



March 2023

Teacher of English (Full Time)

Thank you for your interest regarding the above post at Strathearn, which was recently advertised. This is a full-time and permanent position and the information given below is our proposed schedule for the appointment.

Applications: the closing date is 12 noon on Thursday 20th April 2023.

- Essential Criteria:**
1. Recognised to teach by the Department of Education for Northern Ireland.
 2. An honours degree (minimum II.2) in which English Literature is the sole or major component
 3. A good grade (minimum B) in GCE A-level English Literature
 4. Ability to teach English Literature to A-level.
 5. Ability to secure, sustain and evaluate effective teaching and learning.
 6. Clear understanding of the academic and pastoral needs of pupils and a commitment to help them to fulfil their potential.
 7. Ability to work as an enthusiastic member of a team and to gain the confidence of pupils, colleagues and parents.
 8. The personal qualities and professional attributes associated with an effective teacher.
 9. Good oral and written communication skills.
 10. Good attendance record.

Desirable: Experience in teaching English Literature to AS/A2 Level.
Experience in teaching Drama and/ or Media Studies to GCSE
Experience in teaching Drama and/ or Media Studies to AS / A Level

Any of the above criteria may be enhanced to produce a manageable shortlist.

On taking up this post the successful applicant must be a registered teacher with the General Teaching Council for Northern Ireland.

Interviews: it is planned that shortlisted candidates will be invited to attend for interview during May 2023.

Commencement of service: This post is tenable from 1 September 2023.

I hope you will find this information helpful.
Thank you for your interest in Strathearn.

Information for Applications for the post of Teacher of English

Principal	Mrs Nicola Connery
School enrolment	813
Sixth form enrolment	204
School's admission number	120 (5 classes of 24)
Teaching staff FTE	47.3
Timetable Structure	45 periods per week (35 minutes each)
Head of English Department	Ms Wendy Erskine
Department Teaching staff	6 + 1 part-time

General Duties

Fulfilling such other reasonable duties as may from time to time be required by the Principal or an assistant teacher in the school.

Conditions of service

All staff carry out a range of professional duties under the direction of the Principal and staff are expected to work as a team within the agreed Conditions of Service for Teachers.

English is a very popular and successful subject in Strathearn. All pupils take both English Language and English Literature to GCSE level. There is a high uptake at AS/A2 level English Literature.

Drama is offered to A-level and **Media Studies** is offered at A- level; both are popular options.

Staff development within the department is regarded as a priority. It is the policy that opportunities will be sought and given to facilitate personal and professional development. In addition, curriculum development is shared equally by all staff members in the English department.

The following information regarding specific curriculum details is relevant to this particular post:
A Level Texts

Sylvia Plath / Ted Hughes
A Streetcar Named Desire (Tennessee Williams)
Frankenstein (Mary Shelley)
The Taming of the Shrew (William Shakespeare)
Emily Dickinson

GCSE Texts

Of Mice and Men (John Steinbeck)
An Inspector Calls (J B Priestley)
Romeo and Juliet (Shakespeare) – GCSE English Literature coursework

General Information

Each full time teacher acts as Form Tutor to a class, taking responsibility for the well-being and academic progress of the individual pupils in the group and contributing to their records of achievement.

The school offers a wide range of extra-curricular activities, and the contribution of staff to this programme is greatly valued.

Strathearn is a voluntary grammar school for girls, managed by its Board of Governors in accordance with the scheme of management drawn up by the Governors and approved by the Department of Education (NI).

Child Protection

Strathearn treats with the utmost seriousness its responsibility to protect its pupils by preventing unsuitable people from working with them in paid or voluntary positions. Posts involving work with children and young people in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007.

The process whereby applicants are vetted for employment is set out by AccessNI as an Enhanced Disclosure; see www.nidirect.gov.uk/accessni Hence, applicants should be aware that any offer of employment will only be confirmed when the Principal has:

- received two written satisfactory references, one of which must be from the most recent employer;
- verified proof of identity as specified by AccessNI;
- received an Enhanced Disclosure Certificate from AccessNI confirming the eligibility of the applicant to work in the School;
- viewed originals of qualifications recorded on the application form.

AccessNI regulations do not allow for individuals to apply directly to AccessNI for an Enhanced Disclosure Certificate therefore the application will be made through Strathearn School.

Process

Applicants called for interview will be required to bring with them

- photographic proof of identity.

When an offer of employment is made, the preferred applicant will be required to:

- complete an AccessNI application by the following process
 - register with AccessNI for an Enhanced Disclosure Certificate and complete the 'Pin Notification and ID Validation Form' as provided by the School
 - complete the AccessNI document 'Appendix C' as provided by the School
 - return these two documents to the School and produce for the Principal valid identification documents as specified in the application
 - enclose a cheque for £33 made payable to Strathearn School
 - furnish the Principal with a copy of the return from AccessNI;
- complete a 'Health Declaration' questionnaire which you should complete and return and
- let the Principal view originals of qualifications recorded on the Employment application form.

The appointment will only be confirmed after all pre-employment checks have been completed satisfactorily.

Other Information

TEACHERS' (TERMS AND CONDITIONS OF EMPLOYMENT) REGULATIONS (NORTHERN IRELAND) 1987

SCHEDULE 3

Regulation 5

Exercise of general professional duties

A teacher who is not a principal shall carry out the professional duties of a teacher as circumstances may require:-

- (a) If he/she is employed as a teacher in a school under the reasonable direction of the principal of that school;
- (b) if he/she is employed by a board on terms under which he is not assigned to any one school, under the reasonable direction of that board and of the principal of any school in which he/she may for the time being be required to work as a teacher.

Exercise of particular duties

- (a) A teacher employed as a teacher (other than a principal) in a school shall perform, in accordance with any directions which may be reasonably given to him/her by the principal from time to time, such particular duties as may reasonably be assigned to him/her.
- (b) A teacher to whom paragraph 1(b) refers shall perform, in accordance with any direction which may reasonably be given to him/her from time to time by the board or by the principal of any school in which he/she may for the time being be required to work as a teacher, such particular duties as may reasonably be assigned to him/her.

1 Planning

- 1.1 Planning and preparing courses and lessons;
- 1.2 Teaching, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupils in school and elsewhere;
- 1.3 Assessing, recording and reporting on the development, progress and attainment of pupils.

2 General

- 2.1 Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her;
- 2.2 Providing advice and guidance to pupils on educational and social matters and on their further education and future careers including information about sources of more expert advice on specific questions, making relevant records and reports;
- 2.3 Making records of and reports on the personal and social needs of pupils except in instances where to do so might be regarded as compromising a teacher's own position;
- 2.4 Communicating and consulting with the parents of pupils;
- 2.5 Communicating and co-operating with such persons or bodies outside the school as may be approved by the employing authority and the Board of Governors;
- 2.6 Participating in meetings arranged for any of the purposes described above.
- 2.7 Staff must adhere to Staff code of conduct.

3 Assessment/Reporting

Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils except in instances where to do so might be regarded as compromising a teacher's own position.

4 Staff Development/Professional Development

- 4.1 Participating, if required, in any scheme of staff development and performance review;
- 4.2
 - a) Reviewing from time to time his/her methods of teaching and programmes of work;
 - b) Participating in arrangements for his/her further training and professional development as a teacher.
- 4.3 Advising and co-operating with the Principal and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

5 Discipline/Health and Safety

- 5.1 Maintaining good order and discipline among pupils in accordance with the policies of the employing authority and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- 5.2 Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

6 Public Examinations

Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examination.

7 Review and Development of Management Activities/Administration

- 7.1
- a) Contributing to the selection for appointment and professional development of other teachers, including the induction and assessment of probationary teachers;
 - b) Co-ordinating or managing the work of other teachers;
 - c) Taking such part as may be required of him/her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- 7.2
- a) Participating in administrative and organisational tasks related to such duties as described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials.
 - b) Subject to the provisions of Article 22 of the Order, attending assemblies;
 - c) Registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

Conditions of Service

The conditions of service for this post will be in accordance with the Regulations of the Department of Education for Northern Ireland.