

JOB DESCRIPTION

TEACHING VACANCIES (POST PRIMARY AND FURTHER EDUCATION)

Directly responsible to:	Principal/Coordinator or Deputed Officer
Hours of Work:	As per contract of employment
Vacancy :	Conductor/Musical Director Youth Orchestra
Location:	Ballincollig, Co. Cork
Professional Relationships:	

The teacher will work in liaison, contact and co-operation with:

- The CEO, Education Officer and deputed officers of Cork ETB
- The Principal/Coordinator and management team
- Members of the School/College/Centre Community
- Organisations, networks and support services relevant to the teacher's specialism/subject and educational needs of students
- The Co-Trustees (where the school is a Designated Community College)
- Inspectorate of the Department of Education and Skills (DES)
- Parents and the local community.

(This list is not exhaustive)

Duties and Responsibilities:

Conditions of Service of a Teacher are as determined by the regulations of the Department of Education and Skills.

Interview Selection Criteria:

Applicants will be assessed at interview based on the evidence provided of their skills, knowledge and competencies across each of the areas listed below which comprise the key responsibilities of the role.

Key Responsibilities

Teaching and Learning:

Deliver effective instruction to classes, groups and individual students as assigned by the Principal/Coordinator and in accordance with curriculum requirements, to meet the needs of the students.

This includes:

- (i) Assessment:**
 - a. Assess student work, development and progression in accordance with local and national policy and the requirements of awarding bodies e.g. DES and QQI
 - b. Maintain records in relation to student attendance, achievement, progress and behaviour and make available to authorised parties as required in the educational interests of students
- (ii) Classroom Management and Learning Environment:**
 - a. Create and maintain a stimulating classroom environment
 - b. Create a culture of high expectation for all
 - c. Foster and maintain good order and discipline among students
 - d. Implement the School/College/Centre Code of Behaviour
- (iii) Communication:**
 - a. Engage and communicate in a professional and appropriate manner with all stakeholders
 - b. Treat all stakeholders with dignity and respect at all times
- (iv) Planning:**
 - a. Develop instructional practice and prepare lessons in line with curriculum and appropriate to the needs, interests and experience of students,
 - b. Participate in and contribute to educational planning and development within the School/College/Centre Community, including subject and curricular planning
 - c. Maintain records of School/College/Centre planning, curricular and subject planning as per local policy and DES/QQI guidelines
- (v) Professional Development & Practice:**
 - a. Engage in reflective practice in relation to his/her role and responsibilities
 - b. Proactively participate in professional development to extend knowledge and skills
 - c. Contribute in a constructive and committed manner to the life of the School/College/Centre
 - d. Ensure the proper care of any property or equipment of the Board or School/College/Centre for which he/she may be responsible
 - e. Behave in a manner which upholds the culture and values of the School/College/Centre and Cork ETB

Other duties and responsibilities as may be lawfully assigned from time to time.

Policy and Legal Framework

The teacher will work within the framework of national legislation, procedures and Codes of Practice, in addition to Cork ETB policies and procedures. A summary of the above is outlined in Cork ETB's Recruitment Policy and a full list of education legislation is available on the website of the Department of Education and Skills.