



ST LOUIS GRAMMAR SCHOOL

JOB DESCRIPTION

- 1. Job title:** **Teacher of Mathematics and Science to GCSE
(Full-time temporary from 24th August 2020 to 30th June 2021)**
- 2. Responsible to:** **Teacher in Charge**

As a teacher of Mathematics and Science to GCSE level you will be required to maintain and build upon the high standards achieved at St Louis Grammar School, Kilkeel, through the following:

Teaching & Learning

1. To set high expectations for all pupils, to deepen their knowledge and understanding and to ensure each pupil's full potential is achieved.
2. To use positive behaviour management strategies in an environment of mutual respect which allows pupils to feel safe and secure and promotes their self-esteem.
3. To manage the pupils' learning through, positive and effective teaching strategies in accordance with the relevant department's schemes of work and policies.
4. To ensure continuity, progression and cohesiveness across all teaching.
5. To use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of pupil needs and ensure equal opportunity for all pupils.
6. To contribute fully to the development of departmental policies and schemes directed by the Head of Department(s) in line with statutory requirements.
7. To set homework regularly, (in accordance with the School Homework Policy), to consolidate and extend learning and to encourage pupils to take responsibility for their own learning (Independent Learning).
8. To work with SEN staff and support staff and apply their specialist knowledge to maximise the potential achievements of all students within lessons.
9. To work effectively as a member of the Department team to improve the quality of teaching and learning.

Monitoring, Assessment, Recording, Reporting, and Accountability

1. To be immediately responsible for the processes of assessment, recording and reporting for their pupils.
2. To assess pupils' work systematically and use the results to inform planning, teaching, target setting and curricular developments.
3. To be familiar with statutory assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents.
4. To keep an accurate register of pupils for each lesson and report unexplained absences or patterns of absence in accordance with the School policy.
5. Maintain appropriate levels of confidentiality about issues relating to specific individuals or groups.
6. Keep full and comprehensive relevant records and correspondence complying with the school's policy on Data Protection and Freedom of Information.

Subject Knowledge & Understanding

1. To have a thorough and up-to-date knowledge of the subjects and specifications for examination courses.
2. To have a thorough and up-to-date understanding of the requirements of the statutory curriculum.

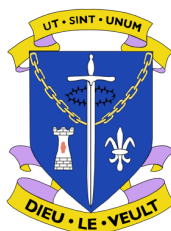
3. To engage in a process of Continuing Professional Development.
4. To keep up-to-date with research and developments in pedagogy and the subject area.

Professional Standards & Development

1. To be a role model to pupils through professional conduct and personal presentation.
2. To arrive to class before the start of each lesson, and to begin and end lessons on time.
3. To cover for absent colleagues as is reasonable, fair and equitable in line with relevant policies.
4. To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of own Health & Safety, and that of others.
5. To be familiar with the School and Department handbooks and support all the School's policies, e.g. those on Pastoral Care, Child Protection, Health and Safety, Citizenship, Literacy, Numeracy and ICT.
6. To establish effective working relationships with professional colleagues and associated staff.
7. To strive for personal and professional development through active involvement in either the School's Beginning Teacher's procedures, Early Professional Development procedures or Performance Review and Staff Development procedures as applicable.
8. To be involved in extra-curricular activities such as making a contribution to after-school clubs and visits.
9. To maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children.
10. To liaise effectively with parent/carers and with other agencies with responsibility for pupils' education and welfare.
11. To undertake any reasonable task as directed by your line manager.
12. To be aware of the role of the Governing Body of the School and to support it in performing its duties.
13. To be familiar with and implement the relevant requirements of the current SEN Code of Practice.
14. To consider the needs of all pupils within lessons (and to implement specialist advice) especially those who
 - a. have SEN;
 - b. are gifted and talented.
15. To carry out pastoral duties as required.
16. To carry out any other duties which the Principal may reasonably assign.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Posts involving work in educational establishments are subject to the provision of the Protection of Children and Vulnerable Adults (NI) Order 2003.



TEACHER OF MATHEMATICS AND SCIENCE to GCSE

PERSONNEL SPECIFICATION

ELIGIBILITY CRITERIA

A. Qualifications

Essential Qualifications:

- A qualified teacher recognised by the Department of Education for Northern Ireland to teach in a post primary grammar or secondary school in Northern Ireland by 1st Sep 2019
- Degree in Mathematics and /or Science or a related area.

Desirable Qualifications:

- Post Graduate qualification in Mathematics and/or Science or a related area.
- Qualification to teach Maths and Science to GCSE

B. Experience

Essential Experience:

- A minimum of 6 months' experience teaching Mathematics and Science to GCSE

Desirable Experience

- Experience of subject development relating to the teaching of Mathematics and Science

These may be enhanced at the discretion of the short-listing panel.

Applications will also be considered from applicants with relevant formal qualifications considered by the selection panel to be of an equivalent or higher standard to those stated above. If putting forward an equivalent qualification, please provide the type of qualification & date awarded. The date awarded is the date on which you were notified of your result by the official awarding body. If you believe your qualification is equivalent to the one required, the onus is on you to provide the panel with details of modules studied etc so that a well-informed decision can be made.

C. Competencies, Personal Skills and Qualities

The competencies listed below will be tested at assessment stage for those candidates who have been short listed using (A) and (B) above

- Demonstrable knowledge needed to perform the role and a positive approach to developing own knowledge base
- Ability to work co-operatively with stakeholders within the school and externally to achieve department or school goals
- The ability to plan and organise workload
- An ability to deliver high quality teaching
- Ability to maintain a high level of effectiveness during times of change
- Ability to make informed logical and well-reasoned decisions in a timely fashion