

### Job Description

<b>Post Title: IT &amp; Business Teacher</b>	<b>School: James Calvert Spence College</b>		<b>Office Use</b>  <b>JE ref:</b>
<b>Scale: Main/Upper pay scale</b>	<b>Home base: JCSC Acklington Road</b>		
<b>Responsible to: Headteacher</b>	<b>Date: May 2026</b>	<b>Manager Level:</b>	

**Job Purpose:** To be accountable for educational progress of pupils by effective teaching and learning.

**Duties and key result areas:**

**General**

- To carry out the professional duties of a teacher as set out in the School Teachers' Pay and Conditions Document. Carry out teaching duties in accordance with school policies, schemes of work and the National Curriculum.

**Generic Responsibilities**

- Establish a purposeful and safe learning environment and manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline and a supportive culture in line with the school behaviour policy.
- Contribute to the monitoring and development of a directorate to ensure suitable opportunities are provided for learner aspirations to be met.
- Plan effectively in the short, medium- and long-term and prepare effective learning sequences, lessons and work across a series of lessons to ensure coverage of the curriculum and the differentiated needs of learners are met. Plan and prepare homework and other out of class work.
- Be aware of and apply a range of teaching and learning strategies, including implementing inclusive practices, to ensure that the diverse needs of learners are met and excellence and enjoyment is achieved. Deliver lessons to groups of learners or classes. Demonstrate the positive values, attitudes and behaviour expected from learners.
- Assess, record and report on the development and progress of learners and analyse relevant data to promote the highest possible aspirations for learners and target expectations and actions to raise learners' achievements. Provide timely, accurate and constructively feedback on learners' attainment, progress and areas of development.
- Demonstrate ongoing development and application of teaching practice, expertise and subject specialism and/or phase knowledge to enrich the learning experience within and beyond the teacher's assigned classes or groups of learners.
- Communicate effectively and work collaboratively within and beyond the classroom with support staff (including directing their day-to-day work), teachers, other professionals, parents, carers, agencies and communities, to enhance teaching and learning and promote the positive contribution and well-being of learners.
- Apply all school policies consistently.
- Contribute to the development and implementation of priorities, policies and activities in order to enable the achievement of whole school aims.

- To work effectively with / be aware of and assist integrated processes, such as Common Assessment Framework and local opportunities which support children, young people and their families
- Promote the safeguarding and welfare of children and young persons the postholder is responsible for, or comes into contact with. Be aware of school policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action where required.
- Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.

**Specific Responsibilities**

- To support directors by providing up to date subject specific knowledge and understanding
- To contribute to the development and effectiveness of the directorate.

**In addition, Upper Pay Spine teachers are expected to:**

- Make significant contributions to implementing workplace policies and practice and to promote their implementation.
- Give advice on the development and wellbeing of children and young people, if required.
- Promote collaboration between colleagues and contribute to their professional development through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.
- Make a significant contribution to school improvement, planning and evaluation.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the school: the pay level has been established on this basis.

**Work Arrangements**

<p>Transport requirements: Able to meet the transport requirements of the post. Working patterns: As identified in the relevant Teachers' Pay &amp; Conditions Document Working conditions:</p>	
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### Person Specification

Post Title:	Criteria	Essential	Desirable	Evidence*
IT & Business teacher				
Qualifications	1. A BA/BSc degree or equivalent	✓		A
	2. Qualified teacher status	✓		A
	3. Has recent professional training relevant to the post		✓	A
Experience	4. Experience in teaching IT and Business	✓		A
	5. Experience of teaching in at least one of key stages 2, 3, 4 or 5 – and a willingness to upskill in others where appropriate	✓		A
Knowledge	6. Up-to-date knowledge and understanding of national curriculum requirements in subject area	✓		A/I
	7. Knowledge of examination and testing requirements in Key Stages 2 to 5 or willingness to learn.		✓	A/I
Skills/attributes	8. Teaches at least to a good standard	✓		R
	9. Able to use data and target setting to improve pupils' achievement and raise attainment.	✓		A/I
	10. Good level of written/oral communication skills and interpersonal skills including building positive relationships with adults and children	✓		A/I
General	11. Has high expectations of self and others.	✓		I
	12. Fully subscribes to the Vision, Values and Aims of James Calvert Spence College	✓		I
Other	13. Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	✓		R
	14. No disclosure about criminal convictions or a safeguarding concern that makes applicant unsuitable for this post	✓		R

\* Evidence presented through Application [A], interview [I] or references [R]