

PERSON SPECIFICATION FOR CANDIDATE'S APPLYING FOR TEACHING POSTS

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| <ul style="list-style-type: none">• Relevant Degree, Higher Diploma or PGDE.• Previous experience in a similar teaching post. However, candidates who are in their final year of Degree/Post Graduate Diploma which will lead to a teaching qualification, but who will not have yet completed their final exams and/or received their results, may apply for advertised posts subject to the provisions regarding Teaching Council Registration. Any offer of interview or employment is made pending the candidate's results meeting the requirements of the post. |
| <ul style="list-style-type: none">• Each appointment to LOETB is subject to receipt of a satisfactory disclosure from the National Vetting Bureau.• Characteristics/attributes should include:<ul style="list-style-type: none">• Communication Skills• Interpersonal Skills• Planning and Organisation Skills• Teamwork Skills• A willingness to plan and take part in extra-curricular activities |

JOB DESCRIPTION FOR CANDIDATE'S APPLYING FOR TEACHING POSTS

Purpose of Job:

To be responsible for all aspects of the teaching post in LOETB including the development, implementation and co-ordination of the policies and programmes relating to the curriculum. The holder of this post will be required to liaise with the Department of Education and with such other bodies as may be required from time to time.

Responsible to:

Principal and also the Director of Schools/Chief Executive.

Main Duties:

- To teach whatever classes are assigned by LOETB. Hours of instruction to be in accordance with Memorandum V.7. In addition, it will be necessary to spend whatever time is required in the development and preparation of class materials suitable for use with students.
- To be responsible for the property and equipment of the School at all times.
- To carry out the lawful orders of LOETB and its Chief Executive, and to fulfil the rules and requirements of the Minister for Education.
- To foster positive employee relations and establish good working relations and communications within LOETB and at the School.

- To participate in all committees/groups of which s/he is a member or to which s/he is assigned.
- To undertake such other related duties as may be assigned from time to time by LOETB. The Board may require a teacher to attend teaching courses as the Minister for Education may decide from time to time.
- To comply with conditions and regulations which may be prescribed in other agreements applying to this post.
- To comply with LOETB policies and procedures.
- The above list is not exhaustive.