



<b>Job Title</b>	Graduate of Business/IT
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<b>Salary</b>	UNQ 1
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### **Aim and main purpose of the job**

To assist in all areas of the school, providing support for students who need it most. They should be a role model keen to work with colleagues in maintaining a supportive and nurturing environment.

To offer support to the learning, pastoral and co-curricular needs of individual students through the school's pastoral policy and core values.

### **Key responsibilities:**

- Demonstrate subject competence and keep up to date knowledge of the National Curriculum for 11-16 year olds in relation to the subject of Business and IT
- To keep informed about the key priorities identified in the School Development Plan, associated department development plans and responsibilities agreed upon within it
- To set clear targets for student improvement and monitor progress towards these
- To work effectively with Teaching Assistants and Teaching staff to plan lessons and individual support for statement pupils, including monitoring progress on IEPs
- Establish and maintain good standards of pupil behaviour in the classroom by implementing consistently and fairly the School Behaviour Policy
- To provide assistance to the Business and IT staff as directed in timetabled lessons
- To assist with revision and extra-curricular activities
- To provide assistance with lesson preparation
- To undertake supervisory duties before school, at break or after school as required
- To attend department and other school meetings as required
- To contribute to the work of the department
- To support colleagues in maintaining the school's behaviour policy
- To maintain appropriate standards of professional appearance and conduct
- To raise issues of concern with his/her line manager or with the appropriate member of SLT

- To set objectives each year with their team leader
- The post holder is responsible for ensuring that the school safeguarding child protection policy is adhered to and concerns are raised in accordance with this policy
- To undertake any additional tasks as required by the Headteacher

#### **Scope of Job (Budgetary / Resources control, Impact)**

The post holder is accountable to the Head of Department.

The post holder does not hold any budgetary responsibilities.

#### **Notes:**

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.