



For Official Use:

REF: Prep HoDNov25/

SULLIVAN UPPER SCHOOL HOLYWOOD, CO DOWN

Confidential (when completed)

POST

HEAD OF THE PREPARATORY DEPARTMENT
Permanent Full-Time

APPLICATION FORM

Please read the following instructions carefully before completing this form

1. Type/write in black ink. The font size cannot be altered in the fillable PDF version of the application form. If you convert the application form to another program, the font should be Arial, font size 11 and single line spacing. If pages are added to the application form it will invalidate the application.
Any alterations to this form will invalidate your application ie altering the number of pages.
2. Only applications which contain all the information which has been sought will be considered. Applicants must ensure they provide sufficient information on the application form to enable the selection panel to assess their eligibility for consideration.
3. Canvassing will disqualify.
4. Completed application forms must be returned by
12.00 noon on Tuesday 25 November 2025
Applications received after this will not be considered.
5. If application forms (ie fillable PDF version) are emailed to agraham813@c2ken.net, an acknowledgement will be sent by return of email. If you have problems emailing your form, please contact Mrs Graham.
NB: 'Apple Pages' version of the application form should not be emailed.
Applications may be hand-delivered or posted (please print single-sided) to:

Mrs Amanda Graham, Principal's PA
Sullivan Upper School, Belfast Road, HOLYWOOD, BT18 9EP

Please type/write your Title, Preferred First Name and Surname below:

Name: _____

1. PERSONAL INFORMATION

Title ie Mr/Mrs/Miss/Ms/Dr: **Surname:**

Previous Surname (if any):

Forenames in full: **Known as:**

Teacher's Reference Number (if applicable) _____

GTCNI Registration Number (if applicable) _____

Home Address: Street Town Post Code:	Address for correspondence (if different)
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Telephone Numbers: Home: Day-time:

Contact Email: _____ **Mobile:** _____

<i>Are you free to remain in and take up employment in the UK?</i>	Yes ☐	No ☐
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National Insurance Number	
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2. QUALIFICATIONS

Post-Primary School Education (for example GCSE/GCE etc)

[illegible]

Higher Education

<i>Name of University or College</i>	<i>Dates</i>	<i>Qualification / Degree Awarded</i>	<i>If honours, state class and division*</i>
<i>Main / subsidiary subjects (or modules) studied in each year</i>	<i>1st Year</i>	<i>2nd Year</i>	<i>3rd Year</i>
			<i>4th Year</i>

**Predicted grade/classification can be entered. If an offer of employment is made and the predicted grade/classification has been used as an essential, desirable or enhanced criterion and is NOT achieved, the offer will be withdrawn.*

Teacher Training

<i>College or University Department</i>	<i>Qualification(s) obtained</i>	<i>Date obtained (or expected to be obtained)</i>
<i>Subjects Studied during training (main subjects and other subjects)</i>		

Additional Qualifications

<i>Name of Awarding Body</i>	<i>Brief Description of Qualification(s)/Award obtained</i>	<i>Grade/Level (if appropriate)</i>	<i>Dates</i>

Membership of Professional Bodies

<i>Awarding Institution</i>	<i>Brief Description of Award</i>	<i>Qualification/membership status attained</i>	<i>Dates</i>

In-Service Training

List attendance and participation in relevant 'in-service' training and professional development activities over the past 3 years.

3. EMPLOYMENT HISTORY

Name and address of your present employer:

Present Position Title:

Date of appointment to present position:

Salary Scale Point:

Period of notice required:

Main duties/responsibilities of current position and to whom you are responsible.

Previous Positions: Please list your previous post(s), beginning with the most recent and giving the following information:

Employer's Name and Address	Period of Employment dd/mm/yy		Summary of Main Duties and Responsibilities	Reason for Leaving
	FROM	TO		

4. REFERENCES

Please give the names and addresses of two people, **who have agreed** to act as confidential referees, at least one of whom should be a previous or current employer able to comment on your professional ability to discharge the duties associated with the post and/or your suitability to work with children/young people. Prior consent of referees should be obtained. References must not be submitted with this form.

1.	<table border="1"><tr><td>Name</td><td></td></tr><tr><td>Position</td><td></td></tr><tr><td>Address Street Town</td><td></td></tr><tr><td>Postcode</td><td></td></tr><tr><td>Contact Number</td><td></td></tr><tr><td>Email</td><td></td></tr></table>	Name		Position		Address Street Town		Postcode		Contact Number		Email		2.	<table border="1"><tr><td>Name</td><td></td></tr><tr><td>Position</td><td></td></tr><tr><td>Address Street Town</td><td></td></tr><tr><td>Postcode</td><td></td></tr><tr><td>Contact Number</td><td></td></tr><tr><td>Email</td><td></td></tr></table>	Name		Position		Address Street Town		Postcode		Contact Number		Email	
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5. ADDITIONAL RELEVANT INFORMATION

Important - please provide additional relevant information in the space below, including how you meet the personnel specification (ie how you meet the criteria – **both essential and desirable criteria**) and your ability and willingness to carry out the requirements of the job specification.

ESSENTIAL CRITERIA: the person appointed to the post must:

QUALIFICATIONS

- hold a recognised teaching qualification which has prepared him/her to teach in a primary school, have a personal teacher reference number issued by the Department of Education for Northern Ireland and be registered with the GTCNI (at the date of commencement);

EXPERIENCE

- have at least 7 years' teaching experience in a primary school or a preparatory department within the last 10 years;

- have at least 3 years' experience within the last 6 years in a leadership position or in a position involving responsibility for leading and directing the work of other teachers in a primary school or a preparatory department (for example, as a key stage or subject co-ordinator;

DESIRABLE CRITERIA: preference may be given to applicants who:

QUALIFICATIONS

- have successfully completed (or are working towards) an additional post-graduate (or equivalent or higher) qualification in education;

EXPERIENCE

- have evidence of leading or making a significant contribution to a whole-school improvement initiative;

- **have experience (within the last 3 years) of involvement in school/curricular development and the use of self-evaluation;**

- **have experience of leadership in the area of SEN;**

- **have experience of teaching P6/P7;**

- **can demonstrate evidence of having led staff development;**

- **have experience of the preparation and management of a budget;**

- **have relevant additional experience or CPD.**

KNOWLEDGE, SKILLS AND PERSONAL QUALITIES

The person appointed will be expected to demonstrate the following:

- a. proven leadership, managerial and organisational ability, including the ability to articulate a vision for the future of the school;
- b. the ability to promote and ongoing market the school and have innovative ideas about how to do so;
- c. a sound knowledge and understanding of the requirements of the Northern Ireland Primary Curriculum and current policies and procedures;
- d. extensive knowledge of current educational developments and the ability to evaluate and respond to new educational challenges and manage change effectively;
- e. highly effective classroom pedagogy and knowledge of how to ensure high standards of teaching, learning and achievement;
- f. the ability to communicate effectively both orally and in writing to a range of audiences;
- g. the ability to gain the confidence of pupils, parents and colleagues and to engage with a variety of audiences;
- h. good analytical skills and the ability to think strategically;
- i. effective data management and competence in the use of ICT;
- j. the ability to work productively and harmoniously in a team and to build an effective team;
- k. excellent attendance record and the ability to cope effectively with the demands of this post;
- l. ability to motivate, develop, empower and lead pupils and staff;
- m. enthusiasm, commitment, integrity and a willingness to work hard.

Please use the next page if additional space is required for any of the items above.

Please use this page if additional space is required.

6. SECURITY CHECK AND DECLARATION BY THE APPLICANT

As an employer within the education sector, we have a special responsibility to protect our pupils under the age of 18. Applicants should note that under the Rehabilitation of Offenders [Exceptions] Order (NI) 1979 ["the Exceptions Order"], posts in relation to providing schooling and other services to persons under 18, or carrying out duties on premises where persons under 18 are being provided with such services, are expressly excepted from the rights otherwise guaranteed by the Rehabilitation of Offenders Order (NI) 1978 ["the 1978 Order"]*. Therefore it is imperative that applicants disclose any conviction that they may have at the time of their application for the position (see page 14). We will perform a security check on the successful candidate and failure to disclose convictions, spent or unspent, which are subsequently discovered may lead to dismissal or disciplinary action**. Please note that having a criminal record will not automatically result in the failure of your application and any information disclosed will be treated as confidential.

* School employees are excepted by Article 13 of Part 2 of Schedule 1 of the Exceptions Order: "Any office or employment concerned with the provision to persons aged under 18 of accommodation, care, leisure and recreational facilities, schooling, personal social services, supervision or training, being in an office or employment of such a kind as to enable the holder to have access in the course of his normal duties to such persons, and any other office or employment the normal duties of which are carried out wholly or partly on the premises where such provision takes place."

** Article 3 of the 1979 Order disapplied Article 5(3)(b) of the 1978 Order, which states: "A conviction which has become spent or any circumstances ancillary thereto or any failure to disclose a spent conviction or any such circumstances, shall not be a proper ground for dismissing or excluding a person from any office, profession, occupation or employment, or for prejudicing him in anyway in any occupation or employment."

Any information retrieved by the security check will be treated as confidential. Please note that those applicants short-listed for interview will be asked to provide photographic proof of their identity, their original birth and/or marriage certificate and proof of the authenticity of their claimed qualifications.

I hereby certify and declare that:

- a. I have read the information pertaining to the position for which I now make application and that all the questions on this form have been accurately answered to the best of my knowledge and belief. I declare that I have not canvassed in any way and that the information contained in the form is true and accurate;
- b. I understand that this post is exempt from the provisions of the Rehabilitation of Offenders (Exemptions) (NI) Order 1978 by virtue of the Rehabilitation of Offenders (Exemptions) (NI) Order 1979 & (Exemptions Amendment) Order (NI) 1987. In the event of my application being successful, I consent to a check being made with AccessNI to determine if there is any record of convictions, cautions or bind-overs against me and understand the successful applicant will be expected to meet the cost of the enhanced disclosure check;
- c. I understand that the information on this form is required by Sullivan Upper School for the purposes of processing my application. The information is covered by the provisions of the Data Protection Act 2018 and General Data Protection Regulation (GDPR). The Privacy Notice for Applicants is available at www.sullivanupper.co.uk – I have read and understood this. Your signature to the form is deemed to be an authorisation by you to allow the Board to process and retain the information for the purpose(s) stated.
- d. I understand that the job offer will be subject to the satisfactory outcome of a security check and references. If the school considers it necessary, I shall submit to a medical examination by a Doctor appointed to the school on the understanding that the result will be confidential.

SIGNATURE OF APPLICANT: _____

DATE: _____

You may type your signature above and, should you be selected for interview, you will be asked to sign the application form.

NOTE: Applicants must complete:

Page 14 Child Protection / Gaps in Employment / Offences /
Schedule - Requests for Reasonable Adjustments

Page 15 Fair Employment Monitoring Questionnaire

**POST**

HEAD OF THE PREPARATORY DEPARTMENT

Permanent Full-Time

Name: _____

Ref: Prep HoDNov25/**CHILD PROTECTION**

(Please note this post involves 'regulated activity' as defined under Safeguarding Vulnerable Groups (NI) Order 2007)

Is there any reason as to why you would not be suitable to work with children/young people in an educational institution?

Yes ☐No ☐

If yes, please give details below:

GAPS IN EMPLOYMENT

(Please provide information below to explain any gaps in your employment history)

OFFENCES

Have you ever been convicted of any criminal offence?

Yes ☐No ☐

If YES, please give details of all such offences (including road traffic and motoring offences, cautions and/or bind-overs):

SCHEDULE - REQUESTS FOR REASONABLE ADJUSTMENTS

The Disability Discrimination Act 1995 defines disability as 'a physical or mental impairment which has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities'.

Applicants who require a reasonable adjustment within the appointments process should notify the School by completing this section of the Application Form, which will be detached and kept separately before the rest of the Application Form is considered for short-listing purposes.

Do you consider that you have a disability?

(Please select appropriate box)

Yes ☐No ☐

If yes, please describe below what assistance/reasonable adjustment you feel would assist you in the appointments process:

Sullivan Upper School, as part of its Equal Opportunities Policy, welcomes applications from persons with disabilities.

Do not separate this form from the job application form.

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FAIR EMPLOYMENT MONITORING QUESTIONNAIRE *Private & Confidential*

The Fair Employment (School Teachers) Act (NI) 2022 came into operation on 12 May 2024 and removed the remaining part of the exception for school teachers that previously existed under the Fair Employment and Treatment (NI) Order 1998 (FETO) ie the law that prohibits discrimination in employment on the grounds of religious and similar philosophical belief and political opinion.

Sullivan Upper School is an Equal Opportunities Employer. We do not discriminate on grounds of religious belief or political opinion. We practice equality of opportunity in employment and select the best person for the job. To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our applicants and employees, as required by the Fair Employment and Treatment (NI) Order 1998 and the Fair Employment (School Teachers) Act (NI) 2022 .

Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Catholic or Protestant. We are therefore asking you to indicate your community background by selecting the appropriate box below:-

I am a member of the Roman Catholic Community ☐

I am a member of the Protestant Community ☐

Neither* ☐

If you do not complete this section, the Equality Commission encourages employers to use the "residuary method" of monitoring, which means that we can make a determination on the basis of personal information on file or on the application form.

*** If you ticked the box marked 'Neither' above, please provide additional information below eg names and addresses of the primary and secondary schools which you attended:**

Please also indicate by selecting the appropriate box whether you are:

Female ☐

Male ☐

Age (please enter your date of birth) _____ (eg 01/02/1950)

Note: *The above information will be used for Equal Opportunities Monitoring. The questionnaire will be detached from your application form on receipt and the selection panel will not have access to it.*

Thank you for your co-operation in completing this questionnaire.

Do not separate this form from the job application form.

Data Protection and GDPR: This information is covered by the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). The school has a duty to protect this information and to keep it up-to-date. Please see the school's Privacy Notice on our website (www.sullivanupper.co.uk) for further details.