

# COLERAINE GRAMMAR SCHOOL



## JOB DESCRIPTION

### Teacher of Biology to GCSE

- Job Title:** Four days per week one-year post for a Teacher of Biology to GCSE from 19<sup>th</sup> August 2024 to 27<sup>th</sup> June 2025.
- Responsible to:** Curriculum Leader of Biology, Vice-Principal, Headmaster
- Responsible for:** The learning and teaching of Biology to assigned classes.  
Leading or contributing to an area of the extra-curricular life of the school.

#### Duties and Responsibilities

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

1.
  - (a) Planning and preparing courses and lessons.
  - (b) 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 at home.
  - (c) Assessing, recording and reporting on the development, progress and attainment of pupils.
2.
  - (a) Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her including as a Tutor of a Registration Class;
  - (b) Communicating and consulting with the parents of pupils;
  - (c) Communicating and co-operating with such persons or bodies outside the school as may be approved by the school and the Board of Governors;
  - (d) Participating in meetings arranged for any of the purposes described above.
3. Providing or contributing to written assessments, reports and references relating to individual pupils and groups of pupils.

4. Participating, when required, in EPD or PRSD.
5. (a) Reviewing from time to time his/her methods of teaching and programmes of work;  
(b) Participating in arrangements for his/her further training and professional development as a teacher.
6. Advising and co-operating with the Headmaster and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements as appropriate.
7. Maintaining good order and discipline among pupils in accordance with the policies of the school 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.
8. Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
9. Supervising and teaching any pupils whose teacher is not available within the terms of the appropriate agreement.
10. Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments.
11. Taking such part as may be required of him/her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
12. (a) Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision or persons providing support for the teachers in the school and the ordering and allocation of equipment and materials when appropriate;  
(b) Subject to the provisions of Article 22 of the Order, attending assemblies;  
(c) Registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.
13. Leading or contributing to an area of the extra-curricular life of the school.
14. Such other duties which from time to time may be reasonably allocated by the Headmaster.

## **PERSONNEL SPECIFICATION**

### **Essential Criteria**

1. Be recognised as a qualified teacher by the Department of Education for Northern Ireland. This includes being up to date with the completion of induction, EPD 1 and EPD 2 (or equivalent) by 1<sup>st</sup> September 2024, as required for the applicant's current career point.
2. Hold a good honours degree in Biology or a subject which is closely related and a PGCE or equivalent in Biology or a closely related subject.
3. By 1<sup>st</sup> September 2024, experience<sup>1</sup> teaching Biology to GCSE in a post-primary educational setting within the last five years.

### **Desirable Criteria**

1. The ability to lead or contribute to an area of the extra-curricular life of the school.

The school reserves the right to enhance the criteria to assist with shortlisting if necessary.

<sup>1</sup> Experience includes post-primary school PGCE placement experience or equivalent.

### **Personal Qualities**

Suitable candidates should possess the following:

#### **Leadership and Management Qualities**

- A sound knowledge of current educational developments;
- An ability to plan change and communicate ideas in a clear and coherent manner;
- An ability to lead and motivate individuals and teams;
- An ability to engage in rigorous self-evaluation of the department;
- Enthusiasm and motivation;
- An ability to prioritise, plan and organise his/her own work and the work of others;
- An ability to promote the highest standards of discipline, classroom management and practices.

#### **Interpersonal Skills**

- Effective communication skills, both written and spoken;
- An ability to negotiate and consult effectively;
- An ability to form and foster good inter-personal relationships;
- Vision, creativity, judgement and initiative.