

# INTEGRATED COLLEGE DUNGANNON

## JOB DESCRIPTION ASSISTANT TEACHER

The duties and responsibilities of assistant teachers at the College will be as specified in The School Teachers' Pay and Conditions Document 1987, (commonly known as The Jordanstown Agreement), and amendments to that document.

In addition, assistant teachers will be required to undertake the following:

- development of an integrated ethos in day to day work at the College, particularly in teaching, relationships and policy;
- responsibility for content, organisation, dissemination, review and development of designated areas of the curriculum;
- shared responsibility for securing equality of provision and treatment for all who learn and work in the College;
- participation in policy making and decision making;
- participation in agreeing, implementing and reviewing systems and individual practice in the College;
- co-ordination and dissemination of information (eg on areas of the curriculum for which responsible), to colleagues, and to governors and parents as appropriate;
- requisition of materials, resources and equipment for designated areas of responsibility;
- shared responsibility with colleagues, for the effective organisation, running and development of the College;
- engaging in monitoring, evaluation and review, as required by the line manager;
- participation in agreeing, implementing and reviewing effective channels of communication between home and college;
- promotion of partnership between home and college;
- implementation of a child-centred approach to teaching and learning;
- ensuring that a positive and caring relationship with students during form and class time is established and maintained;
- participation in professional development as agreed with the Principal;
- shared responsibility for developing good relationships with the community and particularly with other schools in the area;
- shared responsibility for promoting the College in the community;
- other duties as directed by the Principal.