



Lecale Trinity Grammar School

Downpatrick

Teacher of Business Studies

– Full Time Permanent

Job Description

Post Title: **Teacher of Business Studies**

Purpose of Post

- To teach the subject area(s) throughout the school.
- To teach additional subjects depending on timetable demands.
- To be an effective Form teacher, supporting high standards of Pastoral Care in the School.
- To adhere to the Code of Conduct for All Staff and Volunteers.
- To be aware of the School's distinctive Lasallian and Catholic ethos and to actively support the promotion of the vision and principles of the School.

Major Tasks

- To deliver the NI statutory curriculum as directed by the Department of Education
- Carrying out the activities listed below
- To identify with the aims and objectives of the school and ensure they are upheld and that pupils are aware of the ethos and philosophy of the school
- To act as a Form Teacher and carry out the prescribed duties and implement school pastoral care policies in this respect.

Reporting Relations

According to circumstances, the post holder reports to:

- Head of Department(s)
- Pupil Progress and Support Leaders (Heads of Year)
- Principal/Vice Principals and Senior Leadership Team

Main Activities

Preparing/Planning/Teaching

- Consistently and effectively plan and prepare high quality courses and lessons, making lessons, student work and Schemes of Work available to your Head of Departments as and when requested.
- 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 School.
- Prepare students for public examinations.
- Participate in educational visits, and in regular departmental meetings.
- Review, advise and cooperate on the preparation and development of courses of study, teaching materials, teaching programmes, and methods of teaching and assessment.
- Strive to ensure as a result of your teaching, your students achieve well in relation to the students' prior attainment and data for this School and other NI Grammar Schools.

- Ensure that the quality, appearance and order of your teaching area are of high standard.

Assessing/Recording

- Mark, assess, target-set, record and report on the development, progress and attainment of students.
- Contribute to the overall assessment strategy of the subject department and any other department.

Pastoral Care/Positive Behaviour

- Promote the progress and well-being of individual students and of any class or group of students assigned to you.
- Communicate and consult with the parents of students, particularly those in your Form Class.
- Maintain good order and discipline among students in accordance with the ethos, Positive Behaviour Policy and School policies and procedures.

General Matters

- Contribute to and adhere to all School policies, procedures and protocols.
- Supervise and/or teach any students whose teacher is not available.
- Participate in meetings at the School which relate to the curriculum, administration or organisation of the School, including Pastoral Care Meetings, working parties and Open Days.
- Actively encourage, promote and contribute to extra-curricular / after-school activities.
- Participate in all Performance Review and Staff Development activities (PRSD).
- Organise, lead and contribute to extra-curricular activities to develop students' talents and interests.
- Be committed to the safeguarding of young people and adhere to health and safety procedures.
- Take responsibility for your ongoing professional development, using the outcomes to improve your teaching and students' learning.
- Carry out, as required by the Principal, any other relevant and reasonable duties.

Note

- The above is an exemplar of the MAJOR TASKS and ACTIVITIES of the post. It is not intended as an exhaustive list of every duty attached to the post. The full professional duties of the post are set out in Schedule 3 of the Teachers' (Terms and Conditions of Employment) Regulations (NI) 1987.
- The job description also includes any other reasonable task deemed appropriate by the Principal in light of organisational or curricular change. Lecale Trinity Grammar School operates a No Smoking Policy and a Dress Code for Staff.