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**The Royal Belfast**

**Academical**

**Institution**



**Inchmarlo Preparatory Department**

**APPOINTMENT OF**

**TEMPORARY KEY STAGE 2 TEACHER**

2025

**THE SCHOOL**

The Preparatory School of RBAI was founded at ‘Inchmarlo’ Marlborough Park Belfast in 1917.

In keeping with the aims of RBAI, Inchmarlo Preparatory School believes in promoting the spiritual, personal, social and academic goals desirable for our pupils. We wish to promote in all our pupils such values as to make them caring, responsible citizens of the future. These values are inherent in all areas of the school life, and prove the basis for, and are implicit in, all our school policies. We believe in the dignity and worth of each individual and in the development of the whole person.

All members of staff in the school share these ideals, values and beliefs and the promotion of these will ensure a pupil-centred approach so that caring is a shared responsibility of all teachers in our school.

**The General Aims of the school are:**

* To provide a working, caring and happy environment in which the potential of every child is realised.
* To promote the spiritual, moral, cultural, intellectual and physical development of pupils at the school and thereby society.
* To prepare such pupils for the opportunities, responsibilities and experiences of adult life.

**These aims will be expedited by:**

* The curriculum of the school which encompasses that which is laid down by the NI Curriculum and includes other ranges of experiences offered by the school, in school time or as extra-curricular activities.
* The climate of relationships, attitudes and styles of behaviour established in the school community.

Today Inchmarlo has approximately 130 pupils.

Further information about the School can be found on our website: [www.inchmarlo.org.uk](http://www.inchmarlo.org.uk)

**TEMPORARY KEY STAGE 2 TEACHER**

**(Tuesday – Friday) May and June 2025 in the first instance**

Essential Criteria:

* A teaching qualification recognised by DENI and registered with GTCNI
* An honours degree or equivalent (2.2 or above)
* A minimum of 1 years experience in a Key Stage 2 class within the last 4 years.

Desirable Criteria:

* Demonstrable experience of monitoring pupil progress, performance, target setting and intervention.
* Proven record of commitment to extra curricular activities
* Have 1-2 years experience of teaching Primary 6 or Primary 7 within the previous 4 years.

**The above criteria may be enhanced to produce a manageable shortlist.**

Main Areas of Responsibility

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.

2.1 Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her;

2.2 Communicating and consulting with the parents of pupils;

2.3 Participating in meetings arranged for any of the purposes described above.

3.1 Providing or contributing to oral and written assessments and reports;

4.1 Participating, if required, in any scheme of staff development and performance review;

4.2  Participating in arrangements for his/her further training and professional development as a teacher;

4.3 Advising and co-operating with colleagues on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements;

5.1 Maintaining good order and discipline among pupils in accordance with the policies of the preparatory department;

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.

6.1  Attending assemblies;

6.2 Registering the attendance of pupils;

6.3 Available to perform such duties at such times and such places as may reasonably be specified by the Principal and/or Head Teacher.

This job description may be subject to review.

APPLICATION

Please complete the attached Application Form, Pre Employment Vetting and Monitoring, and Equal Opportunities Form and send to the Head Teacher, Mrs A Morwood, at Inchmarlo Prep School, Cranmore Park, Belfast, BT9 6JR. Alternatively you can send by email to [rmcalister789@inchmarlo.belfast.ni.sch.uk](mailto:rmcalister789@inchmarlo.belfast.ni.sch.uk). Applications must be received by **4pm on Friday 14th March 2025**

The School is an Equal Opportunities Employer.

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**THE ROYAL BELFAST ACADEMICAL INSTITUTION**

**Inchmarlo Preparatory Department**

**Application Form**

**Post Applied for:** Temporary Key Stage 2 Teacher May & June 2025 (Tuesday- Friday only)

**Teaching Allowance:** Main Scale Teacher

**Closing Date:** Friday 14th March 2025

**Please do not attach additional sheets to this form.**

**Please complete the form in size 12 font in Times New Roman.**

**SECTION 1: PERSONAL INFORMATION**

|  |  |
| --- | --- |
| Title: (Mr, Mrs, Ms, Dr, Other) |  |
| Full Name: |  |
| Address (including postcode): |  |
| Email Address: |  |
| Contact Telephone Number/s  (inc. STD code): | Daytime:  Evening:  Mobile: |
| Date of Birth: |  |

**SECTION 2: DETAILS OF PRESENT EMPLOYMENT**

|  |  |
| --- | --- |
| Name and address of present employer: |  |
| Post held: |  |
| Salary: |  |
| Main Duties: |  |
| Notice required to terminate present employment: |  |

**SECTION 3: PREVIOUS EMPLOYMENT (BEGINNING WITH MOST RECENT)**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer | Dates of Service | | Reason for leaving |
|  | From | To |  |
|  |  |  |  |

If possible, please explain any gaps in your employment history:

**SECTION 4: EDUCATION**

|  |  |  |
| --- | --- | --- |
| Please list below your A Level or equivalent, degree and postgraduate qualifications, grades or levels and the dates awarded. | | |
| Qualification | Grade/Level  (if appropriate) | Date Awarded |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**SECTION 5: MEETING THE CRITERIA**

For the purposes of shortlisting the information provided in Section 5 will be scored as follows:-

|  |  |
| --- | --- |
| 10 - 9 | Excellent, full, clear response with highly relevant examples to demonstrate experience. |
| 8 - 6 | Very good, almost complete response with limited, although relevant, examples to demonstrate experience. |
| 5 - 3 | A response which is good in parts but inconsistent in quality with a lack of relevant experience demonstrated. |
| 2 - 0 | An incomplete, inadequate response which may have very limited examples of experience. |

Please indicate below how you meet the criteria.

**Internal Use: Assessment Panel**

Met/Not Met

Met/Not Met

Met/Not Met

1. Details of teaching qualification and Honours Degree:

GTCNI Number: ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_ DENI Teacher Reference: \_\_\_\_\_\_\_\_\_\_\_\_

2. Outline, in concise bullet points, roles and/or responsibities within the past year.

**Internal Use: Assessment Panel**

3. Demonstrate your experience working with a KS2 Class.

Met/Not Met

Met/Not Met

Met/Not Met

Met/Not Met

4. Demonstrate how you exhibit professional competence and interpersonal skills.

1. Marketing of a school

Met/Not Met

Met/Not Met

Met/Not Met

Met/Not Met

5. Demonstrate how you exhibit professional competence and interpersonal

**SECTION 6: REFERENCES**

Please provide two referees.

*Referee 1 Referee 2*

|  |  |
| --- | --- |
| Name: | Name: |
| Position: | Position: |
| Organisation: | Organisation: |
| Address: | Address: |
| Telephone Number: | Telephone Number: |
| Email: | Email: |

**SECTION 7: DECLARATION**

|  |
| --- |
| I certify that the information supplied by me in this application is correct to the best of my knowledge. I understand that prior to an appointment being confirmed, a criminal records check will be made on me for the purposes of fulfilling the requirements of the DENI Circulars 2006/06 “Child Protection: Recruitment of People to work with Children and Young People in Educational Settings” and 2008/03 “Child Protection: Pre-Employment checking of persons to work in schools – new arrangements”. I give my permission for this to be done.  **Signature: ………………………………. Date: ……………………………….** |

**PLEASE COMPLETE NEXT PAGE**

**THE ROYAL BELFAST ACADEMICAL INSTITUTION**

**EQUAL OPPORTUNITIES QUESTIONNAIRE**

**APPLICANTS FOR TEACHING POSTS**

**PLEASE COMPLETE THE FOLLOWING SECTIONS: TICK BOXES AS APPROPRIATE**

**1** **SEX:**  **MALE** 🞏 **FEMALE** 🞏

**2** **MARITAL STATUS:** **SINGLE** 🞏 **MARRIED** 🞏

**WIDOWED** 🞏 **DIVORCED** 🞏

**OTHER** 🞏 **Please state** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3 DISABILITY:**

Disability is defined as physical or mental impairment which has a substantial and long term adverse effect on the individual’s ability to carry out normal day-to-day activities.

Do you consider yourself to have a disability? **YES** 🞏 **NO** 🞏

If yes, please indicate the nature of your disability by ticking the appropriate box(es)

1 **MOBILITY** 🞏 5 **DEXTERITY/CO-ORDINATION** 🞏

2 **VISION** 🞏 6 **PSYCHIATRIC/MENTAL** 🞏

3 **HEARING** 🞏 7 **LEARNING**  🞏

4 **SPEECH** 🞏 8 **OTHER** 🞏

Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4 RACE:**

1 **WHITE**  🞏 5 **INDIAN** 🞏

2 **CHINESE**  🞏 6 **BLACK CARRIBBEAN** 🞏

3 **IRISH TRAVELLER** 🞏 7 **BLACK AFRICAN** 🞏

4 **PAKISTAN/BANGLADESHI** 🞏 8 **OTHER** 🞏

Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Thank you for your co-operation**

**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>.

STATEMENT OF COMMUNITY BACKGROUND

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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. |