



<b>Post:</b>	<b>TEACHER OF ICT, BUSINESS STUDIES and RELATED SUBJECTS</b>
<b>Reporting to:</b>	Head of Department
<b>Hours:</b>	Full Time
<b>Salary:</b>	MPS
<b>Post Available:</b>	August 2025
<b>Lesson Observation:</b>	26th or 27th February 2025
<b>Interview Date:</b>	28th February or 3rd March 2025

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We are looking for a dynamic teacher committed to Integrated Education to work as part of a team committed to raising standards.

Applications are invited from suitably qualified and enthusiastic teachers.

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Senior Leadership Team.

To be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively, takes responsibility for professional development and motivates pupils to achieve.

## **AREAS OF RESPONSIBILITY AND KEY TASKS**

### *Planning, Teaching and Class Management*

Teach allocated students by planning their teaching to achieve progression of learning through:

- identifying clear teaching objectives and specifying how they will be taught and assessed;
- setting tasks which challenge students and ensure high levels of interest;
- setting appropriate and demanding expectations;
- setting clear targets, building on prior attainment;
- be aware of and make provision for students who are AEN/SEN/EAL, very able, LAC or who
- have other particular individual needs;
- providing clear structures for lessons maintaining pace, motivation and challenge;
- making effective use of assessment and ensure coverage of programmes of study;
- ensuring effective teaching and best use of available time;
- maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework;

using a variety of teaching methods to: match approach to content, structure information, present a set of key ideas and use appropriate vocabulary, use effective questioning, listen carefully to students, give attention to errors and misconceptions. Select appropriate learning resources and develop study skills through library, ICT and other sources: Ensuring students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;

- evaluating own teaching critically to improve effectiveness;
- ensuring the effective and efficient deployment of classroom support;

- liaise with the Head of Department to ensure the implementation of department policy and best policy.

### **Monitoring, Assessment, Recording, Reporting**

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- mark and monitor students' work and set targets for progress;
- assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving;
- undertake assessment of students as requested by examination bodies, departmental and school procedures; school procedures;
- prepare and present informative reports to parents;
- undertake assessment of students and participate in the school's system reporting to parents;
- Curriculum Development.

### **Pastoral Duties**

- promote the general progress and well-being of individual students and of the Form Tutor Group as a whole;
- liaise with the Pastoral Leader to ensure the implementation of the school's pastoral system;
- register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life;
- contribute to the preparation of Action Plans and progress files and other reports;
- alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;
- communicate, as appropriate, with parents of students and persons or bodies outside the school concerned with the welfare of individual students, after consultation with appropriate staff;
- contribute to PSD and Careers programmes according to school policy.

### **Other Professional Requirements**

- have a working knowledge of teachers' professional duties and legal liabilities;
- operate at all times within the stated policies and practices of the school;
- know subject(s) or specialism(s) to enable effective teaching;
- be required to teach other subject areas depending on pupil need and demand, curriculum needs or changes and staffing demands and constraints;
- take account of wider curriculum developments;
- establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- endeavour to give every child the opportunity to reach their potential and meet high expectations;
- co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students;
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
- take part in marketing and liaison activities such as Open Evenings, Parents Evenings and events with partner schools in the North Belfast Area Learning Community;



- take responsibility for own professional development and duties in relation to school policies and practices;
- liaise effectively with parents and governors.
- use a variety of sources of evidence to evaluate the impact of teaching and learning in the classroom;
- use a variety of sources of evidence to evaluate the impact of your pastoral role;
- actively contribute to the extra-curricular programme.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

## **THE DEPARTMENT**

All students in KS3 follow a common curriculum that is revised and updated on an annual basis by members of the department. In KS3 every tutor class has one period of ICT a week. All staff members participate in the running of an extra-curricular ICT club or coursework clinic at lunchtime or after school. Students are taught in tutor groups in Years 8, 9 and 10. Students in Year 11 can choose to complete a Level 2 Certificate in IT Applications, or to study the BTEC First Certificate in Information Creative Technology or GCSE Digital Technology. ICT is also a popular subject in Sixth Form where students progress onto the BTEC Level 3.

The department currently consists of three full time specialists, two part time specialists, a full time specialist Teaching Assistant, and a full-time ICT Technician. ICT facilities within the college are excellent with many departments having access to their own ICT suite or laptops. The department itself consists of five modern ICT suites and a departmental office.

***This job may be altered from time to time in line with the developing needs of the College. Criteria for this post may be enhanced to facilitate shortlisting.***

## **THE INTERVIEW PROCESS**

**Lesson Observation:** 26th or 27th February 2025

**Interview Date:** 28th February or 3rd March 2025

***\*Please note that correspondence regarding all matters will be made via email.***

# Job Specification

## Post: Teacher of ICT, BUSINESS STUDIES and RELATED SUBJECTS

ESSENTIAL CRITERIA	
1	<p><b>EDUCATION AND QUALIFICATIONS</b></p> <p>a) Recognised or provisionally recognised, to teach in a post-primary college by the Department of Education (NI).            b) Registered or have the capacity to be registered with GTCNI.            c) Hold a degree in a relevant subject.</p>
2	<p><b>RELEVANT EXPERIENCE</b></p> <p><i>Demonstrate using examples from your own practice</i></p> <p>a) Experience teaching ICT and/or Business Studies at Key Stage 3, 4 and 5 encompassing a range of awarding organisations (e.g. BTEC, OCN, CCEA)            b) One year's teaching experience (which can included teaching practice)</p>
3	<p><b>TEACHING AND LEARNING</b></p> <p><i>Demonstrate using examples from your own practice</i></p> <p>a) A sound subject knowledge and the ability to teach ICT and/or Business Studies using a variety of teaching approaches and strategies            b) Ability to teach other subjects</p>
4	<p><b>COMMITMENT TO INTEGRATED EDUCATION</b></p> <p><i>Demonstrate using examples from your own practice</i></p> <p>a) A positive commitment to each one of the NICIE core principles of Integrated Education:</p> <ul style="list-style-type: none"> <li>▪ Equality</li> <li>▪ Faith and Values</li> <li>▪ Parental Involvement</li> <li>▪ Social Responsibility</li> </ul>
5	<p><b>COMMITMENT TO EXTRACURRICULAR AND EVIDENCE OF</b></p> <p><i>Demonstrate using examples from your own practice</i></p> <p>a) Willing to contribute to the organisation and leadership of trips and enrichment opportunities including collaboration with other schools.            b) Ability and willingness to contribute to the wider extra-curricular life of the school.</p>

DESIRABLE CRITERIA	
1	<p><b>EXPERIENCE IN GIVEN AREA</b></p> <p><i>Demonstrate:</i></p> <p>a) A minimum of 1 year's teaching experience (excluding teaching practice) at the time of taking up post.            b) Demonstrate experience of teaching CCEA GCSE Digital Technology            c) Demonstrate experience of teaching BTEC Level 3 National Extended Certificate in Information Technology and/or BTEC Level 3 National Extended Certificate in Business</p>
<p>*Please note that criteria may need to be enhanced to facilitate the shortlisting process.</p> <p>*Hazelwood Integrated College has the right to rescind this appointment before start date.</p>	