



St Dominic's Grammar School

Job Description - Full-time Permanent

Teacher

<p>1. Job Title: Full-time Permanent Teacher of Chemistry with the ability to teach Double Award Science at GCSE.</p>
<p>2. Purpose of Post:</p> <ul style="list-style-type: none"> • To teach Chemistry at GCSE and A Level, Double Award Science, Junior Science and other subjects as required. • To be an effective Tutor, supporting high standards of Pastoral Care in the school. • To raise standards. • To adhere to the Code of Conduct for All Staff and Volunteers. • To be aware of the school's Dominican ethos and to actively support the promotion of the vision and principles of the school as outlined in Search of Truth -
<p>3. Reporting Relationships/Line Managers: According to circumstances, the post holder reports to his/her:</p> <ul style="list-style-type: none"> • Head of Department, Vice Principal (Curriculum and School Improvement). • Head of Year, Head of School, Vice Principal (Pupil Development and Support). • Principal.
<p>4. Major Tasks:</p> <p>4.1 Preparing, planning, teaching, and assessing high quality Chemistry, Science and Personal Development and other lessons, in accordance with the NI Curriculum.</p> <p>4.2 Contributing to the Care and Welfare of each student as a subject teacher and Tutor.</p> <p>4.3 Supporting students with Special Educational and Medical Needs.</p> <p>4.4 Working as part of a team.</p> <p>4.5 Carrying out all activities listed under Section 5 below.</p>
<p>5. Activities:</p> <p>5.1 Preparing/Planning/Teaching</p> <ul style="list-style-type: none"> • 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. • 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. • Demonstrate that, because 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. <p>5.2 Assessing/Recording</p> <ul style="list-style-type: none"> • Mark, assess, target-set, record and report on the development, progress, and attainment of students. <p>5.3 Pastoral Care/Positive Behaviour</p> <ul style="list-style-type: none"> • 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. • Maintain good order and discipline among students in accordance with the ethos, Positive Behaviour Policy and School procedures. <p>5.4 General Matters</p> <ul style="list-style-type: none"> • 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. • Participate in all Performance Review and Staff Development activities. • Participate in 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 professional development, using the outcomes to improve your teaching/students' learning. • Adhere to all School policies and procedures. • Carry out, as required by the Principal, any other relevant duties.

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 post holder'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.