



TEACHER (KEY STAGE 1) JOB SHARE

Temporary for 2025/26 Academic Year

Part-Time 2 days per week (0.4 Full-Time Equivalent)

(This contract may be subject to extension or may be reduced for any valid reason)

1. INTRODUCTION TO THE POST

A temporary job share vacancy has arisen in the Preparatory Department. **It is expected that the person appointed will take up post at the start of the 2025/26 academic year ie 18 August 2025.**

The school is seeking to appoint an appropriately qualified person with the ability, commitment and drive to provide challenging teaching for able and well-motivated young people. The post-holder appointed will also have the capacity to work effectively and harmoniously with a dedicated and well-qualified team of teachers.

The post-holder appointed will be working as part of a job-share and will therefore be expected to liaise closely with their job-share teaching partner to provide both high standards of teaching and learning and consistency for the children.

The post-holder will be expected to teach in Prep 4 in the Prep school for 2 days a week, currently Monday and Tuesday. They will be expected to play a part in the school's programme of extra-curricular activities. The post-holder will be expected to plan, teach and evaluate, long, medium and short-term planning in all areas of the curriculum. They will be expected to support pupils with Special Educational needs, liaise closely with the LSC and complete Individual Education Plans (IEPs).

The post-holder will be expected to have a good level of the use of technology and also to be able to use Seesaw to message parents, provide weekly learning intentions and also to upload work and feedback to parents on their children's progress.

(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. **This will be paid in equal monthly instalments from 1 September to 31 August.** 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 teaching practice and/or appropriate temporary employment.

Other Benefits

The school participates in the Cycle to Work Scheme and employees are also eligible to join Benenden Healthcare as corporate members. Free parking is available on the school site.

2. INFORMATION ABOUT SULLIVAN UPPER

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. The school has had a Preparatory Department for almost a century and it is an integral part of the school. There are at present 1,250 pupils in the school, some 180 of them in the Preparatory Department. The school has approximately 150 members of teaching and non-teaching staff.

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. It is the school's aim to help each pupil to achieve the best that he or she is capable of both academically and in all the other aspects of education that the school provides. The Board of Governors is committed to ensuring that the Preparatory Department continues to thrive and develop as a centre of excellence in primary education.

The School Motto is "Iamh foisdineach an uachtar" and means "with the gentle hand foremost", a constant reminder about the virtue of "gentleness" in dealing with others.

3. INFORMATION ABOUT THE PREPARATORY DEPARTMENT

The Preparatory Department has a single class entry throughout, with an intake of 26 children in P1 and 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. 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 2.00 pm-5.30 pm 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, where pupils have their lunch, the Senior School and Sports' Hall for PE periods 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 2023; the Intermediate Level in the International Schools' Award 2018; Fair Aware School 2018; Level 3 Forest School and the Tinylife TinyLearners award 2024.

There are currently 7 full-time teachers P1-P7 and 3 part-time teachers, including PE, Music 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 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.

All teaching staff use Seesaw to communicate with families regarding general information about the school and class, daily learning, individual pupil feedback and parent messaging. As part of the School Development Plan, staff have been working to update the Positive Behaviour Policy and developing positive behaviour and restorative practices across the school. Staff are also expected to keep updated Child Protection records and ensure the highest levels of confidentiality.

4. PERSONNEL SPECIFICATION

A ESSENTIAL CRITERIA: the person appointed to this post must:

- A1 at the time of taking up the post, hold a recognised teaching qualification which has prepared him/her to teach in the primary sector, have a personal teacher reference number issued by the Department of Education for Northern Ireland and be registered with the GTCNI;
- A2 have experience of teaching in a primary setting;
- A3 have a sound knowledge of the requirements of the Northern Ireland Curriculum particularly as they apply to Key Stage 1.

B DESIRABLE CRITERIA: preference may be given to applicants who have:

- B1 attained a classification of 2.1 or higher in their degree;
- B2 a minimum of 2 years' experience of teaching in a primary school;
- B3 one year's experience teaching in P4 or P5;

- B4 experience using Seesaw in the Primary school setting;
- B5 recent experience (within the last 3 years) of using Microsoft Teams;
- B6 experience of planning and teaching Activity Based Learning (ABL);
- B7 experience planning and teaching Outdoor Learning;
- B8 the ability and/or experience to assist with other school events such as the annual school production, Christmas performances or assembly;
- B9 be able to assist with the extra-curricular work of the school;
- B10 practical experience using positive behaviour strategies.

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 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. Failure to do so may result in an applicant not being shortlisted since selection Panels cannot make assumptions in the absence of essential information.

5. JOB SPECIFICATION

The major responsibilities of the person appointed will be to:

- a. teach Prep 4 for 2 days a week adhering to the Northern Ireland Curriculum and planning for progression and cross-curricular learning;
- b. use the Seesaw app to communicate with parents providing daily updates and feedback on learning ;
- 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. undertake extra-curricular activities as agreed with the Head of Preparatory Department;
- e. share in the general supervision duties as undertaken by all members of staff;
- f. undertake any other additional relevant duties as agreed with the Head of the Preparatory Department and/or Principal.

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 (fillable PDF version)** to the Principal'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. Applicants should note that Apple Pages or Mac versions of the application form should not be emailed.

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

If you do not have access to email, you may hand-deliver or post the application to the Principal's PA, Sullivan Upper School, Belfast Road, Holywood, BT18 9EP.

The closing date for the receipt of applications is **Tuesday 3 June 2025-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 may be given the opportunity to visit the school.

- (c) Interviews will take place, with **Tuesday 17 June 2025** currently the proposed date. **All correspondence in relation to interviews, etc will be via email, if an email address has been provided.**
- (d) Applicants who have not been shortlisted will be notified once the interviews have taken place.
- (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 applicants 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 applicant from the reserve list, without re-advertisement, for such future vacancies or if any change in circumstances should mean the successful applicant 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 (Northern Ireland) Order 2007 (as amended by the Protection of Freedoms Act 2012).

As part of the recruitment process, a criminal record check is required to be completed by the successful applicant. In Northern Ireland this check is undertaken by AccessNI, upon receipt of a valid application. A disclosure certificate will be issued at the end of the process, including criminal record and other relevant information. Applicants will be asked if there is any reason why they cannot work in Regulated Activity prior to them commencing an application for an Enhanced check with a Barred List check.

This check currently costs **£33** and the successful applicant 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. You can find out more about AccessNI on the nidirect website, or at the following link:- [AccessNI webpage](http://AccessNI.nidirect.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.

The school's **Policy on The Recruitment Of Ex-Offenders** and the **AccessNI Disclosure: Applicant Information Leaflet** are available on the school website:
<https://www.sullivanupper.co.uk/job-vacancies>

- [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 applicant to attend a medical examination.

C J D MAIRS
Principal

May 2025