



## JOB DESCRIPTION

### GCSE AND A-LEVEL TEACHER

### ECONOMICS AND BUSINESS STUDIES

Job Element	Detail
<b>Job Title:</b>	Tutor of Economics
<b>Reporting to:</b>	Head of Department, Mathematics and Economics
<b>Supervising:</b>	The students allocated to you to study Business Studies and Economics.
<b>Start Date:</b>	Mid-August 2021
<b>Department/Location:</b>	Oxford International College, 1 London Place, Oxford OX4 1BD
<b>Nature and Scope of the role:</b>	<ul style="list-style-type: none"> <li>• To develop and continuously improve the quality of Business Studies and Economics teaching offered to the students through promoting the highest standards of education, equality of opportunity and an environment that is conducive to excellence in learning and teaching.</li> <li>• To promote the guiding principles of the college - integrity, positivity, respect, compassion and service.</li> </ul>
<b>Main Purposes:</b>	<ul style="list-style-type: none"> <li>• To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.</li> <li>• To teach A-level Economics and GCSE Business Studies to groups of students from all abilities, according to their educational needs.</li> <li>• To ensure that all lessons are planned with clear aims and objectives.</li> <li>• To ensure that all lessons are delivered in line with the agreed schemes of work and school policies.</li> </ul>

	<ul style="list-style-type: none"> <li>• To take into account the differing abilities of students and to differentiate work accordingly.</li> <li>• To be willing to prepare students for university admission tests associated with your subjects.</li> <li>• To assist students with preparation for their university interviews and to create and conduct mock interviews.</li> <li>• To be willing to be involved in college competitions, in particular those related to your subjects.</li> <li>• To encourage all students to be actively engaged in their own learning and in reviewing their progress against targets.</li> <li>• To create a positive classroom atmosphere.</li> <li>• To encourage and nurture intellectual curiosity.</li> <li>• To deal with inappropriate behaviour quickly and effectively according to the school behaviour policy.</li> <li>• To check that all subject matter is effectively communicated and understood by all groups of students.</li> <li>• To set regular assessments at A-Level standard and mark these in accordance with College assessment policy.</li> <li>• To keep careful records of student progress in line with College policy.</li> <li>• To inform the college of student progress through inputting student marks promptly.</li> <li>• To ensure that there is a high standard of display work in the classroom, which is changed frequently.</li> <li>• To keep work areas tidy and well organised.</li> <li>• To attend scheduled college meetings.</li> <li>• To work with College colleagues to formulate plans which have coherence and relevance to the needs of the individual students.</li> <li>• To help develop Economics resources for the College where appropriate.</li> <li>• To suggest, organise, and participate in Economics events such as trips.</li> <li>• To meet parents and attend parents evening/skype sessions where appropriate.</li> </ul>
<p><b>Duties &amp; Responsibilities</b></p>	<p>Your duties will include but will not be limited to:</p> <ul style="list-style-type: none"> <li>• To teach Business Studies and Economics for up to 28 contact hours per week.</li> <li>• To share expertise with other tutors of Economics and, where required by the Deputy Principal for Teaching and Learning or by the Director of Studies, to observe the lessons of these tutors for the purpose of offering support, constructive feedback and guidance to these tutors.</li> <li>• To cultivate a commitment to progress in the standards of teaching and learning.</li> <li>• To meticulously plan lessons and give guidance to other teachers of Economics in relation to lesson plans.</li> <li>• To track student progress through regular testing and benchmarking and to include two mock examination periods in each year.</li> <li>• To write termly reports and if requested to assist in reviewing the termly reports of other tutors of Economics.</li> <li>• To circulate termly reports to parents, guardians and agents where appropriate.</li> <li>• To promote the general care of the college by demonstrating awareness of what is needed and making the necessary responses or recommendations.</li> <li>• To assist with UCAS applications.</li> <li>• To provide and mark admissions tests.</li> </ul>

<p><b>Child Protection, Discipline, Health &amp; Safety</b></p>	<ul style="list-style-type: none"> <li>• To maintain good order and discipline among the students and safeguard their health and safety both when they are on college premises and when they are engaged in authorised college trips or activities.</li> <li>• To liaise with the designated Child Protection Officer (Mrs Kim Terrar) if a concern arises.</li> <li>• To understand and uphold the Government's statutory guidelines of 'Keeping Children Safe in Education' in accordance with the college's policies and procedures.</li> </ul>
<p><b>Critical Success Factors</b></p>	<p>In order to carry out this role, it is agreed that you will always endeavour to be:</p> <ul style="list-style-type: none"> <li>• Warm, friendly and welcoming.</li> <li>• Well presented.</li> <li>• Clear and precise in your communication with others.</li> <li>• Well organised.</li> <li>• Good at prioritising or aware of the need to alert others if you feel you need support.</li> <li>• Flexible within reason.</li> <li>• Adaptable within reason.</li> <li>• Positive and willing.</li> <li>• Part of an efficient and fun team.</li> <li>• Mindful of the need to be empathetic with young people.</li> <li>• Thorough and meticulous with a keen eye for detail.</li> <li>• Aware of matters of importance and mindful of the need to keep certain matters confidential.</li> <li>• Sensitive and respectful to personal matters relating to staff or students.</li> <li>• Responsible for prioritising and managing your workload and for maintaining a high standard of accuracy and meeting deadlines.</li> </ul>
<p><b>Scope or Scale</b></p>	<ul style="list-style-type: none"> <li>• Responsible for sharing expertise with other tutors of Economics.</li> </ul>
<p><b>Guiding Principles</b></p>	<p>Members of staff uphold and contribute to the College's guiding principle and ethos:</p> <ul style="list-style-type: none"> <li>• Our actions and words reflect integrity, positivity, respect &amp; compassion, and a strong sense of service to others.</li> <li>• We will support our students' individual educational needs and goals, securing the best opportunities and outcomes.</li> <li>• The College will be an inspiring place to be, with motivated staff, stimulating and relevant courses.</li> </ul>
<p><b>Holiday</b></p>	<ul style="list-style-type: none"> <li>• 10.5 weeks per annum.</li> </ul>
<p><b>Hours of work</b></p>	<p>40 hours per week of which 28 will be contact hours</p>
<p><b>Salary &amp; Benefits</b></p>	<ul style="list-style-type: none"> <li>• TBD depending on experience</li> <li>• Pension scheme once probationary period has come to an end</li> </ul>