



POST:	Sullivan Upper Preparatory Department Learning Support Co-ordinator & Teacher Part-Time Post - Permanent *Provisional starting date: 22 August 2019
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1. INFORMATION ABOUT THE POST

This part-time permanent post has arisen in the school, starting in the next academic year 2019-20, due to both a reorganisation of the position previously entitled Special Needs Co-ordinator and the retirement of the current part time post holder of the role of Learning Support Teacher. It is expected that the person appointed will take up the position from the start of the 2019-20 academic year (Thursday 22 August 2019). The person appointed will be responsible for the special educational needs of children in the school from P1-P7 and for a teaching responsibility in small groups and with individuals.

The School is seeking to appoint an experienced, enthusiastic, self-motivated, caring and imaginative person who will teach children effectively and who will develop their knowledge, skills and abilities to help them to maximise their potential. The person appointed will be expected to work closely with the staff to plan for individualised and group learning needs.

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

This is a permanent, part time position paid on a pro rata basis. The total number of hours to be paid per week in the academic year 2019/20 will be 19.44 (3 days' equivalent) which includes 14.5 hours of class contact time. This post attracts one teaching allowance point. The number of hours required will be reviewed on an annual basis and is dependent on pupils' needs.

2. INFORMATION ABOUT THE PREPARATORY DEPARTMENT

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 Loughhead House which accommodates P4-P7 classrooms, plus a learning support room where the person appointed will have a base. 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 pupils have their lunch, the School Hall for PE periods, the school's swimming pool where pupils from P3 and upwards swim, 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 has gained numerous awards including the Digital School of Distinction Award in May 2016; the Eco Green Flag Award in October 2018; the Intermediate Level in the International Schools' Award 2018; Fair Aware School 2018; and we complete our award as a Forest School before Easter 2019.

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 and, in particular, with the preparation of P6 & P7 pupils for transfer to their secondary level of education. The Lower Prep teaching staff (P1-P4) have use of 3 Classroom Assistants and the Upper Prep staff (P5-P7) have the benefit of two job-share Classroom Assistants. A number of staff in the school have been trained to lead 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. INFORMATION ABOUT THE SCHOOL

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 187 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.

4. 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, as shown through experience of teaching in primary schools in Northern Ireland for a minimum of 2 years;
- will have at least one year's experience of teaching a child/children in their class with an identified learning need;
- will be a proficient practitioner in the use of ICT for teaching and learning in the area of special educational needs, as shown through their knowledge and experience of use of an iPad alongside assorted applications and software for Primary School children with learning needs;
- 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

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

Knowledge and Experience:

- will be an experienced classroom practitioner with 4 or more years' experience;
- will have a minimum of two years' experience of teaching children with learning needs, for example, in the areas of autism and dyslexia;
- will carry, or have carried, a responsibility point for what was formerly referred to as a SENCo (Special Educational Needs Co-ordinator) and will have experience of overseeing the statementing process;
- will be able to support staff to ensure pupils' full access across the curriculum and in the use of special educational needs' strategies;
- will support staff in the effective differentiation of teaching and learning and in the formulation of Pupil Learning Plans;
- will have experience of carrying out Annual Reviews;
- will be able to identify Learning Support needs and improvement strategies for future improvements and be able to identify key priorities for staff development;
- will have experience of establishing links with external agencies to extend and enhance provision for children with learning support needs;
- and will have attended recent training about imminent changes in the structure of Learning Support in Primary Schools in Northern Ireland.

[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 if necessary for the purposes of producing a manageable shortlist.

It is essential that you fully describe in the application form how you meet each of the criteria sought. Please provide detailed information against each requirement, providing dates and ensuring that where requirements are time bounded (eg 1 year within the last 5 years) you provide detail and dates that fully satisfy the requirement. It is not appropriate to simply list the various posts that you have held. Assumptions will not be made from the title of your post.

5. JOB SPECIFICATION

The major responsibilities of the person appointed will be:

- to lead the area of learning support from P1-P7 and be responsible for its day to day procedures;
- to liaise with staff and parents regarding the writing of personalised learning plans;
- to be responsible for the organisation of regular meetings with parents and class teachers to ensure information is being shared appropriately;
- to liaise with outside agencies to support the learning needs in the School;
- to teach identified children on a part time basis to assist with their development in identified learning areas;
- to audit and resource appropriately for the area of learning support in the School;
- 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.

6. 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 9042 5326.

Application is by completion of the appropriate application form only.

It is preferred that application forms are emailed.

Please note that Apple Pages versions of the application form should not be emailed.

Please note that the application form must not be amended in any way.

7. TIMETABLE FOR THE APPOINTMENT

- (a) Applicants for this post are asked to complete an application form. It is preferred that application forms are emailed (in Microsoft Word version) to the Prep Secretary, Mrs Dempster, at gdempster829@c2kni.net. An acknowledgement will be sent by return of email. The format of the application form should not be altered in any way. Candidates should note that PDF or Apple Pages versions of the application form should not be emailed.

If you do not have access to email, you may hand deliver or post the application to the Mrs Dempster, Prep Secretary, 1 Alexandra Park, Holywood, BT18 9ET.

The closing date for the receipt of applications is **Friday 29 March 2019 at 12 noon** and applications received after 12 noon on that date will not be accepted.

- (b) A short-list of candidates to be interviewed will be drawn up in the week beginning **Monday 1 April 2019**. Those invited to interview will also be invited to visit the school. This visit will be held on **Thursday 4 April 2019 from 3.30-4.30**.
- (c) Interviews will be held the morning of **Monday 8 April 2019**.
- (d) If an applicant has received no further information by Monday 8 April 2019, they can assume that their application has been unsuccessful on this occasion.
- (e) The person to whom the post is to be offered will be informed and when the offer of the post has been formally accepted, all other short-listed candidates will be informed of the outcome.
- (f) 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.
- (g) Applicants are referred to the Privacy Policy for Applicants which is available on the school's website at www.sullivanupper.co.uk

- (h) 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.
- (i) 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 prior to the 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.
- (j) Canvassing of any kind will disqualify.

8. CONDITIONS OF APPOINTMENT

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).

AccessNI has published a Privacy Notice on the Department of Justice website. This can be found at <https://www.justice-ni.gov.uk/publications/ani-privacy>. All signatories are urged to read this and understand the contents, and to note the mailbox for data protection queries.

- (b) 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) Proof of qualifications will be requested before confirmation of appointment
- (d) Two written, satisfactory references will be sought before confirmation of appointment, one of which must be from the most recent employer
- (e) Receipt of satisfactory health clearance – upon receipt of the completed Health Declaration Form, the school's Occupational Health Advisor will assess the form, which may require the successful candidate to attend a medical examination.

C J W PEEL
Headmaster

March 2019