



## **JOB DESCRIPTION**

### **Teacher of Business Studies**

**Full time / Permanent**

### **Main Duties and Responsibilities**

#### **1 Planning**

- 1.1 Planning and preparing courses and lessons;
- 1.2 Teaching, according to their educational needs, the pupils assigned to them, 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 assigned to them;
- 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 employing authority and the Board of Governors;
- 2.6 Participating in meetings arranged for any of the purposes described above.

#### **3 Assessment/Reporting**

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 their methods of teaching and programmes of work on a regular basis;
  - b) Participating in arrangements for their further training and professional development as a teacher.
- 4.3 Advising and co-operating with the Principal and other teachers 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 College 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**

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.

## **7 Number of days/Hours of work**

- 7.1 a) 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;
- b) 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;
- c) A teacher may not be required to teach, as distinct from supervise, children in a classroom situation for more than 25 hours in any week in a primary or special school and 23.5 hours in any week in a secondary school;
- d) Unless employed under a separate contract as a mid-day supervisor, a teacher shall not be required to undertake mid-day supervision.

## **8 Staff cover**

- 8.1 Supervising and teaching any pupils whose teacher is not available provided that:
  - a) In schools with an average daily enrolment 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;

## **Conditions of Service**

The conditions of service for this post will be in accordance with the Regulations of the Department of Education for Northern Ireland.