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**The Royal Belfast**

**Academical**

**Institution**



**Inchmarlo Preparatory Department**

**APPOINTMENT OF HEAD TEACHER OF INCHMARLO**

**LEADERSHIP SCALE 11-14**

**2025**

**THE INCHMARLO PREPARATORY DEPARTMENT**

**OF THE ROYAL BELFAST ACADEMICAL INSTITUTION**

The preparatory department of The Royal Belfast Academical Institution (RBAI) was founded at ‘Inchmarlo’ Marlborough Park, Belfast in 1917. The house was originally built and owned by a prosperous linen merchant. The first Headteacher was Mr John Seymour, himself an old boy of RBAI who developed Inchmarlo into a happy and successful preparatory department. He presided over the move in 1935 from Marlborough Park to larger premises at Stirling House in Cranmore Park, so named after its owner, Mr J H Stirling who had been Chairman of the Board of Governors. Due to popular demand, the name ‘Inchmarlo’ transferred to the school.

There have been five subsequent Head Teachers, Mr Edgar Lockett (1947-1970), Mr Brian McMahon (1970-1992), Mr Alan Armstrong (1992-2015), Mr Andrew Smyth (2015-2021) and Mrs Andrea Morwood (2021-present).

Inchmarlo provides wraparound care with the curriculum progressing through the Pre-Prep, to P1 to P7. There is extended provision at the After School. The Preparatory Department is managed by the Inchmarlo Management Committee, on behalf of the RBAI Board of Governors. The Inchmarlo Management Committee made the strategic decision to commit to a single stream entry in August 2015, with average class sizes up to 24 and an enrolment number up to 160, including the Pre-Foundation.

The Preparatory Department enjoys a well-deserved reputation for academic excellence and outstanding extra-curricular provision. The boys are prepared for the SEAG admissions test, with the natural progression for boys to transfer to RBAI. The strengths of the school in Numeracy and Literacy are enhanced by the MyMaths Challenges and the Accelerated Reader Programme, (supported by the RBAI Librarian). There is outstanding extra-curricular provision, including Rugby, Cricket, Hockey, Football and First Schools. In addition, the boys enjoy Music, Drama and Performing Arts, with the annual concerts and productions showcasing the boys’ talents. The boys are flourishing in a friendly, supportive and yet still challenging environment.

The successful applicant would be expected to maintain and improve academic and extra-curricular opportunities and standards, and further improve the quality and appeal of the provision currently available at Inchmarlo. The successful applicant would be expected to maintain the excellent relationship with the main school and promote and market the department to prospective parents and the wider community.

**Head Teacher of The Preparatory Department**

The Board of Governors seeks to appoint a suitably qualified candidate for the post of Head Teacher of the Preparatory Department, Inchmarlo from mid-August 2025. The person appointed to the post will be accountable to the Principal of RBAI and, through her, to the Inchmarlo Management Committee of the Board of Governors, for the efficient and effective leadership and management of the Preparatory Department.

He or she will be expected to teach a designated class, with the provision made for appropriate non-contact time during each school day for the leadership role. In addition to showing that he/she knows and understands what is involved in leading and managing a school for boys aged 4 to 11 and can demonstrate that he/she has experience of such leadership and management, he/she will be expected to provide evidence of:-

* Use of baseline and value-added data, including PTE and PTM to inform improvement and development planning;
* Strategic planning, informed through self-evaluation by staff, pupils and parents, data, and assessment of teaching and learning standards;
* An excellent understanding of the characteristics of high-quality learning and teaching for boys at all Key Stages (and Pre-Prep), and the ability both to encourage their development and ensure that they are consistently achieved;
* Effective monitoring, evaluation and review of good practice, and skills to disseminate effectively to colleagues;
* The ability to provide accurate reports as required, for the Principal and Inchmarlo Management Committee. These will include quality of learning, teaching and extra-curricular achievement and progress;
* Experience of preparing, implementing and evaluating school improvement and action plans;
* Marketing and PR skills, to promote the department;
* An awareness of and experience of financial and premises management, preparing and working to a budget;
* The enthusiasm and capacity to communicate sensitively and effectively to a range of audiences, including pupils, members of staff, parents, members of the Board of Governors, and outside agencies.

**The successful applicant will lead the Pre-Prep, the Preparatory Department, the Breakfast and After School Clubs.**

**Essential criteria for appointment**

To be considered for appointment, applicants must:

* Qualified teacher status as recognised by the Department of Education NI and registered with GTCNI by time of appointment.
* An Honours degree 2:2 or above, or equivalent post graduate qualification.
* By January 2025, have a minimum of 7 years’ teaching experience in a primary school and/or preparatory department, within the past 7 years.

**Desirable criteria for appointment**

* Have had a minimum of 1 year’s successful experience in the past 5 years of a management or leadership role.
* Experience of managing a Pre-Prep and/or wraparound care
* Be able to demonstrate that he/she has maintained his/her professional development, eg, EA Leadership Programme, PQH, MA and/or equivalent.

NB: Enhancement of the essential and/or desirable criteria – candidates should note that where, in these essential and desirable criteria, reference is made to a minimum number of years, the selection panel reserves the right to enhance any or all of such numbers.

**Additional Information**

A successful applicant who has a son attending Inchmarlo is eligible for 50% discount in respect of fees.

**Application**

An application pack is available on the school website [www.rbai.org.uk](http://www.rbai.org.uk).

Please send a letter of application, including a CV and the names and addresses of two referees, along with the completed Monitoring Form and Pre-Employment Vetting Declaration. Please return your application to the **Principal’s PA** at The Royal Belfast Academical Institution, College Square East, Belfast, BT1 6DL or byemail to [prinsec@rbai.belfast.ni.sch.uk](mailto:prinsec@rbai.belfast.ni.sch.uk).

**The closing date for applications is 3pm on Wednesday 9 April 2025. Interviews will be held on Tuesday 29 April 2025.**

The School is an Equal Opportunities Employer.

**PRE-EMPLOYMENT VETTING**

RBAI places paramount importance on the safeguarding and wellbeing of our pupils. Consequently, we undertake pre-employment vetting of all applicants who are successful in being selected for a position at the school. This vetting includes, but is not restricted, to an Enhanced Disclosure Check with AccessNI including a barred list check for certain posts, taking up of references and examination of past employment record.

Posts involving work in the School are subject to the provisions of the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 (as amended by the Protection of Freedoms Act 2012). The successful applicant will require an Enhanced Disclosure Check and possibly a barred list check depending on the role. Further details regarding this check will be issued as part of the pre-employment vetting process

Please note that a criminal record will not necessarily be a bar to an applicant obtaining a position and any Disclosure Information will not be used unfairly. Guidance on the recruitment of ex-offenders is available at: <https://www.executiveoffice-ni.gov.uk/publications/employers-guidance-recruiting-people-conflict-related-convictions>.

**DECLARATION BY APPLICANT**

1. I have read the information in this pack and all information provided in my application has been accurately provided to the best of my knowledge.

(b) I am not suffering from any medical condition which would prevent me carrying out the duties of this post in a satisfactory manner.

(c) I have not been barred by the Disclosure and Barring Service from working in Regulated Activity\*

**Signature of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\* Regulated Activity is work that a person working in Northern Ireland must not do if the Disclosure and Barring Service (DBS) has “barred” them from working with children and adults. It is an offence for a barred person to do such work or to apply to do such work. Further information can be found on the AccessNI website at: <https://www.justice-ni.gov.uk/articles/disclosure-and-barring>.

**Closing date for return of application: 3pm on Wednesday 9 April 2025**

STATEMENT OF COMMUNITY BACKGROUND

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| **MONITORING QUESTIONNAIRE *Private & Confidential***  We are 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.  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 ticking the appropriate box below.  **My background is that of the Protestant community**   |  | | --- | |  |   **My background is that of the Roman Catholic community**   |  | | --- | |  |     **I am a member of neither the Protestant nor**  **Roman Catholic community background**   |  | | --- | |  |       **Please indicate whether you are: Female**   |  | | --- | |  |   **Male**   |  | | --- | |  |     If you do not complete this questionnaire, we are encouraged to use the “residuary” method, which means that we can make a determination on the basis of personal information on file/application form.  Note: It is a criminal offence under the legislation for a person to *“give false information in connection with the preparation of the monitoring return”*. This information will be treated in the strictest of confidence and protected from misuse. It will be used *solely* for the purpose of monitoring our equal opportunity employment policy. |