# St Louis Grammar School

BALLYMENA









EXCELLENCE ENDEAVOUR EMPOWERMENT

# Full-time Temporary Teacher of Business Studies

## Job Specification

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## Accessibility and Accessible Format

Candidates with a disability who require assistance will be facilitated upon request. Candidates who wish to receive this pack in accessible formats are requested to inform Mrs T. Weir of their requirements as soon as possible.

Our Prospectus will accompany this specification.

## Special Requirements

If you require reasonable adjustments prior to your interview, these can be arranged by emailing mail@stlouisgrammar.com

# JOB ADVERTISEMENT

**St Louis Grammar School**
**Cullybackey Road, Ballymena BT43 5DW**
**Tel: 028 2564 9534**
**Enrolment No: 960**

## Full-time Temporary Teacher of Business Studies

St Louis Grammar School is a Catholic, Voluntary Grammar School committed to providing excellent educational opportunities for each pupil to develop his/her unique talents to the full in a secure, caring environment.

Our motto **"Ut Sint Unum"** that they may be one, reinforces our St Louis family value system and family centred approach to education.

**AIMS**

- To be a community inspired by the Catholic faith, living out Gospel Values and reflecting all traditions of our Irish Cultural Heritage.
- To enable pupils to acquire a sense of purpose and have a good opinion of themselves by giving all access to a religious, academic, moral, social and physical education with appropriate provision for pupils with special needs, in an attractive school environment.
- To provide teachers with the necessary accommodation, equipment and training to achieve the above aims.
- To involve Parents, Educational Bodies and Industry in the work of the school and benefit the greater Ballymena Community.
- To foster a spirit of cheerful co-operation and provide a caring environment which promotes high achievement and self-esteem among staff and pupils.

The Board of Governors seeks to appoint a dynamic, committed, child-centred Teacher of Business Studies from date of appointment.

The closing date for receipt of CV's is **12 noon on Tuesday 24th November 2026**. Please forward CV's **by email only** to **mail@stlouisgrammar.com** ***Please put post title in email subject heading***

The school is committed to safeguarding children and young people. The successful candidate will undergo an enhanced *AccessNI check (currently £32) as well as prudent checks of references and employment history. *AccessNI Code of Practice is available upon request.

# St Louis Grammar School, Ballymena
# Job Description – Full-time Temporary Teacher

**1. Job Title:** Full-time Temporary Teacher of Business Studies

**2. Purpose of Post:**

- To teach Business Studies from Year 11 to Year 14 (and other subjects as required).
- To be an effective Tutor, supporting high standards of Pastoral Care in the school.
- To raise standards.
- To adhere to the Code of Conduct for All Staff.
- To be aware of the school's Catholic ethos and to actively support the promotion of the vision and principles of the school as outlined in school publications.

**3. Reporting Relationships/Line Managers:** According to circumstances, the post holder reports to his/her:

- Head of Department(s), Key Stage Co-Ordinators, Assistant Principal (Curriculum);
- Head of Year, Vice Principal (Pastoral Care);
- School Leadership Team, Principal.

**4. Major Tasks:**

**4.1** Preparing, planning, teaching and assessing high quality Business Studies, Personal Development and other lessons, in accordance with the NI Curriculum.
**4.2** Contributing to the Care and Welfare of each student as a subject teacher and Tutor.
**4.3** Supporting students with Special Educational and Medical Needs.
**4.4** Working as part of a team.
**4.5** Carrying out all activities listed under Section 5 below.

**5. Activities:**

**5.1 Preparing/Planning/Teaching**

- Consistently and effectively plan and prepare high quality courses and lessons, making lessons, student work and Schemes of Work available to your Line Manager(s) as and when requested.
- Teach according to their educational needs, students assigned to you, including the setting and marking of work to be carried out by students of the school.
- Prepare students for public examinations.
- Participate in educational visits, and in regular departmental meetings.
- Review, advise and cooperate on the preparation and development of courses of study, teaching materials, teaching programmes and methods of teaching and assessment.
- Demonstrate that, as a result of your teaching, your students achieve well in relation to the students' prior attainment and data for this school and other NI Grammar Schools.
- Ensure that the quality, appearance and order of your teaching area are of high standard.

**5.2 Assessing/Recording**

- Mark, assess, target-set, record and report on the development, progress and attainment of students.

**5.3 Pastoral Care/Positive Behaviour**

- Promote the progress and well-being of individual students and of any class or group of students assigned to you.
- Communicate and consult with the parents of students.
- Maintain good order and discipline among students in accordance with the ethos, Behaviour Policy and school procedures.

**5.4 General Matters**

- Supervise and/or teach any students whose teacher is not available.
- Participate in meetings at the school which relate to the curriculum, administration or organisation of the school, including Pastoral Care Meetings, working parties and Open Days.
- Participate in all Performance Review and Staff Development activities.
- Participate in extra-curricular activities to develop students' talents and interests.
- Be committed to the safeguarding of young people and adhere to health and safety procedures.
- Take responsibility for your professional development, using the outcomes to improve your teaching/students' learning.
- Adhere to all school policies and procedures.
- Carry out, as required by the Principal, any other relevant duties.

***NB: The above is an exemplar of the MAJOR TASKS and ACTIVITIES of the post. It is not intended as an exhaustive list of every one of the post holder's duties. The full professional duties of the post are as set out in Schedule 3 of the Teachers' (Terms and Conditions of Employment) Regulations (NI) 1987.***

# St Louis Grammar School, Ballymena
# Personnel Specification – Full-time Temporary Teacher

Please ensure that you provide evidence to address the criteria on the Personnel Specification. Evidence will be gathered from your CV, at interview (if shortlisted) and through references/certificates.

## QUALIFICATIONS AND TRAINING

| ESSENTIAL | DESIRABLE |
|---|---|
| • Qualified Teacher as recognised by the Department of Education. The applicant, on taking up the post, must be registered with the GTCNI;<br>• Hold an Honours Degree (minimum 2:2) or equivalent or higher in Business Studies or a closely related subject. | |

## EXPERIENCE

| ESSENTIAL | DESIRABLE |
|---|---|
| • Have experience of teaching Business Studies to GCSE Level;<br>• Have experience of using the Assessment for Learning approach. | • Have experience of teaching an additional subject(s) in a post-primary school (excluding teaching practice);<br>• Have experience of teaching using innovative ICT [e.g. mobile technology/interactive software platforms].<br>• Ability to lead a programme of events to enhance the learning experiences of Gifted & Talented students. |

## PROFESSIONAL KNOWLEDGE

| ESSENTIAL | DESIRABLE |
|---|---|
| • Knowledge of the Northern Ireland post-primary curriculum and the CCEA GCSE/GCE Business Studies Specifications;<br>• Knowledge and understanding of post-primary school students and their needs;<br>• Knowledge and understanding of Child Protection/ Safeguarding policy and procedures. | |

## SKILLS

| ESSENTIAL | DESIRABLE |
|---|---|
| • Good communication skills, e.g. possession of excellent verbal and written presentation skills;<br>• Effective organisational skills;<br>• Interpersonal skills;<br>• ICT skills – ability to use ICT as a learning tool to enhance teaching and learning. | • Good ICT skills which would be an advantage in teaching Business Studies and ICT at Post 16;<br>• A good relationship with other members of staff (teaching and ancillary) |

## PERSONAL QUALITIES

| ESSENTIAL | DESIRABLE |
|---|---|
| • Committed to the school's ethos;<br>• Child-centred approach;<br>• Flexible; enthusiastic; sensitive; imagination and dedication to the task;<br>• Ability to work as a member of a team towards shared goals;<br>• Team player; ability to use initiative;<br>• Ability to deal appropriately with students and parents;<br>• Committed to raising students' achievement;<br>• Ability to motivate self and others;<br>• Confidentiality. | • Competent, dedicated, committed and resilient;<br>• Optimistic and cheerful approach;<br>• Willingness to participate in the school's extra-curricular activities. |

***Applicants should note that the essential criteria may be enhanced at shortlisting.***

# Contextual Information and Safeguarding

## Attendance at Interview

Please note that candidates should make every effort to attend for interview at the specified date and time. It may not be possible to arrange alternative interview dates.

## Confirmation of Appointment

Before appointment, the successful candidate could be asked to provide evidence that they have no prevailing medical issues, provide authentic certificates of qualifications, agree to an *AccessNI check and have acceptable references. *AccessNI Code of Practice is available upon request.

## Contextual Information

The Business Studies Department comprises of five members of staff. The work and performance of the departments are monitored by the Head of Department and Assistant Principal (Curriculum).

## Data Protection

Any data about you will be held securely with access restricted to those involved in dealing with your application in the recruitment and selection process. By submitting your CV, you are giving consent to the processing of your data by the school.

## Disclosure

This position is exempt from the provisions of the Rehabilitation of Offenders (Exceptions) Order 1979. You are not entitled to withhold information about convictions, cautions or reprimands under the provisions of the Order. Any failure to disclose such convictions could lead to disqualification or termination of employment. Any information given will only be used in connection with posts to which the Order applies. If you have a criminal record, this will not automatically debar you from employment. Policy on Recruitment of Ex-Offenders is available upon request.

## Equality and Diversity

We recognise the benefits of a diverse workforce. We are committed to eradicating discrimination in the workforce and becoming an employer of choice.

## References

Applicants are required to identify two referees on their CV, one of whom should be their current employer. Referees may be contacted prior to interview.

## Safeguarding

St Louis Grammar School, Ballymena is committed to safeguarding and promoting the welfare of its children and young people.

## Terms and Conditions

The terms and conditions of service for the person appointed will be based on Teachers' (Terms and Conditions of Employment) Regulations (Northern Ireland 1987) as amended.

# The Application Process

## Information for Potential Applicants

Please note that your CV will be copied and distributed to the school's Board of Governors Selection Panel for this appointment. It is important that any communication with us is clear and concise.

All shortlisted candidates have the option of visiting the school before interviews are held. To arrange this, please contact Mrs T. Weir, the Principal's Secretary, on 028 2564 9534 or mail@stlouisgrammar.com

## How to Apply

**Please forward your CV by email to Mrs T. Weir, Principal's Secretary at** mail@stlouisgrammar.com
***Please put post title in email subject heading***

**All correspondence will be via email.**

## The Recruitment Schedule

| | |
|---|---|
| Post advertised: | 17th November 2026 |
| Closing date for applications: | 24th November 2026 (12 noon) |
| Interviews: | To be confirmed |

## Recruitment Process

Once you have submitted your CV, it will be assessed against the criteria in the Personnel Specification. If you attain high scores, you will then be invited to attend an interview.

**Principal**
Mrs J O'Neill BSc, PGCE, MBA, PQH (NI)

**Board of Governors**
Mrs M. Black CBE (Chairperson), MA Ed; BSc (Hons); Post Grad Dip H Ed; Cert H Econ; P Dip (Executive Coaching); HMFPH, Mr D. Wright (Vice Chairperson), Mr A. Law, Mr S. McCann, Mrs S. McCarry, Mr G. McGarry, Very Reverend M. McGinnity PP, Dr C. Wilson.

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School App available to download from App Store/Google Play Store
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