



<b>Post:</b>	<b>PERMANENT TEACHER of MEDIA STUDIES and ENGLISH LANGUAGE</b>
<b>Reporting to:</b>	Head of Department
<b>Hours:</b>	Full Time – Permanent
<b>Salary:</b>	MPS
<b>Post Available:</b>	1st September 2026

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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.
- The successful candidate WILL be required to teach other subjects in line with the needs of the school.

## **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;
- 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**

The English Department aims to provide exciting and stimulating learning opportunities for students of all abilities in an engaging and inclusive environment. We strive to make learning active, challenging and enjoyable so that we can promote each student's capacity for development and maximise their potential to achieve. We aim to ensure that assessment supports learning, increases motivation and raises levels of achievement. We seek to foster in all pupils a love of the subject and a confidence and competence in reading, writing and speaking and listening that will empower them as informed individuals and contributors to society.

The English Department has very high expectations and their results continue to remain within the higher quartile for the last five years.

Media studies is a popular subject at the College with uptake and excellent outcomes at both Key Stage 4 and 5.

*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**

**Stage 1:** Application Form – If shortlisted, applicants will progress to Stage 2.

**Stage 2:** Lesson Observation. It is anticipated that Lesson Observations will take place during the week beginning Monday, 9th March 2026. If successful at this stage, applicants will progress to Stage 3.

**Stage 3:** Interview. It is anticipated that interviews will take place during the week beginning Monday, 9th March 2026.

*\*Please note that correspondence regarding all matters related to this post will be made via email.*

# Personnel Specification

## Post: Teacher of Media Studies and English Language

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)</p> <p>b) Registered or have the capacity to be registered with GTCNI</p> <p>c) A degree in which English/Media Studies is a major component.</p>
2	<p><b>RELEVANT EXPERIENCE</b></p> <p><i><b>Demonstrate using examples from your own practice</b></i></p> <p>a) 1 year experience of teaching Key Stage 3 English to a high standard</p> <p>b) 1 year experience of teaching GCSE English Language with demonstratable outcomes</p> <p>c) Experience of teaching GCSE Media Studies with demonstratable outcomes</p> <p>d) Experience/Ability to teach GCSE English Literature</p>
3	<p><b>TEACHING AND LEARNING</b></p> <p><i><b>Demonstrate using examples from your own practice</b></i></p> <p>a) Up-to-date and detailed knowledge of, evidence-based learning approaches that develop a deeper understanding of English Language and Media Studies</p>
4	<p><b>COMMITMENT TO INTEGRATED EDUCATION</b></p> <p><i><b>Demonstrate using examples from your own practice in teaching</b></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> <p>NB: Please use each heading in your response and detail examples from your own practice</p>
5	<p><b>COMMITMENT TO EXTRACURRICULAR AND EVIDENCE OF</b></p> <p><i><b>Demonstrate using examples from your own practice</b></i></p> <p>a) Experience and/or willingness to take extra-curricular English/Media Studies related clubs or other activities</p> <p>b) Experience of and/or willingness to contribute to the organisation and leadership of school events and trips</p>

### DESIRABLE CRITERIA

1	<p><b>EXPERIENCE IN GIVEN AREA</b></p> <p><i><b>Demonstrate using examples from your own practice in teaching</b></i></p> <p>a) A minimum of 1 year experience teaching Media Studies to GCSE (excluding teaching practice)</p> <p>b) Experience of teaching AS and A2 Media Studies</p>
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\*Please note that criteria may need to be enhanced to facilitate the shortlisting process

\*Hazelwood Integrated College has the right to rescind this appointment before start date