



BUSINESS ENTERPRISE JOB DESCRIPTION

Responsibility Title:	Business Enterprise Teacher
Hours:	Full Time 8.30am - 4.30 pm
Location:	Across Lewisham, Bermondsey and Shoreditch Hubs
Salary:	From £26,605 FTE per annum

Summary of the responsibility:

This role has a specific responsibility of delivering Business Enterprise to a high standard to students on a small group (or 1:1) basis in our hubs. Working mainly with KS4 students of all abilities and needs, the role delivers one day Business Enterprise experiences culminating in the completion of courses including the BTEC course.

The role also works closely with their colleagues in the BTEC teams to train, develop, mark and oversee the smooth running of the departments.

TCW creates individualised and bespoke programmes for our students. It is important that our teachers remain flexible in order to meet the needs of our students and work within our ethos. This may mean that teachers are required to teach other subjects to the ones that they usually teach to students' needs.

TCW Teacher Responsibilities:

Onsite small group Business Teacher Responsibilities:

1. Deliver small group (or 1:1) day experiences to assigned students
1. Lead and direct any TA or support teachers in the lesson ensuring all staff are used effectively
2. Liaise with and support any teachers delivering Business Enterprise to students offsite
3. Mark and moderate Business Enterprise assignments
4. Work with the curriculum and exams team to ensure the completion of business course portfolios for moderation.
5. Support the vocational team in the smooth running of the department including training, moderating and curriculum development
6. Attend external exam board training

Teaching/Planning Lessons:

1. Teach up to 30 hours per week, educating students in accordance with TCW's ethos of learning through creativity.
2. Prepare detailed, interesting, creative and relevant lesson plans based on the schemes of work provided for the agreed curriculums, tailoring these to meet each student or class' needs.
3. Teach specific programmes of study and ensure assigned students are entered for the agreed qualifications in a timely manner with the Exams Officer.
4. Write detailed half-termly/end of assignment reports and any other interim reports using good English and following all requested deadlines.
5. Take charge of pastoral care for your students and provide day-to-day discipline, sanctions and rewards, and support your students through break and lunchtimes.
6. Sign in and fully utilise the Lesson Tracker app as directed. This includes checking in, recording the students' attendance, checking out, scoring progress and engagement, writing a session report and submitting for every session and student you are timetabled for.
7. Be prepared to cover other teachers' sessions as needed, and to transfer between working offsite and onsite as required by the school.
8. Prepare for and be supportive of lesson observations, and attend termly appraisal/observation feedback sessions - these are likely to take place after school.

9. Arrive in time to start sessions at the agreed time and location. Report any issue immediately to the Education Team and students/their families.
10. Liaise with the Teaching and Learning team if you require additional support.

Supporting Student Development:

11. Read the supplied background history of any assigned student taking particular note of their needs.
12. Update individual risk assessment for the students where necessary. Write further risk assessments for any trips or activities.
13. Read and update the students' Individual Education Plan (IEP), in discussion with the Curriculum Coordinator, and ensure you understand and follow the agreed curriculum for the student.
14. Meet with professionals connected to your student(s) and attend educational reviews to discuss their progress as required.
15. Keep an open dialogue each day with the other teachers, learning support and/or TAs working with mutual students as to the progress they are making.

Safeguarding:

16. Keep in regular contact with the Education Team through email, text and/or conversation regarding a student's education and welfare.
17. Report to the Designated Safeguarding Lead any safeguarding concerns that arise, record them on MyConcern and follow any tasks set in a timely manner.
18. Complete regular safeguarding training maintaining at least a level 2 standard and keep updated with relevant KCSIE documentation.
19. Adhere to the health and safety standards in the centres and report concerns to the Health and Safety Officer and Onsite Leader where appropriate.

Professionalism:

20. Model outstanding practice as a teacher for other staff in the school, working in line with the TCW Teacher Standards in Teaching and Learning, Professionalism and Creativity.
21. Be well presented and polite during work time, especially when meeting students, parents, staff and professionals.
22. Lead, contribute or attend all weekly TCW training sessions/meetings as required including completing tasks and providing evidence of understanding to be put forward for certification of completion.
23. Approve weekly timesheets at the end of each week as directed by the finance team.
24. Be responsible for your own expenses, including completing expense forms in a timely manner.

Person Specification:

Essential

- A-level (or equivalent) or above qualification in a Business related subject
- Comprehensive experience of teaching Business Enterprise to students with behavioural and/or Special Educational Needs
- A thorough understanding of the language and terminology used in business
- Knowledge of different types of business ownership and business models
- An understanding of finance for business, including calculating budgets, costs, revenue and profit
- The ability to support students to create their own enterprise ideas
- Knowledge of the promotional mix, including advertising, direct marketing, personal selling, sales promotion and public relations
- Knowledge of branding methods and techniques
- Ability to be flexible where required to teach subjects other than your specialty in order to meet students needs
- At least GCSE level grades A*-C or equivalent in Maths, Science and English subjects
- Experience in teaching and delivering high-quality lessons
- A knowledge of:
 - The current curriculum for all Key Stages
 - Working with children with SEN/behavioural needs
 - Different teaching practices
 - Pedagogy
 - Safeguarding
- Creative and dynamic with high levels of attention to detail
- Ability to work alone and with initiative
- Excellent organisational and planning skills and ability to multitask
- Adaptable and flexible approach to work
- Willing to embrace change and challenge processes to improve efficiency

- Able to manage workloads and prioritise efficiently when needed
- A team player who is able to develop effective relationships with the team and work in partnership with others
- Excellent numeracy, written English and verbal communications skills
- Strong administration skills
- Good I.T. knowledge of using Microsoft Office packages, Gmail, Google Drive, etc
- Excellent telephone manner
- Personable, professional and courteous in manner
- A friendly, positive and proactive attitude to work
- Able to manage stressful environments
- Able to be discreet and loyal, and handle confidential material professionally.

Desirable

- Degree or above in a business related subject
- Significant years of industry experience of managing a business, start-up or enterprise
- Experience of working in a creative environment.
- Creative background.
- Experience of working in a charity

The job description is not an exhaustive list and there may be times when the Chief Executive Officer or Headteacher will require certain tasks to be undertaken that may not be listed here. These will always fall within the policies and procedures of TCW and within the remit of what may be expected in your role. There will always be a discussion between all parties on whether the successful candidate feels they can manage these extra tasks.

Extra information:

This is a salaried full-time or part-time position. Part-time teachers can work anywhere between 2 and 4 days per week (working pattern to be agreed in advance). Changing this pattern requires the full notice period indicated in the contract. All salaried staff, regardless of their hours, are expected to attend all training sessions, including INSET and training days, as part of their salary. This role is only expected to work Monday-Friday during term time with the exception of an additional 2 specified, out-of-term, training days (dates TBC in advance of the commencement of the school year or upon request). Official leave is 20 days per annum (to be taken out of school time) plus bank holidays, however, the rest of the school holidays staff are only expected to work from home to the degree required to meet their duties though should be contactable as required. This role may also be entitled to up to 5 days unpaid term-time leave per annum, to be taken in blocks of no more than 2 days at the discretion of the Headteacher.

The working hours are based on 08.30-4.30 (though specific timings are flexible based on your assignment and responsibilities with teaching duties finishing by 4pm) with a 30-minute lunch break weekdays with some planning, preparation, reports, admin and meetings taking place outside of these hours. TCW reserves the right to hold meetings, social events and performances after these hours, which you would be expected to attend. This includes weekly Tuesday and Thursday training sessions, which finish at 6.00pm, the TCW showcase and the Student Awards event, which finish at 8.00pm. Dates are provided at the beginning of every new academic year.

This role will be directly managed by a Teaching and Learning Officer, and performance reviews will happen at least twice a year. It is expected that all successful candidates will follow the policies and procedures of TCW at all times and conduct themselves in a manner that is deemed acceptable and appropriate by the CEO of TCW in accordance with the staff handbook.

All teachers will be required to meet a 'good' (green) level and always aim for 'outstanding' (blue) in line with Ofsted guidelines and TCW's Teacher Standards for teaching and learning, professionalism and creativity. Those who do not meet TCW's standards will be offered guidance and support to try and improve. Any teachers and members of management who do not consistently meet the standard of at least good may also be required to attend extra, unpaid training.