



Application Information

Teacher of Business Studies to A Level

Full time, Temporary position (1 Year)

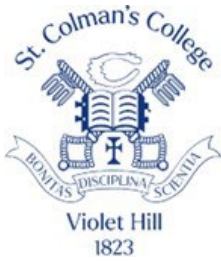
Commencing 1st September 2026

Thank you for your interest in the position of **Teacher of Business Studies to A Level** at St Colman's College.

We are pleased to provide details on the position, the responsibilities it entails and the criteria for selection in the Job Description and Person Specification within this pack.

We are also pleased to enclose Application Guidance for your information and we encourage you to consider this before submitting your application.

Should you have any queries, please email jmcgrath229@c2ken.net and mark *FAO Principal's Office – Recruitment*



Application Guidance

The following Application Guidance should be considered before completing and submitting your application for this position.

1. The application form should be completed in Font 11, Black, Arial
2. The application form should be completed maintaining the original formatting.
3. Closing date for the receipt of completed applications **12 noon on Thursday 5th March 2026**
4. Completed applications should be marked FAO The Principal's Office - Recruitment, and sent to:

Post: St Colman's College, Violet Hill, 46 Armagh Road, Newry, Co. Down BT35 6PP

Email: jmcgrath229@c2kni.net
5. Email applications should be sent in PDF format to the email in 4.
6. Late applications will not be considered.
7. CVs will not be accepted.
8. Additional pages must not be added.
9. You must demonstrate in the Application form how you meet the criteria detailed in the Person Specification for this role. Please note that criteria may be enhanced. The Board of Governors of St Colman's College reserves the right to enhance any or all the essential or desirable criteria, and/or apply any or all the desirable criteria to facilitate short listing; and/or not appoint to the post.
10. Applications will be considered from applicants with relevant formal qualifications considered by the selection panel to be of an equivalent or higher standard to those stated above. If putting forward an equivalent qualification, please detail the type of qualification and date awarded. The date awarded is the date on which you were notified of your result by the official awarding body. If you believe your qualification is equivalent to the one required, please ensure that you demonstrate to the panel why you feel it is equivalent, with details of modules/ subjects studied etc. so that a well-informed decision can be made.

OUR VISION

Our 200-year legacy of educational excellence leads the way at St. Colman's College, with the highest standards of learning, teaching, and innovation to ensure pupils are truly **supported** and **nurtured** to reach their individual potential.

OUR MISSION

Our mission is to ensure every St Colman's College pupil is happy and fulfilled during their time at Violet Hill, as they grow to become **accomplished** young adults.

By offering a broad range of subjects and extra-curricular activities, we **inspire** pupils to be fearless in their pursuit of knowledge and the development of their individual talents and interests. Guided by our Catholic faith and values, we, as the College community, work together to foster a welcoming and transformative environment for all.

Our Values: We encourage pupils to live by our core values: Bonitas, Disciplina and Scientia, or Kindness, Self-Discipline and Knowledge in every aspect of their school lives. This is the St. Colman's Ethos.

Bonitas:

Kindness

Instilling Christian values, we teach our pupils to do the right thing, to be kind to themselves and to others, creating a community where everyone feels valued. Treating each other with respect is an integral part of life at St. Colman's College.

Disciplina:

Self-Discipline

We champion the power of self-discipline for our pupils, instilling a healthy drive for excellence inside and outside of the classroom.

We deliver the highest standards of learning and teaching which guide our pupils to make informed choices, act with integrity, and fulfil their potential as Violet Hill pupils.

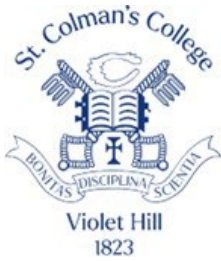
Scientia:

Knowledge

We support our pupils to achieve their highest academic potential, and to grow as lifelong, independent learners beyond their time at St. Colman's College.

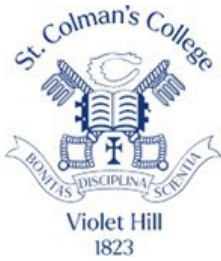
We prepare each pupil to take their place in society and to become meaningful contributors to the world around them.

For more information on our Ethos, please visit <https://www.stcolmans.org.uk/about/our-ethos/>



Job Information

Job title:	Teacher of Business Studies to A Level
Responsible to:	Head of Department
Terms and Conditions:	As set down in the 1987 Terms and Conditions of Service Agreement
Contract:	Full Time Temporary Contract 1 Year Commencing at the beginning of Academic Year 2026-2027 (date to be confirmed)
Purpose:	To carry out the professional duties of a teacher, reflecting the College's motto <i>Bonitas, Disciplina, Scientia – Kindness, Self-discipline, Knowledge.</i>



Job Description

As Teacher of Business Studies to A Level you will be required to maintain and build upon the high standards achieved at St. Colman's College, Newry through the following:

Teaching & Learning

1. To set high expectations for all pupils, to deepen their knowledge and understanding and to ensure each pupil's full potential is achieved.
2. To use positive behaviour management strategies in an environment of mutual respect which allows pupils to feel safe and secure and promotes their self-esteem.
3. To manage the pupils' learning through positive and effective teaching strategies in accordance with the relevant department's schemes of work and policies.
4. To ensure continuity, progression and cohesiveness across all teaching.
5. To use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of pupil needs and ensure equal opportunity for all pupils.
6. To contribute fully to the development of departmental policies and schemes directed by the Head of Department(s) in line with statutory requirements.
7. To set homework regularly, (in accordance with the College's Homework Policy), to consolidate and extend learning and to encourage pupils to take responsibility for their own learning (Independent Learning).
8. To work with SEN staff and support staff, apply their specialist knowledge to maximise the potential achievements of all students within lessons.
9. To work effectively as a member of the Department team to improve the quality of teaching and learning.
10. To fully engage with remote & blended, digital learning and teaching approaches

Monitoring, Assessment, Recording, Reporting, and Accountability

1. To be immediately responsible for the processes of assessment, recording and reporting for all pupils.
2. To assess pupils' work systematically and use the results to inform planning, teaching, target setting and curricular developments.
3. To be familiar with statutory assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents.
4. To keep an accurate register of pupils for each lesson. Report unexplained absences or patterns of absence in accordance with the College policy.
5. Maintain appropriate levels of confidentiality about issues relating to specific individuals or groups.
6. Keep full and comprehensive relevant records and correspondence complying with the College's policy on Data Protection and Freedom of Information.

Subject Knowledge & Understanding

1. To have a thorough and up-to-date knowledge of the subjects and specifications for examination courses.
2. To have a thorough and up to date understanding of the requirements of the statutory curriculum.
3. To engage in a process of Continuing Professional Development.
4. To keep up to date with research and developments in pedagogy and the subject area.

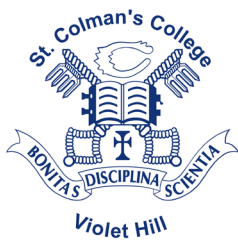


Professional Standards & Development

1. To be a role model to pupils through professional conduct and personal presentation.
2. To arrive to class before the start of each lesson, and to begin and end lessons on time.
3. To cover for absent colleagues as is reasonable, fair and equitable in line with relevant policies.
4. To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of own Health & Safety and that of others.
5. To be familiar with the College and Department handbooks and support all the College's policies, e.g. those on Pastoral Care, Child Protection, Health and Safety, Citizenship, Literacy, Numeracy and ICT.
6. To establish effective working relationships with professional colleagues and associated staff.
7. To strive for personal and professional development through active involvement in either the College's Beginning Teacher's procedures, Early Professional Development procedures or Performance Review and Staff Development procedures as applicable.
8. To be involved in extra-curricular activities such as contributing to after-school clubs and visits.
9. To maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children.
10. To liaise effectively with parent/carers and with other agencies with responsibility for pupils' education and welfare.
11. To undertake any reasonable task as directed by the relevant line manager.
12. To be aware of the role of the Governing Body of the College and to support it in performing its duties.
13. To be familiar with and implement the relevant requirements of the current SEN Code of Practice.
14. To consider the needs of all pupils within lessons (and to implement specialist advice) especially those who
 - a. have SEN;
 - b. are gifted and talented.
15. To carry out pastoral duties as required.
16. To carry out any other duties which the Principal may reasonably assign.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the College in relation to the post holder's professional responsibilities and duties.

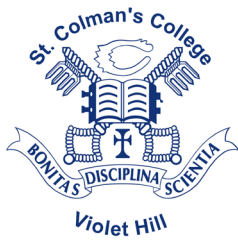
Posts involving work in educational establishments are subject to the provision of the Protection of Children and Vulnerable Adults (NI) Order 2003.



Person Specification

Teacher of Business Studies to A Level Full Time, Temporary contract for 1 Year

	Essential Criteria	Desirable Criteria
Qualifications	<ul style="list-style-type: none"> • A qualified teacher recognised by the Department of Education for Northern Ireland to teach in a post primary school in Northern Ireland on the commencement of the position • A good Honours Degree in Business Studies or related subject 	<ul style="list-style-type: none"> • An Honours Degree in Business Studies or related subject 2:1 or above • Ability to teach another subject(s) to GCSE level
Experience/ Knowledge	<ul style="list-style-type: none"> • Experience of teaching Business Studies to GCSE in a post primary school • Knowledge and understanding of curricular requirements in Business Studies up to and including A Level • The application of knowledge and understanding of pastoral responsibilities of a teacher/form teacher • Knowledge of assessment procedures • Knowledge of curriculum development 	<ul style="list-style-type: none"> • At least one year's experience of teaching Business Studies to GCSE in a post-primary school • At least one year's experience of teaching Business Studies to A Level in a post-primary school • Experience of teaching Business and Communication Studies to GCSE in a post primary school
Skills	<ul style="list-style-type: none"> • Excellent classroom management to include: <ul style="list-style-type: none"> ▪ ability to create an energetic, stimulating and interactive learning environment with demonstrable impact and presence in the classroom ▪ experience of/ability to set targets, implement action plans, evaluate progress and provide constructive feedback to pupils ▪ experience of/ability to manage a range of resources and teaching methodologies • Ability to work collaboratively as part of a team as well as ability to work on own initiative, with; 	



	<ul style="list-style-type: none"> ▪ ability to lead and motivate ▪ ability to value contribution of pupils and colleagues ▪ ability to perceive needs and concerns from differing viewpoints • Administration skills • Well-developed interpersonal and communication skills; a high level of written/oral communication and presentation skills using a range of media • Excellent time management skills; with <ul style="list-style-type: none"> ▪ ability to plan, prioritise and organise effectively ▪ organised approach to work, working to strict deadlines • Excellent use of IT and Digital Technology in your role 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Demonstrate a student-centered approach • Pleasant and courteous with the ability to demonstrate compassion and sensitivity • Commitment to: <ul style="list-style-type: none"> ▪ the Christian and Catholic aims and values of the College ▪ teaching your subject to the highest standard to ensure that each student's full potential is achieved ▪ teaching additional subjects as required by the needs of the College ▪ assisting with extracurricular activities in your subject area and all aspects of College life 	



	<ul style="list-style-type: none">• Passion and enthusiasm for your subject from a curricular and extracurricular perspective• Ability to adapt to change• Ability to lead by example and be an exemplar role model to others, showing you are<ul style="list-style-type: none">• a person of vision.• flexibility• reliability• good judgement, loyalty and a sense of humour• Dynamic, Innovative and Creative thinking	
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