice in Independent Boarding Schools, all non-resident teaching staff will, in addition to any teaching responsibilities, put their skills and talents at the disposal of the College for the benefit of the children in the following ways:-

- To contribute to the extra-curricular provision which might include undertaking supervised prep and offering non-curricular after school clubs or activities.
- All non-boarding teaching staff will contribute to boarding activities and supervision to include weekend days and evening duties.
- To contribute to the programme of Saturday Specials and/or Saturday morning activities and/or fixtures on a regular basis.
- All additional activities are greatly appreciated. In most cases, staff will exceed these requirements and in all cases it is understood that the overall commitment of any individual must be taken into account.

Hours of work

- During College terms, the Teacher of Business & Economics will work all hours while the College is in session.
- Additional hours, including weekends and holidays, may be required as necessary for the proper performance of duties in an independent boarding school.
- Staff are expected to contribute to the co-curricular and boarding activities programme, including occasional evening and weekend duties.
- All teaching members of staff are expected to complete one evening duty per week as a support tutor in a boarding house.

Person Specification

	Essential	Desirable
Qualifications		
Undergraduate degree	X	
Relevant teaching qualification	X	
Post graduate qualification		X
Knowledge, Understanding and Experience		
Excellent subject knowledge in Business & Economics	X	
Understanding of strategies for adaptive teaching	X	
Understanding of how to encourage effective learning	X	
Experience of teaching GCSE Business & Economics	X	
Experience of teaching Post 16 Business & Economics	X	
Professional Qualifications linked to the World of Business & Economics		X
Experience in a IB environment		X
Experience in an Independent School or boarding environment		X
Skills		
Ability to quality assure work so that it is consistent and of a high standard	X	
High level ICT skills		X
Pragmatic approach to problem solving	X	
Ability to build personal relationships	X	
Ability to analyse relevant data		X
Excellent communication skills	X	
Personal attributes and qualities		
Determination and resilience	X	
A passion for Business & Economics and ideas how to convey this to students	X	
Being proactive rather than reactive	X	
Able to support the wider aims and ethos of the College	X	
Highly professional manner and personal conduct	X	
Committed to safeguarding and the wellbeing of pupils	X	
Possess excellent communication and interpersonal skills	X	
Able to maintain effective and professional relationships with colleagues at all levels.	X	
Proactive approach to enrichment opportunities and to the promotion of Business & Economics as a subject.	X	