

SULLIVAN UPPER SCHOOL, HOLYWOOD

Preparatory Department



TEACHER OF PREP 3 AND DRAMA

Permanent Full-time

1. INTRODUCTION TO THE POST

This permanent post has arisen in the Prep Department due to the retirement of a member of staff. It is expected that the person appointed will take up the post from the start of the 2022/23 academic year, ie Thursday 25 August 2022. The teaching responsibility will be for a class of 28 children at P3 level.

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 Key Stage 1 teachers, as well as specialist teachers, in order to maximise the planning and to provide continuity for P3 as well as other Key Stage 1 pupils.

The post holder will be expected to teach Prep 3 in the Preparatory Department and will be expected to play a part in the school's programme of extracurricular activities. The hours will be full-time.

(Detailed personnel and job specifications 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.

This post would also be suitable for a recently and suitably qualified teacher who could demonstrate high achievement on appropriate temporary employment.

2. INFORMATION ABOUT THE SCHOOL

Sullivan Upper School 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 and non-denominational voluntary grammar school of more than 1000 pupils aged between 11 and 18.

It is owned and managed in all its affairs by the Board of Governors of the School, which is drawn from the local community and reflects all the main religious denominations of Holywood. The school is funded directly by the Department of Education for Northern Ireland.

The Preparatory Department has single class entry throughout, with an intake of 26 pupils in P1 and P2 and 28 pupils 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. The Prep's Afterschool Club is held in Dromkeen Hall from 2.00 pm-5.30 pm daily and parents can access places for their children on an annual basis.

A wide range of extracurricular activities form an important part of the school's programme and these run year-round. The Prep children also enjoy regular use of many parts of the Senior School's campus including the Silver Robin Cafeteria, where pupils have their lunch, the School Hall for PE periods, the school's Swimming Pool, where pupils from Prep 3 upwards learn to 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 on May 2016; the Eco Green Flag Award in October 2018; the intermediate Level in the International Schools Award in 2018; and the official Forest School Award, February 2022.

There are currently 7 full-time teachers P1-P7 and 4 part-time specialist teachers, including Art/Design & Technology, Music, PE and Learning Support. A part-time teacher is employed to teach Spanish in the Prep classes throughout the year. Our pupils can access music specialist teachers for private tuition based in the senior school site during the day and a speech and Drama teacher is also available for classes on the Prep site by private arrangement.

3. INFORMATION ABOUT PREP 3

The Prep 3 class is situated downstairs in Dromkeen House and also has an attached outdoor learning space. The Prep 3 pupils follow the Northern Ireland Curriculum and the class teacher would require detailed knowledge of this. Prep 3 pupils receive specialist teaching in PE, Music and Spanish.

At the Prep there is a Prep Hall, outdoor playground area, magic garden learning space and gym. The Prep 3 children complete GL assessments in English and Maths and would also complete various classroom assessments throughout the year. The children have 3 sessions of Activity Based Learning (ABL) each week. The Prep 3 class teacher would work closely with the Prep 4 teacher for the purposes of planning.

4. PERSONNEL SPECIFICATION

A Essential Criteria: the person appointed to the post must:

- A1 at the time of taking up the post, hold a recognised teaching qualification which has prepared him/her to teach in a Primary school setting; have a personal teacher reference number issued by the Department of Education and be registered with the GTCNI;
- A2 have experience teaching Primary 2 or Primary 3 for at least one academic year by the end of June 2022, within the last 3 years;
- A3 have a sound knowledge of the Northern Ireland Curriculum, particularly as it applies to Key Stage 1;
- A4 be able to assist with the extracurricular work of the school;
- A5 have experience of leading drama productions and Christmas performances;
- A6 have a sound knowledge and experience of supporting pupils with SEN;

B Desirable Criteria: preference may be given to applicants who:

- B1 have experience using Microsoft Teams;
- B2 have experience using Seesaw to communicate with parents;
- B3 have knowledge and experience in developing sensory programmes for pupils;
- B4 have specific experience in supporting pupils with anxiety or developing resilience;
- B5 have experience working as part of a team on planning and assessment.

The school reserves the right to enhance the criteria if necessary for the purposes of producing a manageable shortlist.

When applying for the post, applicants should show clearly how they meet the essential and/or desirable criteria for the post.

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-bound (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:

- a. teach Prep 3 on a daily basis;
- b. lead Christmas performances and Key stage 2 school Productions;
- c. contribute to the organisational and developmental work of the department and to undertake all associated tasks eg assessment, reporting, record keeping, planning and evaluation, attendance at department and parents' meetings;
- d. work with the LSCO and external agencies to plan for pupils with SEN and support their learning;
- e. undertake extracurricular activities as agreed with the Head of Preparatory Department;
- f. share in the general supervision duties as undertaken by all members of staff;
- g. undertake any other additional relevant duties as agreed with the Head of Preparatory Department and/or Headmaster.

6. PROCEDURES FOR APPLICATION

- (a) Suitably qualified teachers who are interested in being considered for this post are asked to complete an application form. It is **preferred that application forms are emailed** (in Microsoft Word version) to the Headmaster's Personal Assistant, Mrs Amanda Graham at agraham813@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 Headmaster's PA, Sullivan Upper School, Belfast Road, Holywood, BT18 9EP.

Application forms are available on the school's website (www.sullivanupper.co.uk) or by email (agraham813@c2kni.net) from Mrs Amanda Graham, Headmaster's PA.

The closing date for the receipt of applications is **Monday 30 May at 12.00 noon** and applications received after 12.00 noon on that date will not be accepted.

- (b) A shortlist of applicants to be interviewed will be drawn up. Shortlisted applicants will be given the opportunity to visit the Preparatory Department.
- (c) Interviews will take place, with **Monday 13 June 2022** currently the proposed date. If a second interview is required, the proposed date is Monday 20 June 2022. All correspondence in relation to interviews, etc will be via email.
- (d) If an applicant has received no further information by **13 June 2022**, 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 shortlisted candidates will be informed of the outcome.
- (f) A reserve list for future, similar vacancies will 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 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.
- (j) Canvassing of any kind will disqualify.

7. CONDITIONS OF APPOINTMENT

- [a] 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:

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

May 2022