

# ENGLISH TEACHER

## {Full-time, Permanent}



## JOB DESCRIPTION

**Accountable to:** Principal, Vice Principal and Leadership Team.

### *College Background*

Malone Integrated College is an all ability school, established by parents and opened as an independent college committed to maintaining a balanced enrolment of all traditions. The College has adopted a child-centred approach reflecting a strong belief in the self-esteem of the individual. Class sizes reflect the need to provide an education according to the needs of each child. Learning and teaching are organised to accommodate the all ability nature of the College.

### *Curriculum*

Malone Integrated College has high expectations of pupils; all pupils study for the qualifications most likely to benefit their future careers. Academically able students will be expected to achieve high grades in GCSE, A Level examinations and Vocational A Level examinations.

The College follows a policy of continuous assessment and examination, with parents kept informed of their child's progress in all subjects through a comprehensive reporting system provided for each student. The Northern Ireland Curriculum is taught and Year 8 pupils study English, Mathematics, Spanish, History, Geography, Science, Art, Home Economics, Technology, Information Technology, Music, Drama, Religion, LLW and P.E.

The College offers Applied and A Level qualifications.

**Salary:** Teachers will be appointed to the Common Professional Spine according to qualifications and experience.

**Interview:** The assessment process for this post will include an interview and an observed taught lesson and will be carried out in April 2025.

**Date of Appointment:** The successful candidate will take up teaching duties in September 2025.

## ***DUTIES/RESPONSIBILITIES***

The following duties shall be deemed to be included in the professional duties which a teacher may be required to perform:

### ***TEACHING***

1. Planning and preparing courses and lessons;
2. Teaching, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupils in school and elsewhere;
3. Assessing, recording and reporting on the development, progress and attainment of pupils.
4. Contributing to a range of curricular areas and teaching a range of qualifications within various departments.

### ***OTHER ACTIVITIES***

1. Researching best practice and leading pedagogy in the area;
2. Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her;
3. Providing guidance and advice to pupils on educational and social matters and on their further education and future careers including information about sources of more expert advice on specific questions, making relevant records and reports;
4. Making records or and reports on the personal and social needs of pupils except in instances where to do so might be regarded as compromising a teacher's own position;
5. Communicating and consulting with the parents of pupils, translation services and Inclusion and Diversity;
6. Communicating and co-operating with such persons or bodies outside the school as may be approved by the Board of Governors;
7. Participating in meetings arranged for any of the purposes described above.

### ***ASSESSMENT AND REPORTS – UNDERTAKING TERMLY ASSESSMENTS***

1. Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils except in instances where to do so might be regarded as compromising a teacher's own position.

### ***STAFF DEVELOPMENT/TRAINING/REVIEWS/MEETINGS***

1. Participating, if required, in any scheme of staff development and performance review;
2. Reviewing from time to time his/her methods of teaching and programmes of work;
3. Participating in arrangements for his/her further training and professional development as a teacher;
4. Advising and co-operating with the Principal and other teachers (or any one or more of them) on the preparation and development of courses of study, resources, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

### ***DISCIPLINE, HEALTH AND SAFETY***

1. Maintaining good order and discipline among pupils in accordance with the policies of the employing authority and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere;
2. Participating in meetings at the school which relate to the curriculum or pastoral pupil matters for the school or the administration or organisation of the school, including pastoral arrangements.

### ***COVER***

1. Supervising and teaching any pupils whose teacher is not available provided that:
  - a. In schools with an average daily enrolment number greater than 222 pupils a teacher other than a supply teacher shall not be required to provide such cover after the second day on which a teacher is absent or otherwise not available or from the first day if the fact that the teacher would be absent or otherwise not available for a period exceeding 2 days was known to and agreed by the employing authority in advance.

### ***PUBLIC EXAMINATIONS***

1. Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examination.

### ***ADMINISTRATION***

1. Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials;
2. Subject to the provision of Article 22 of the Order, attending assemblies;
3. Registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

### ***WORKING TIME***

1. A full-time teacher, other than a teacher employed in a residential establishment, shall be available for work on 195 days in any year of which not more than 190 days should involve teaching children in a classroom situation;
2. A teacher, other than a teacher employed in a residential establishment, shall be available to perform such duties at such times and such places as may reasonably be specified by the Principal, for 1,265 hours in any year exclusive of time spent off school premises in preparing and marking lessons and time spent travelling to and from the place of work;
3. A teacher may not be required to teach as distinct from supervise children in a classroom situation for more than 23.5 hours in any week.