



VICTORIA COLLEGE BELFAST
Cranmore Park Belfast BT9 6JA
Tel: 028 90661506 Fax: 028 90666898

Victoria College Preparatory School

JOB DESCRIPTION FOR THE POST OF P6/7 TEACHER (1 year, temporary post)

Context: The Preparatory School seeks to appoint an energetic, enthusiastic, hardworking and talented teacher who will work within Key Stage 2. Applicants should be able to demonstrate outstanding or very good teaching and should be passionate about issues relating to teaching and learning.

The Preparatory School is committed to self-improvement and self-evaluation. Consequently, pupil applications to the school continue to increase and standards across the school are of the highest quality. Applicants for this post should be willing to embrace change, to think creatively and to contribute fully to school development and improvement issues.

Situation: Victoria College Preparatory School is situated on the Cranmore Campus, which may be accessed either from Cranmore Park or from Marlborough Park South. There is a teacher for each year group with two current job-share arrangements.

The School is organised and administered by the Head of Prep and pupils benefit from dedicated teaching in drama, music, modern foreign languages and physical education. All members of staff share responsibility for co-ordinating areas of the curriculum and contribute to the wide range of extra-curricular activities offered after school hours.

Responsibilities: The successful candidate will be expected to teach the full curriculum to P6 (Sept-Dec) and P7 (Jan-June), undertaking the following responsibilities:

The normal professional duties* of a Preparatory School class teacher, including the delivery of the NI Curriculum and meeting requirements in relation to assessing and reporting on the progress of the pupils.

**Professional duties are outlined below.*

Specific responsibility for coordinating Numeracy within the curriculum in the Preparatory School.

Specific contribution to the extra-curricular programme and pupil voice action groups in the Preparatory School.

Relationships: The teacher appointed will be accountable to the Governors through the Principal. The Head of Prep directs the day-to-day work of the School.

The teacher should be able to work effectively within a highly motivated team and to lead others. The teacher should have the ability to stimulate and encourage pupils of all levels of ability so that they reach their full potential.

The teacher should be able and willing to communicate with parents in an appropriate, professional manner.

Relevant guidance and support will be provided by the Head of the Prep, in the first instance.

Professional Duties

- Plan and prepare programmes of study and lessons.
- Teach, according to individual educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupil in school and homework.
- Assess, record and report the development progress and attainment of pupils.
- Promote the general progress and well being of individual pupils and of any class or group of pupils assigned to him/her.
- Provide guidance and advice to pupils on educational and social matters and on their further education and careers, including information about sources of more expert advice on specific questions making relevant records and report.
- Make records of and reports on the social needs of the pupils.
- Communicate and consult with the parents of pupils.
- Communicate and co-operate with persons or bodies outside the school.
- Participate in meetings as necessary.
- Provide or contribute to oral and written assessments, reports and references relating to individual pupils or groups of pupils, including SEN pupils.
- Participate in any arrangements for PRSD on an annual basis and agree targets.
- Review from time to time his/her methods of teaching and programmes of work.
- Participate in arrangements for his/her further training and professional development as a teacher.
- Advise and co-operate with the Head of Prep and other teachers on the preparation and development of schemes of work, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

- Maintain good order and discipline among the pupils in line with school procedures. Safeguard 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.
- Participate in meetings at the school that relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
- Take 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.
- Participate in administration and organisational tasks related to such duties as described above, including the management or supervision of persons providing support for teachers in the school and the ordering and allocation of equipment and materials.
- Attend and lead assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after the school sessions.
- Lead one or more areas of the curriculum in agreement with the Head of Prep.
- Contribute fully and regularly to the extra-curricular programme.
- Use non-contact time effectively.

Salary: Payment will be at the appropriate point on the Standard Scale for Teachers

Candidates should note that the above duties are not intended to be a complete list.

The teacher shall carry out the professional duties of a class teacher under the reasonable direction of the Head of Prep. The teacher shall perform such particular duties as may reasonably be assigned to him/her. In view of the rapidly changing face of education, other tasks, which are not outlined at present, may become part of the post holder's responsibilities in the future. This will involve a consultative process.

Job Specification

The successful candidate will be able to demonstrate on their application form and if shortlisted at interview the ability to fulfil the following criteria.

Factor	Essential Criteria	Method of Assessment
Qualifications/ Professional Membership	Hold a teaching qualification which meets the requirements for recognition to teach in grant-aided schools in Northern Ireland by the date of taking up duty Hold an honours degree (minimum 2:2) which has prepared the applicant to teach	Shortlisting by Application Form
Experience	Have experience of teaching Key Stage 2 pupils (teaching practice acceptable) Experience of using ICT and other technologies in teaching and learning Ability to deliver outstanding or very good levels of teaching	Shortlisting by Application Form Interview
Other	Be registered with the General Teaching Council for Northern Ireland (GTCNI) before taking up post	Pre-employment Check
Knowledge	Knowledge and understanding of Safeguarding and Child Protection policy/practice	Interview
Skills/Abilities	Ability to provide a supportive and challenging learning environment within and beyond the classroom, including targeted use of assessment strategies Ability to work collaboratively to promote positive relationships with pupils, colleagues, parents and the wider community	Interview

Values Orientation / Identification with School Ethos	Evidence of how your experience and approach to work reflect the School's Values/ethos. You will find information about our Values/ethos here: www.victoriacollegeprep.com	Interview
---	---	-----------

In the event of this vacancy being oversubscribed, the following enhanced criteria may be applied:

Factor	Desirable Criteria	Method of Assessment
Qualifications and Experience	<p>Have a minimum of 6-months paid experience of teaching a Key Stage 2 class (please note that experience must be accrued by the closing date for receipt of completed applications)</p> <p>Experience of supporting pupils with special educational needs</p> <p>Demonstrate experience of monitoring pupil progress, performance, target setting and intervention</p> <p>Experience in leading Forest Schools learning</p>	Shortlisting by Application Form

The selection panel reserve the right to enhance the criteria in order to facilitate a manageable shortlist.

Application Procedure

A completed application form should reach the Personal Assistant to the Principal no later than 12 noon on Monday 22 August 2022. It is anticipated that interviews will be held on 24 August 2022 with the successful candidate taking up post on 26 August 2022.