# Job Description for Teacher of Business and Computing

**Job Title:**               **Teacher of Business and Computing**

**Reporting to:**          **Head of Department**

**Role Purpose:**         To provide an innovative and stimulating education for all students at Sheffield Springs Academy, which ensures all are given the opportunity to reach their full potential.

- To develop excellent working relationships with colleagues internally, centrally and externally.
- To be an effective and flexible member of the Team, contributing to the successful adherence to Safeguarding Policy.
- To uphold the Academy policies and procedures at all times.
- To ensure any documentation produced is to a high standard and is in line with the in-house style.
- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Participate in the Academy's Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To promote the area of responsibility within the Academy and beyond.
- To represent the Academy at events as appropriate.
- To support and promote the Academy ethos.
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post.

## Role Tasks:

- To be responsible to the Head of Department for:
  - (a)      the achievement of the highest possible academic standards in relation to each child's ability;
  - (b)      the teaching of Business Studies and Computing throughout the Academy;
  - (c)      the drawing up of schemes of work which are relevant to ability and in harmony with aims of the Academy;
  - (d)      assessment, record-keeping and reporting to Parents/ Guardians;
  - (e)      the preparation, setting and marking of appropriate homework;
  - (f)      the promotion and encouragement of extra-curricular activities;
  - (g)      the display of student's work within the department and around the Academy

- To support and encourage the Academy ethos.
- To contribute towards the Business and Computing Subject area.
- To keep abreast of developments in Business and Computing.
- To supervise the use of support staff relevant to the class.
- To implement and maintain the Academy's policy on discipline and behaviour.
- To assist at Academy functions and other duties that may develop from carrying out the responsibilities of the post including a supervisory role.
- To perform such teaching duties as may be assigned in the Academy timetable.

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