TEACHER - SECONDARY
Dumbarton Academy

JOB PACK

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SECTION 1 – Post Descriptor

1. JOB DETAILS

Job Title: Teacher of Business Studies	**School:** Dumbarton Academy
Reports to: Head Teacher	**Grade:** Main Grade Scale

2. JOB PURPOSE

To support the Head Teacher in delivering an effective and positive working and learning environment for pupils and staff and maintaining the standards of the school.

The post holder will be responsible to the Head Teacher through the Curriculum Leader of Business Studies. Carrying out the list of teachers' duties contained in 'A Teaching Profession for the 21st Century'.

3. ROLE OF THE DEPARTMENT

Educational Services is managed by the Chief Education Officer, and the service is responsible for the delivery of all educational services to the people of West Dunbartonshire. Educational Services is fully committed to realising the potential of our young people, increasing the attainment of all learners and developing Curriculum for Excellence.

Educational Services includes: Early Years, Early Learning and Child Care, Primary, Secondary and Additional Needs, Psychological Services.

4. DUTIES

1. Teach classes, together with associated correction and preparation as assigned.
2. Prepare lessons and contribute to the development of courses for S1 - S3 Broad General Education and S4 - S6 National Qualifications/New Nationals 1 - 7.
3. Assess record and report on the work of pupils following the above courses.
4. Undertake curriculum development work as assigned by the Curriculum Leader or Head Teacher. Keep abreast of curricular development at local and national level.
5. Advise and guide pupils on issues related to their education in line with school policy.
6. Present pupils for, and participate in the conduct of, national examinations and to carry out school practices in relation to the assessment of pupils.
7. Contribute to the monitoring and evaluation of curricular programmes.
8. Participate in staff review of whole school and cross-curricular issues and plan for improvement.
9. Promote and maintain good order and the behaviour among pupils.

10. Take responsibility for a registration/tutor group, providing them with leadership, monitoring and front-line pastoral care, within the ethos and systems agreed by the school
11. Contribute to the evaluation and development of teaching materials and other resources.
12. Undertake appropriate and agreed continuing professional development and undergo professional learning as required.

5. ACCOUNTABILITIES

The post holder will deal with the day to day demands of the job and problems as they arise whilst implementing school and authority policies and procedures.

A key responsibility will be to maintain an effective communication framework working in partnership with colleagues, parents, support staff and other professionals. Contributing to the creation of a caring ethos which values all pupils, parents and the community.

6. GENERAL

This post is considered as Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG scheme update check prior to formal offer of employment being made by West Dunbartonshire Council

The post holder is required to maintain GTC registration and comply with the Registration and Professional Standards set by GTC.

7. WDC TRAINING

West Dunbartonshire Council – Operates Skills Passports for all employees, which details the training available and timescales for undertaking courses. Skills passports are available via the Council's Intranet Organisational Development & Change

- Skills Passport A – New Entrant Employee Passport
- Includes WDC Induction; Equality & Diversity; Data Protection (GDPR) & Security Awareness and relevant i-learn modules; Policy Reading: Code Of Conduct; ICT Information Security Policy and Acceptable Use Policy
- Skills Passport B – WDC Employee Passport

Includes relevant i-learn modules

8. ROLE SPECIFIC TRAINING

 Familiarisation with GTCS Standards for Registration and LNCT/SNCT processes

SECTION 2 – Person Specification

Attributes	Essential	Desirable	Assessment
Education, Qualifications & Training	Full GTC registration. Qualification to teach Business Studies.	Additional qualification(s) and commitment to career long professional learning.	Application Form
Professional Development	Commitment to continuing personal and professional development. Evidence of recent involvement in professional development.	Evidence of professional development beyond initial training	Application Form Interview
Experience	Sufficient experience and knowledge of the curriculum to be able to choose subject content appropriate to the needs of all learners. Experience teaching Business Studies.	Experience of involvement in curriculum development, in particular Curriculum for Excellence.	
Skills, Abilities & Knowledge	Able to employ a range of learning and teaching approaches which set appropriate expectations for all pupils. Able to assess pupils' learning against national standards and to use this assessment to improve outcomes for learners	Demonstrated ability to assess accurately & record the work of pupils Has shown considerable skill in promoting good order and the behaviour while enjoying a good rapport with pupils	Application Form Interview
Interpersonal & Communication Skills	Ability to communicate effectively, verbally and in writing with colleagues, pupils, parents and external agencies. Able to interest and motivate pupils. Able to establish a supportive and caring atmosphere in a well-managed environment Able to use appropriate questioning techniques to stimulate higher order thinking skills. Committed to promoting school ethos and school vision and values.	Evidence of success in promoting partnerships with parents, the wider community and external agencies. Has shown considerable skill in promoting good order and discipline while enjoying a good rapport with pupils Willing to be involved in whole school and extra-curricular activities.	Application Form Interview