ABBEY CHRISTIAN BROTHERS' GRAMMAR SCHOOL
77A ASHGROVE ROAD
NEWRY
BT34 1QN

JOB DESCRIPTION – FULL-TIME TEACHER OF HISTORY TO A LEVEL FOR ONE YEAR

Main Duties and Responsibilities

Main Duties

The person appointed will be required to:

1. Teach History to a range of classes.
2. Prepare lessons, mark class work and homework, examine, write reports and undertake formative and summative assessment of pupils.
3. Attend department meetings, contribute to department planning including schemes of work and examination setting.
4. Play a supporting role in promoting History in the school.
5. Act as a Form Teacher.
6. Undertake supervision duties as directed.

The range of duties may be varied from time to time according to the changing needs of the post and opportunities will exist for the professional development of the person appointed.

1. Planning

1.1 Planning and preparing courses and lessons;
1.2 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;
1.3 Assessing, recording and reporting on the development, progress and attainment of pupils.

2. General

2.1 Promoting the general progress and well-being of individual pupils and of any class or group of pupils.

2.2 Providing advice and guidance 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;

2.3 Making records of 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;

2.4 Communicating and consulting with the parents of pupils;

2.5 Communicating and co-operating with such persons or bodies outside the school as may be approved by the Board of Governors;

2.6 Participating in meetings arranged for any of the purposes described above.

3. Assessment/Reporting

3.1 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.

4. Staff Development/Professional Development

4.1 Participating, if required, in any scheme of staff development and performance review;

4.2(a) Reviewing from time to time his/her methods of teaching and programmes of work;

4.2(b) Participating in arrangements for his/her future training and professional development as a teacher.

4.3 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, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

5. Discipline/Health and Safety

5.1 Maintaining good order and discipline among pupils in accordance with the policies of the Board of Governors 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.

5.2 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.

6. Public Examinations

6.1 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 examinations.

PERSONNEL SPECIFICATION

	ESSENTIAL	**PREFERRED**
QUALIFICATIONS	1) Hold a teaching qualification which meets the requirements for recognition to teach in grant aided schools and be registered with the GTCNI by the agreed date of taking up duty; AND 2) Hold a degree or teaching qualification which has prepared the applicant to teach History as at the agreed date for taking up duty.	• Hold an honours degree (min 2:2) in a related subject;
EXPERIENCE		• Have a minimum of 3 months' experience teaching History to 'A' level as at the closing date for receipt of completed applications (teaching practice acceptable); • Experience of teaching CCEA A level Germany, Russia, American Presidency and the Partition of Ireland.
KNOWLEDGE/SKILLS	• Knowledge of the NI Curriculum with respect to History • ICT literate and knowledge of how ICT can enrich learning; • Teaching skills; • Communication skills; • Organisational skills; • Interpersonal skills; • Pupil and classroom management.	• Knowledge that would enable the candidate to make a contribution to the extra-curricular life of the school.

PERSONAL QUALITIES	• Enthusiasm; • Assertiveness and confidence; • A caring child-centred approach; • Ability to cope under pressure; • Sound judgement; • Ability to use initiative; • Ability to work as a member of a team; • Flexibility	
OTHER REQUIREMENTS		• Enthusiasm with respect to extra-curricular activities.