



<b>Post:</b>	<b>TEMPORARY TEACHER of DRAMA and KS3 MUSIC</b>
<b>Reporting to:</b>	Head of Department
<b>Hours:</b>	Full Time – Temporary (One Year)
<b>Salary:</b>	MPS
<b>Post Available:</b>	1st September 2026 to 31st August 2027

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;
- 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 DEPARTMENTS**

### ***Drama Department***

All students study Drama in the Junior School and Drama is a popular choice at GCSE level. Performing Arts is a well-established A Level course and outcomes at GCSE and A Level are excellent.

Hazelwood has established a reputation as a Centre of Excellence for the Performing Arts. There are many public events throughout the school year involving performance. A significant commitment to extra-curricular activities is expected.

### ***Music Department***

The Music Department at Hazelwood aims to develop pupils' musical skills, experiences and knowledge both in Music and Moving Image Production.

The Music Department has two fully computerised Music rooms, which have adjoining practice rooms. The Music Department is sited in Graymount House, which is an historic and listed building at the heart of the school.

The music department offer a vast array of opportunities for students to develop their talents and abilities such as, peripatetic lessons, school band, school choir, traditional music groups etc.

***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 Observations will take place on Monday, 20th April 2026
- Stage 3:** Interviews will take place on Tuesday, 21st April 2026.

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

# Personnel Specification

## Post: Teacher of Drama and KS3 Music (Temporary)

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 by September 2026</p> <p>c) A honours degree in a relevant discipline</p>
2	<p><b>RELEVANT EXPERIENCE</b></p> <p><i>Demonstrate using examples from your own practice</i></p> <p>a) Experience of teaching Drama at KS3 to a high standard</p> <p>b) Ability to teach Music at KS3</p> <p>c) Ability to lead associated extra-curricular activities linked to the Drama/Music departments</p>
3	<p><b>TEACHING AND LEARNING</b></p> <p><i>Demonstrate using examples from your own practice</i></p> <p>a) Up-to-date and detailed knowledge of, evidence-based learning approaches that develop a deeper understanding of Drama and/or Music</p>
4	<p><b>COMMITMENT TO INTEGRATED EDUCATION</b></p> <p><i>Demonstrate using examples from your own practice in teaching</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>Demonstrate using examples from your own practice in teaching</i></p> <p>a) Experience and/or willingness to take extra-curricular clubs or other activities</p> <p>b) Experience 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>Demonstrate using examples from your own practice in teaching</i></p> <p>a) Experience of teaching Drama to GCSE level with demonstratable outcomes</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