



## **JOB DESCRIPTION – TEACHING POSTS**

### **Main duties and Responsibilities**

#### **1 Planning**

- 1.1 Planning and preparing courses and lessons;
- 1.2 Teaching, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupils in school and elsewhere;
- 1.3 Assessing, recording and reporting on the development, progress and attainment of pupils.

#### **2 General**

- 2.1 Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her;
- 2.2 Providing advice and guidance to pupils on educational and social matters and on their further education and future careers including information about sources of more expert advice on specific questions, making relevant records and reports;
- 2.3 Making records of and reports on the personal and social needs of pupils except in instances where to do so might be regarded as compromising a teacher's own position;
- 2.4 Communicating and consulting with the parents of pupils;
- 2.5 Communicating and co-operating with such persons or bodies outside the school as may be approved by the employing authority and the Board of Governors;
- 2.6 Participating in meetings arranged for any of the purposes described above.

#### **3 Assessment/Reporting**

Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils except in instances where to do so might be regarded as compromising a teacher's own position.

#### **4 Staff Development/Professional Development**

- 4.1 Participating, if required, in any scheme of staff development and performance review;
- 4.2
  - a) Reviewing from time to time his/her methods of teaching and programmes of work;
  - b) Participating in arrangements for his/her further training and professional development as a teacher.

- 4.3 Advising and co-operating with the Principal and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

## **5 Discipline/Health and Safety**

- 5.1 Maintaining good order and discipline among pupils in accordance with the policies of the College and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- 5.2 Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

## **6 Public Examinations**

Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examination.

## **7 Number of days/Hours of work**

- 7.1 a) A full-time teacher, other than a teacher employed in a residential establishment, shall be available for work on 195 days in any year of which not more than 190 days should involve teaching children in a classroom situation;
- b) A teacher, other than a teacher employed in a residential establishment, shall be available to perform such duties at such times and such places as may reasonably be specified by the Principal, for 1,265 hours in any year exclusive of time spent off school premises in preparing and marking lessons and time spent travelling to and from the place of work;
- c) A teacher may not be required to teach, as distinct from supervise, children in a classroom situation for more than 25 hours in any week in a primary or special school and 23.5 hours in any week in a secondary school;
- d) Unless employed under a separate contract as a mid-day supervisor, a teacher shall not be required to undertake mid-day supervision.

## **8 Staff cover**

- 8.1 Supervising and teaching any pupils whose teacher is not available provided that:
- a) In schools with an average daily enrolment greater than 222 pupils a teacher other than a supply teacher shall not be required to provide such cover after the second day on which a teacher is absent or otherwise not available or from the first day if the fact that the teacher would be absent or otherwise not available for a period exceeding 2 days was known to and agreed by the employing authority in advance;
- b) In schools with an average daily enrolment of 222 pupils or less a teacher other than a

supply teacher shall not be required to provide such cover after the first day on which a teacher is absent or otherwise not available for more than 1 day was known to and agreed by the employing authority in advance;

- c) In schools with a complement of 1, 2 or 3 teachers and in nursery units in primary schools, a teacher other than a supply teacher shall, notwithstanding heads (a) and (b), not be required to provide such cover.

**Conditions of Service**

The conditions of service for this post will be in accordance with the Regulations of the Department of Education for Northern Ireland.



**Strangford Integrated College**

**Person Specification**

POST: Teacher of PE - Boys (Permanent) – post available from September 2018

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<p><b>The criteria that will be applied at shortlisting is as follows:</b></p> <p>Applicants must at the closing date for receipt of completed applications:</p> <ol style="list-style-type: none"> <li>1. Holding a teaching qualification which meets the requirements for recognition to teach in grant-aided schools in Northern Ireland; <b>and</b></li> <li>2. Hold a degree or teaching qualification which has prepared the applicant to teach Physical Education as their main subject; <b>and</b></li> </ol>	<ul style="list-style-type: none"> <li>• Hold an Honours degree (minimum 2:2) or higher in Physical Education or a closely related subject.</li> <li>• Coaching qualifications in sport relevant to the post-primary curriculum.</li> </ul>
<b>EXPERIENCE</b>	<p><b>The criteria that will be applied at shortlisting is as follows (please note that experience must be accrued by the closing date for receipt of completed applications):</b></p> <ol style="list-style-type: none"> <li>3. Have experience in the preparation and delivery of lessons in Physical Education (teaching practice acceptable).</li> </ol>	<ul style="list-style-type: none"> <li>• Have experience in the preparation and delivery of lessons in Physical education to GCSE and A Level (teaching practice acceptable);</li> <li>• Have a minimum of 1 year’s experience in a paid capacity in the preparation and delivery of lessons in Physical Education to GCSE Level within the last 4 years;</li> <li>• Have a minimum of 1 years’ experience in a paid capacity in the preparation and delivery of</li> </ul>

		<p>lessons in Physical Education to GCE A Level within the last 4 years.</p> <p><b>(Please note that experience must be accrued by the closing date for receipt of completed applications)</b></p>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of the NI Curriculum;</li> <li>• Display an understanding of post-primary school pupils;</li> <li>• Knowledge of Child Protection issues.</li> </ul>	
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Communication skills;</li> <li>• Organisational skills;</li> <li>• Interpersonal skills;</li> <li>• ICT skills.</li> </ul>	
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Commitment to the ethos of integrated education;</li> <li>• Enthusiasm for, and commitment to, learning and teaching;</li> <li>• A caring, child-centred approach;</li> <li>• Flexible, enthusiastic and sensitive;</li> <li>• Ability to work as a member of a team;</li> <li>• Confidentiality;</li> <li>• Ability to use initiative;</li> <li>• Ability to deal appropriately with pupils and parents;</li> <li>• Committed to raising pupils' achievement;</li> <li>• Ability to motivate self and others.</li> </ul>	
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Willingness to participate in the college's extra-curricular activities.</li> </ul>	

The Board of Governors reserve the right to enhance the criteria if necessary in order to facilitate a manageable shortlist.

Applicants must be registered with the General Teaching Council for Northern Ireland (GTCNI) upon taking up employment.

Application forms and associated documents may be downloaded from the College's website [www.strangfordintegratedcollege.net](http://www.strangfordintegratedcollege.net)

## **TEMPORARY TEACHER POSTS**

Please note that the post availability indicates how long a post will be vacant at the time of going to press and does not necessarily indicate the commencement date of any contract. Temporary contracts may be subject to extension or may be reduced for any valid reason unless otherwise indicated. Certain circumstances may arise where the successful candidate will not be employed for the full period of availability eg. Due to incomplete pre-employment checks at the commencing availability date.

Where a post is available for a full 12 month period and due to unforeseen circumstances it is not possible for the successful candidate to commence their contract at the availability date stated, the period of employment will be reduced and the teacher will be paid on the hourly rate for teachers.

Temporary teachers employed for less than a 12 month period will be paid on the hourly rate for teachers.

## **DISCLOSURE OF CRIMINAL BACKGROUND**

If you have been appointed for a post that involves 'regulated activity' under the Safeguarding Vulnerable Groups (NI) Order 2007, the Education Authority will be required to undertake an Enhanced Disclosure of Criminal Background. **Please note that you WILL be expected to meet the cost of an Enhanced Disclosure Certificate, which is currently £33. Details of how to make payment will be sent to you at the pre-employment stage.**

Further details in relation to legislative requirements can be accessed on [www.nidirect.gov.uk/vetting](http://www.nidirect.gov.uk/vetting) or [www.dojni.gov.uk/accessni](http://www.dojni.gov.uk/accessni)

## **REFERENCES**

This appointment will be subject to satisfactory references being received. One reference should be from a person who is able to comment on your suitability to work with children/young people in an educational setting. The College will seek references from present/previous employers for posts involving 'regulated activity'.

**It is essential that you fully describe in the application form how you meet the criteria sought. Please provide detailed information against each requirement, providing dates and ensuring that where requirements are time bounded (e.g. 1 year within the last 5 years) you provide detail and dates that fully satisfy the requirement. It is not appropriate to simply list the various posts that you have held. Assumptions will not be made from the title of your post.**

Posts involving work in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007

**Canvassing will disqualify**

**LATE OR FAXED APPLICATION FORMS WILL NOT BE ACCEPTED**

**Please complete and return your application form and Equal Opportunities Questionnaire by post/hand delivering to the College Office, Strangford Integrated College, Abbey Road, Carrowdore, BT22 2GB no later than 12noon on Thursday 29<sup>th</sup> March 2018.**