



# Our Lady and St Patrick's College, Knock

## Job Description - Full-time, Temporary Teacher

<b>1. Job Title:</b> Full-time, Temporary Teacher of Business Studies to Advanced Level (maternity cover).
<b>2. Purpose of Post:</b> <ul style="list-style-type: none"><li>• To teach Business Studies from Year 11 to Year 14, and other subjects as required.</li><li>• To be an effective Tutor, supporting high standards of Pastoral Care in the College.</li><li>• To raise standards.</li><li>• To adhere to the Code of Conduct for All Staff and Volunteers.</li><li>• To be aware of the College's Catholic ethos and to actively support the promotion of the vision and principles of the College as outlined in College publications.</li></ul>
<b>3. Reporting Relationships/Line Managers:</b> According to circumstances, the post holder reports to his/her: <ul style="list-style-type: none"><li>• Head of Department, Head of Faculty, Vice Principal (Curriculum);</li><li>• Head of Year, Head of School, Vice Principal (Pastoral Care);</li><li>• Principal.</li></ul>
<b>4. Major Tasks:</b> <ul style="list-style-type: none"><li><b>4.1</b> Preparing, planning, teaching and assessing high quality Business Studies, Personal Development and other lessons, in accordance with the NI Curriculum.</li><li><b>4.2</b> Contributing to the Care and Welfare of each student as a subject teacher and Tutor.</li><li><b>4.3</b> Supporting students with Special Educational and Medical Needs.</li><li><b>4.4</b> Working as part of a team.</li><li><b>4.5</b> Carrying out all activities listed under Section 5 below.</li></ul>
<b>5. Activities:</b> <ul style="list-style-type: none"><li><b>5.1 Preparing/Planning/Teaching</b><ul style="list-style-type: none"><li>• Consistently and effectively plan and prepare high quality courses and lessons, making lessons, student work and Schemes of Work available to your Line Manager(s) as and when requested.</li><li>• Teach according to their educational needs, students assigned to you, including the setting and marking of work to be carried out by students of the College.</li><li>• Prepare students for public examinations.</li><li>• Participate in educational visits, and in regular departmental meetings.</li><li>• Review, advise and cooperate on the preparation and development of courses of study, teaching materials, teaching programmes, and methods of teaching and assessment.</li><li>• Demonstrate that, as a result of your teaching, your students achieve well in relation to the students' prior attainment and data for this College and other NI Grammar Schools.</li><li>• Ensure that the quality, appearance and order of your teaching area are of high standard.</li></ul></li><li><b>5.2 Assessing/Recording</b><ul style="list-style-type: none"><li>• Mark, assess, target-set, record and report on the development, progress and attainment of students.</li></ul></li><li><b>5.3 Pastoral Care/Positive Behaviour</b><ul style="list-style-type: none"><li>• Promote the progress and well-being of individual students and of any class or group of students assigned to you.</li><li>• Communicate and consult with the parents of students.</li><li>• Maintain good order and discipline among students in accordance with the ethos, Positive Behaviour Policy and College procedures.</li></ul></li><li><b>5.4 General Matters</b><ul style="list-style-type: none"><li>• Supervise and/or teach any students whose teacher is not available.</li><li>• Participate in meetings at the College which relate to the curriculum, administration or organisation of the College, including Pastoral Care Meetings, working parties and Open Days.</li><li>• Participate in all Performance Review and Staff Development activities.</li><li>• Participate in extra-curricular activities to develop students' talents and interests.</li><li>• Be committed to the safeguarding of young people and adhere to health and safety procedures.</li><li>• Take responsibility for your professional development, using the outcomes to improve your teaching/students' learning.</li><li>• Adhere to all College policies and procedures.</li><li>• Carry out, as required by the Principal, any other relevant duties.</li></ul></li></ul>

**NB: The above is an exemplar of the MAJOR TASKS and ACTIVITIES of the post. It is not intended as an exhaustive list of every one of the postholder's duties. The full professional duties of the post are as set out in Schedule 3 of the Teachers' (Terms and Conditions of Employment) Regulations (NI) 1987.**