



## Job Description

Job Title:	Economics and Business Studies Teacher Part-Time (0.8FTE)
Responsible to:	Assistant Head
Date employment commences:	1 September 2022
Date of issue:	5 April 2022

We are seeking to appoint a talented and enthusiastic teacher of A Level Economics and Business Studies. The successful applicant will be a teacher with a real passion and expertise for the world of finance, who will be able to inspire our A Level students.

Whilst we are looking for a part-time (0.8FTE) applicant for the role, we will consider suitable applicants who are looking for a full time position too.

### Brief Description of duties

*Pitsford School is a co-educational independent school for students aged 3 – 18 years old. The school offers a very attractive working environment based in delightful rural parkland setting of some 30 acres, close to Northampton.*

This job description describes in general terms the normal duties attached to this post. These may vary or be amended from time to time without changing the general character of the post.

It is assumed that the Teacher of Economics and Business Studies, in common with other members of staff, will have the following academic and pastoral responsibilities:

- i. Form Tutor.
- ii. Member of a duty team.
- iii. Preparation and delivery of curriculum to Sixth Form Students.



## **Specific duties to the Economics and Business Studies Teacher.**

The following list refers specifically to the duties of the current Economics and Business Studies Teacher:

- Complete the annual Departmental Audit and Plan, using performance data and preparing a budget for the forthcoming financial year. Examination performance benchmarking data will be supplied by the Assistant Heads.
- Exercise proper control over the Departmental budget. Specifically, not exceeding the annual spending limits, and ensuring that the expenditure is relevant to the teaching and learning aims of the department.
- Maintain and issue a Sixth Form reading list for A Level candidates.
- Liaise with the ICT Network Manager to ensure that students have appropriate access to ICT, including hardware, software, and training, appropriate to the demands of the subject.
- Ensure that all teaching, learning, and assessment in the subject area is effective and that all students are properly prepared for public examinations. To this end, up-to-date schemes of learning for all year groups are to be maintained and regular departmental meetings are to be held .
- Ensure that internal and external examination administration requirements are met within the time frames set by the Assistant Head (Academic).
- Contribute to co-curricular provision of the School by developing and implementing co-curricular opportunities for students both in lesson time and at other times.
- Maintain Risk Assessment Schedules for the department's teaching environment and associated curriculum activities.
- Ensure that the department offers extended learning opportunities outside of the normal classroom environment where appropriate.
- Prepare documentation promoting the subject, e.g. option booklets, Open Day Displays, website contributions, school magazine and newsletter articles.

Headmaster: Dr C Walker

Pitsford Hall, Pitsford, Northamptonshire, NN6 9AX  
Tel: 01604 880306 e-mail: [office@pitsfordschool.com](mailto:office@pitsfordschool.com)

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[www.pitsfordschool.com](http://www.pitsfordschool.com)



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- Conduct a regular review of new examination specifications  
any communicate any proposed change of examination specification to the Assistant Head (Academic).

- Undertake such other tasks as the Headmaster shall, from time to time, reasonably require.

*This description is not meant to be exhaustive; the responsibility and duties may have to be varied without changing the character of the post or the level of responsibility. The post holder will be required to adopt a flexible attitude towards their work so as to ensure the efficient and effective implementation of school initiatives and any relevant legislation.*