



St. Patrick's Grammar School

Teacher of Computer Science & ICT
(Maternity Post)

Commencing 1 February 2024

Job Description

Post Title

- Teacher of Computer Science & ICT to A Level/BTEC Level 3
- Department – ICT

Purpose of Post

- To teach Computer Science at GCSE and A Level
- To teach BTEC ICT to Level 3
- To teach KS3 ICT
- To teach other subjects, timetable exigent.

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

- The post-holder will report to the Head of Department, Head of Year, Vice Principal's, SLT and the Principal

Main Activities

- To teach Computer Science & ICT to Key Stage 3, GCSE and A Level
- To co-operate with the Head of ICT in the implementation of departmental policies and decisions
- To promote opportunities for subject specific extra curricular activities, such as coding club
- Planning and preparing courses and lessons and making such schemes of work available to the Principal, Vice Principal and HOD as and when requested
- Participating in regular departmental meetings and reviewing strategies of teaching and learning and programmes of work
- Advising and co-operating on the preparation and development of courses of study, teaching materials, teaching programmes, strategies of teaching and assessment
- Assessing, recording and reporting on the development, progress and attainment of students.
- Maintaining good order and positive discipline among students
- To undertake pastoral responsibilities for any class which he/she is designated

- Supervising and teaching on a rota basis any pupils whose teacher is not available
- To assist students to develop learning experiences beyond the classroom competitions
- To organise and supervise extra-curricular activities which will be determined in consultation with the Principal
- To ensure the Lasallian ethos is promoted and developed in all pupils
- To carry out any other duties as may be reasonably required of him/her as an assistant teacher in the school

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. St. Patrick's Grammar School operates a No Smoking Policy and a Dress Code for Staff.