POST:	**Sullivan Upper Preparatory Department** **P1 TEACHER** Full-Time, Temporary Post (Maternity Leave) *Provisional starting date: 21 August 2018 *Provisional finishing date: 12 April 2019

1. INFORMATION ABOUT THE POST

This full-time temporary post has arisen for the academic year 2018-19 due to the present teacher taking maternity leave. It is expected that the person appointed will take up the position from the start of the 2018/19 academic year (Tuesday 21st August 2018). The teaching responsibility will be for a class normally of 26 children in P1 for provisionally two terms.

The school is seeking to appoint an enthusiastic, self-motivated, caring and imaginative person who will teach children of this age effectively and who will develop their knowledge, skills and abilities to the full. The person appointed will be expected to work closely with the Foundation Stage and KS1 teachers and non-teaching staff, as well as subject specialist teachers, in order to maximise the planning and provide continuity for P1.

[Detailed personnel and job descriptions are included in this statement of information under points 4 and 5 respectively].

Salary will be according to the common pay spine for teachers and will depend on the successful applicant's qualifications and experience. Duties and conditions of service will be in accordance with the Teachers' (Terms and Conditions of Service) Regulations (NI) 1987.

2. INFORMATION ABOUT THE PREPARATORY DEPARTMENT

Sullivan Upper was founded in 1877 by the trustees of Robert Sullivan 'to bestow the blessings of education on all succeeding generations in his native place'. Today, it is a co-educational Voluntary Grammar School with 1076 pupils in the Senior School and 189 children in the Preparatory Department.

The school is owned and managed in all of its affairs by the Board of Governors which draws its members from the local community and reflects all the main denominations of Holywood.

The Preparatory Department has a single class entry throughout, with an intake of 26 children in P1 & P2 and 28 children in P3 to P7 classes. Children in P1 to P3 are accommodated in a large, detached building called Dromkeen House. This is set in its own grounds, within a few minutes' walk from the Senior School. Adjacent to this building is Loughead House which accommodates P4-P7 classrooms, plus a learning support room. In the grounds are two outdoor classrooms which play an important role in each class's learning. The Prep's After School Club is held in Dromkeen Hall from 2-5.30pm daily and parents can access places for

their children on an annual basis. A wide range of extra-curricular activities form an important part of the school's programme and these run year round. The Prep pupils also enjoy regular use of many parts of the Senior School's campus including the Silver Robin Cafeteria (Preps 4-7), the School Hall for PE, the school's swimming pool, and the Drama Theatre for school productions, along with the numerous playing fields/grounds/tennis courts and astro turf venues for Games periods.

The Prep gained the Digital School of Distinction Award in May 2016; the Eco Green Flag Award in October 2018; and the Foundation Level in the International Schools' Award.

There are currently 7 full-time teachers P1-P7; and 4 part-time teachers, including Art/Design & Technology, Music, PE and Learning Support. A part-time teacher is employed to teach Spanish in the Lower Prep classes throughout the year. The Head of Prep has an office in Dromkeen House and assists with teaching in assorted classes throughout the year, in particular, with the preparation of P6 & P7 pupils for Transfer to their secondary level of education. The Lower Prep (P1-P4) has use of 3 Classroom Assistants and the Upper Prep (P5-P7) have the benefit of two job-share Classroom Assistants. A number of staff in the school have been trained to take the Reading Partnership Programme. Three additional Classroom Assistants assist children who have a statement of Special Educational Needs. The Prep Secretary has an office in Dromkeen House. Our pupils can access music specialist teachers for private tuition based on the Senior School site during the school day and a Speech & Drama teacher is also available for classes on the Prep site by private arrangement.

3. PERSONNEL SPECIFICATION:

[a] **Essential Criteria**: the person appointed to this post:

Qualifications:

- must, at the time of taking up the post, hold a recognised teaching qualification appropriate to Primary Education, have a personal Teacher Reference Number issued by the Department of Education for Northern Ireland and be registered with the GTCNI;

Knowledge and Experience:

- will have a sound knowledge of the requirements of the Northern Ireland Curriculum for the Primary sector and, in particular, for Foundation Stage classes;
- will have recent experience, in the last three academic years, of teaching/subbing in the Foundation Stage, in particular P1;
- will be a proficient practitioner in the use of ICT for teaching and learning within the classroom and will have knowledge and/or experience of daily classroom/curricular use of an Interactive Whiteboard and iPads alongside assorted applications and software for Primary School classes;
- will be able to contribute positively to the work of the team of teachers in the Preparatory Department;
- will be able to contribute in any other significant way to the work of the Preparatory Department, including the operation of its extra-curricular programme with activities such as choir and sports.

[b] **Desirable Criteria**: the successful applicant:

Knowledge and Experience:

- will have a minimum of six months' experience of teaching P1
- will have experience/expertise to teach a specialist subject such as Music, Art or ICT in the Lower Prep (P1-P4);

- will have experience/expertise to assist with the co-ordination of literacy in the Lower Prep.

Personal Qualities:

- Caring and child-centred;
- Enthusiastic, self-motivated and have the ability to inspire others;
- Committed to raising pupil achievement; and be
- Reflective and innovative

[c] Only applicants who have been recommended as suitable for the post by two appropriate referees will be considered.

The school reserves the right to enhance the criteria.

It is each applicant's responsibility to provide sufficient detailed information (including reference to timescales) on the application form in order to demonstrate how the criteria is met. Failure to do so may result in a candidate not being short-listed.

4. SPECIFICATION OF THE POST

The major responsibilities of the person appointed will be:

- to teach P1 according to the adopted planners and schemes of work and with due regard to all the pertinent policies and procedures;
- to contribute to the organisational and developmental work of the Preparatory Department and to undertake all associated tasks eg: assessment, reporting, record keeping, planning and evaluation, attendance at staff and parents' meetings;
- to contribute to school productions/events/educational outings, as appropriate;
- to assist with the co-ordination of a subject such as literacy;
- to share in the general supervision duties as undertaken by all members of staff;
- and to undertake any other relevant duties, and attend relevant training, as agreed with the Head of the Preparatory Department and/or the Headmaster of Sullivan Upper School.

5. PROCEDURE FOR APPLICATION

Suitably qualified teachers who are interested in being considered for this post are asked to apply to the:

Headmaster: Mr C J W Peel
c/o Sullivan Upper Prep Department
1 Alexandra Park
Holywood
Co Down BT18 9ET.

Application forms are available to be downloaded from the Prep's website (www.sullivanprep.weebly.com) or by e-mail from gdempster829@c2kni.net or by post from
Mrs Gail Dempster
Prep Secretary
1 Alexandra Park
Holywood BT18 9ET
Tel@ 028 90425326.
Application is by completion of the appropriate application form only. Please note that this form must not be amended in any way.

6. TIMETABLE FOR THE APPOINTMENT

(a) The closing date for the receipt of applications will be **Friday 18 May 2018 at 12 noon.** Applications received after that time will not be accepted.

(b) A short-list of candidates will be drawn up as soon as possible after the closing date. Those candidates who have not been contacted for interview by **Wednesday 23 May 2018** may assume that their application has been unsuccessful.

(c) Interviews will be held on the morning of **Tuesday 29 May 2018.** Those invited for interview will have an opportunity to view the school, as a group, with the Head of Prep prior to interview. This visit will take place on **Wednesday 23 May from 3.30-4.30pm**.

(d) When the successful applicant has been offered and has accepted the post, all of the other short-listed candidates will be informed of the outcome. Final confirmation of the post will only be made on receipt of a satisfactory Disclosure Certificate from Access NI (see below), as well as satisfactory references, qualifications' check and written confirmation from the applicant of acceptance of the post and registration with GTCNI.

(e) A reserve list for future, similar vacancies may be maintained which will normally be kept open for no longer than twelve months unless there are cogent reasons for extending the period. The Board of Governors reserves the right to appoint an alternate candidate from the reserve list, without re-advertisement, for such future vacancies or if any change in circumstances should mean the successful candidate is unable to take up the post at the required start date.

7. OTHER POINTS

Sullivan Upper School is fully committed to the implementation of Child Protection procedures as outlined in Department of Education Circulars. Therefore, all applicants should be aware of the following:

[a] Posts involving work in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007. Appointment to this position is subject to the successful candidate undertaking an enhanced disclosure check through Access NI and to this check being clear of any offences which might affect appointment to this post. This check currently costs £33 and the successful candidate will be required to pay the school for this service. The appointment will be confirmed upon receipt of a satisfactory Enhanced Disclosure Certificate from AccessNI. (Further information is available from www.accessni.gov.uk or www.deni.gov.uk).

[b] It is the policy of the Board of Governors that all those eligible for employment will have equal opportunity for employment and promotion in the school, irrespective of gender, including gender reassignment, marital or civil partnership status, having or not having dependants, religious belief or political opinion, race, disability, sexual orientation or age. Selection for employment and promotion will be on the basis of ability, qualifications and aptitude to carry out the duties of the post.

As an employer, Sullivan Upper School has a legal responsibility to prevent illegal migrants working in the UK. The applicant's right to work in the UK will be checked before confirmation of appointment.

[c] Interviewees will be required to bring photographic proof of identity ie a passport, driving licence or electoral identity card and an original birth certificate and/or marriage

certificate (as appropriate). These should be presented to the designated member of staff immediately prior to interview. Interviewees should therefore ensure that they arrive at least **15 minutes prior** to the scheduled interview time. Applicants are assured that the recruitment panel is not involved in these identity checks.

[d] Proof of qualifications will be requested before confirmation of appointment.

[e] Two written, satisfactory references will be sought before confirmation of appointment, one of which must be from the most recent employer.

[f] Canvassing of any kind will disqualify.

C J W PEEL
Headmaster

May 2018