Victoria College Preparatory School

JOB DESCRIPTION FOR THE POST OF FS/KS1 TEACHER

Job Share Position for Primary 2 (Mon-Wed) and Primary 4 (Thurs)

Available until 30th June 2020 with possibility of extension

Context: The Preparatory School seeks to appoint an energetic, enthusiastic, hardworking and talented teacher who will work with our Primary 2 and 4 classes for the 2019/20 academic year. 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, including the Day Care classes, 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 Primary 2 class on three days per week (Monday - Wednesday) and teach Primary 4 on Thursday, undertaking the following responsibilities along with the permanent teaching staff in each class:
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 an area of the curriculum in the Preparatory School.

Specific contribution to the extra-curricular programme of 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.

1. **Educational qualifications and experience and additional skills and knowledge relevant to the post**

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<td>* Primary trained teacher recognised by DENI.</td>
<td>* A minimum of two years’ experience of teaching Foundation Stage pupils</td>
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<td>* Registered with the GTCNI.</td>
<td>* Ability and experience of coordinating a curriculum area across the Primary School</td>
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<td>* An honours degree in Education (minimum 2:2).</td>
<td>* Experience of supporting pupils with special educational needs</td>
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<td>* Minimum of three years’ paid experience of teaching FS/KS1 pupils.</td>
<td>* Hold a minimum of grade 4 in either pianoforte or an orchestral instrument</td>
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<td>* Ability to deliver outstanding or very good levels of teaching.</td>
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<td>* Experience of using ICT to enhance teaching and learning.</td>
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2. **Good communication skills**

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<td>* Empathy with and understanding of the needs of young children.</td>
<td>* Experience of effectively leading meetings with a range of stakeholders.</td>
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<td>* Ability to communicate effectively with pupils, parents and staff.</td>
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<td>* Excellent literacy and numeracy skills.</td>
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3. **Commitment to whole school life**

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<td>* Regular participation in the extra-curricular programme in the Prep School.</td>
<td>* A commitment to continued Professional Development.</td>
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4. Personal qualities

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<td>* Flexible, organised, enthusiastic and passionate about teaching and learning.</td>
<td>* Evidence of creative thinking, working with others to create change and innovative decision-making.</td>
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<td>* Ability to work to deadlines and to manage time effectively.</td>
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<td>* Evidence of working successfully within a team.</td>
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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 3.00 pm on Tuesday 14\textsuperscript{th} March 2019. It is anticipated that interviews will be held during the week beginning 27\textsuperscript{th} May 2019.

Shortlisted applicants will be invited to visit the school prior to interview and to teach a lesson which will form part of the selection process.