

# St Louis Grammar School

BALLYMENA



EXCELLENCE ENDEAVOUR EMPOWERMENT

**Permanent Co-Ordinator of Construction to  
GCSE/GCE Level**  
**Ability to teach Engineering desirable**

**APPLICATION PACK**



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## Accessibility and Accessible Format

Candidates with a disability who require assistance will be facilitated upon request. Candidates who wish to receive Application Forms and application packs in accessible formats are requested to inform Mrs T. Weir of their requirements as soon as possible, as the closing date for applications remains the same for all applicants.

Our Prospectus will accompany this Application Pack. The Application Form is a separate stand-alone document.

## Special Requirements

If you require reasonable adjustments prior to your interview, these can be arranged by emailing: [tweir593@c2kni.net](mailto:tweir593@c2kni.net)

# **JOB ADVERTISEMENT**



**St Louis Grammar School**  
**Cullybackey Road, Ballymena BT43 5DW**  
**Tel: 028 2564 9534**  
**Enrolment No: 960**

## **Permanent Co-Ordinator of Construction to GCSE/GCE Level (1 Teaching Allowance Point) Ability to teach Engineering desirable**

St Louis Grammar School is a Catholic, Voluntary Grammar School committed to providing excellent educational opportunities for each pupil to develop his/her unique talents to the full in a secure, caring environment.

Our motto “**Ut Sint Unum**” that they may be one, reinforces our St Louis family value system and family centred approach to education.

### **AIMS**

- To be a community inspired by the Catholic faith, living out Gospel Values and reflecting all traditions of our Irish Cultural Heritage.
- To enable pupils to acquire a sense of purpose and have a good opinion of themselves by giving all access to a religious, academic, moral, social and physical education with appropriate provision for pupils with special needs, in an attractive school environment.
- To provide teachers with the necessary accommodation, equipment and training to achieve the above aims.
- To involve Parents, Educational Bodies and Industry in the work of the school and benefit the greater Ballymena Community.
- To foster a spirit of cheerful co-operation and provide a caring environment which promotes high achievement and self-esteem among staff and pupils.

**The Board of Governors seeks to appoint a dynamic, committed and child centred Co-Ordinator of Construction to GCSE/GCE Level (ability to teach Engineering desirable) from September 2024.**

Application Packs are available from the school website [www.stlouisgrammar.com](http://www.stlouisgrammar.com)

The closing date for receipt of completed Application Forms is **12 noon on Wednesday 22<sup>nd</sup> May 2024**. Please return application forms (including Monitoring Form) **by email only** to [tweir593@c2kni.net](mailto:tweir593@c2kni.net) **\*Please put post title in email subject heading\***

The school is committed to safeguarding children and young people. The successful candidate will undergo an enhanced AccessNI check as well as prudent checks of references and employment history.



## St Louis Grammar School, Ballymena

### Job Description – Full-time Permanent Teacher

<p><b>1. Job Title:</b> Full-time Permanent Co-Ordinator of Construction to GCSE/GCE Level (1 Teaching Allowance Point). Ability to teach Engineering desirable.</p>
<p><b>2. Purpose of Post:</b></p> <ul style="list-style-type: none"> <li>• To teach Construction from Year 11 to Year 14 (and other subjects as required).</li> <li>• To be an effective Tutor, supporting high standards of Pastoral Care in the school.</li> <li>• To raise standards.</li> <li>• To adhere to the Code of Conduct for All Staff.</li> <li>• To be aware of the school's Catholic ethos and to actively support the promotion of the vision and principles of the school as outlined in school publications.</li> </ul>
<p><b>3. Reporting Relationships/Line Managers:</b> According to circumstances, the post holder reports to his/her:</p> <ul style="list-style-type: none"> <li>• Head of Department, Key Stage Co-Ordinators, Assistant Principal (Curriculum);</li> <li>• Head of Year, Vice Principal (Pastoral Care/Learning &amp; Teaching);</li> <li>• School Leadership Team, Principal.</li> </ul>
<p><b>4. Major Tasks:</b></p> <p><b>4.1</b> Preparing, planning, teaching and assessing high quality Construction, Personal Development, and other lessons, in accordance with the NI Curriculum.</p> <p><b>4.2</b> Contributing to the Care and Welfare of each student as a subject teacher and Tutor.</p> <p><b>4.3</b> Supporting students with Special Educational and Medical Needs.</p> <p><b>4.4</b> Working as part of a team.</p> <p><b>4.5</b> Carrying out all activities listed under Section 5 below.</p>
<p><b>5. Activities:</b></p> <p><b>5.1 Preparing/Planning/Teaching</b></p> <ul style="list-style-type: none"> <li>• Consistently and effectively plan and prepare high quality courses and lessons, making lessons, student work and Schemes of Work available to your Line Manager(s) as and when requested.</li> <li>• Teach according to their educational needs, students assigned to you, including the setting and marking of work to be carried out by students of the school.</li> <li>• Prepare students for public examinations.</li> <li>• Participate in educational visits, and in regular departmental meetings.</li> <li>• Review, advise and cooperate on the preparation and development of courses of study, teaching materials, teaching programmes and methods of teaching and assessment.</li> <li>• Demonstrate that, as a result of your teaching, your students achieve well in relation to the students' prior attainment and data for this school and other NI Grammar Schools.</li> <li>• Ensure that the quality, appearance and order of your teaching area are of high standard.</li> </ul> <p><b>5.2 Assessing/Recording</b></p> <ul style="list-style-type: none"> <li>• Mark, assess, target-set, record and report on the development, progress and attainment of students.</li> </ul> <p><b>5.3 Pastoral Care/Positive Behaviour</b></p> <ul style="list-style-type: none"> <li>• Promote the progress and well-being of individual students and of any class or group of students assigned to you.</li> <li>• Communicate and consult with the parents of students.</li> <li>• Maintain good order and discipline among students in accordance with the ethos, Behaviour Policy and school procedures.</li> </ul> <p><b>5.4 General Matters</b></p> <ul style="list-style-type: none"> <li>• Supervise and/or teach any students whose teacher is not available.</li> <li>• Participate in meetings at the school which relate to the curriculum, administration or organisation of the school, including Pastoral Care Meetings, working parties and Open Days.</li> <li>• Participate in all Performance Review and Staff Development activities.</li> <li>• Participate in extra-curricular activities to develop students' talents and interests.</li> <li>• Be committed to the safeguarding of young people and adhere to health and safety procedures.</li> <li>• Take responsibility for your professional development, using the outcomes to improve your teaching/students' learning.</li> <li>• Adhere to all school policies and procedures.</li> <li>• Carry out, as required by the Principal, any other relevant duties.</li> </ul>

*NB: The above is an exemplar of the MAJOR TASKS and ACTIVITIES of the post. It is not intended as an exhaustive list of every one of the post holder's duties. The full professional duties of the post are as set out in Schedule 3 of the Teachers' (Terms and Conditions of Employment) Regulations (NI) 1987.*





# St Louis Grammar School, Ballymena

## Personnel Specification – Full-time Permanent Teacher

Please ensure that you provide evidence to address the criteria on the Personnel Specification. Evidence will be gathered from the application form, at interview (if shortlisted) and through references/certificates.	
QUALIFICATIONS AND TRAINING	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>Qualified Teacher as recognised by the Department of Education. The applicant, on taking up the post, must be registered with the GTCNI;</li> <li>Hold an Honours Degree (minimum 2:2) or equivalent or higher in Construction or a closely related subject.</li> </ul>	
EXPERIENCE	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>Have experience of teaching Construction to GCSE Level and/or Construction to GCE Level (excluding teaching practice);</li> <li>Have experience of using the Assessment for Learning approach.</li> </ul>	<ul style="list-style-type: none"> <li>Have experience of teaching Engineering to GCSE and/or GCE Level;</li> <li>Have experience of teaching an additional subject(s) in a post-primary school (excluding teaching practice);</li> <li>Have experience of teaching STEM subject;</li> <li>Have experience of teaching using innovative ICT [e.g. mobile technology/interactive software platforms];</li> <li>Ability to lead a programme of events to enhance the learning experiences of Gifted &amp; Talented students.</li> </ul>
PROFESSIONAL KNOWLEDGE	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>Knowledge of the Northern Ireland post-primary curriculum and the CCEA GCSE/GCE Construction Specification;</li> <li>Knowledge and understanding of post-primary school students and their needs;</li> <li>Knowledge and understanding of Child Protection/ Safeguarding policy and procedures.</li> </ul>	
SKILLS	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>Good communication skills, e.g. possession of excellent verbal and written presentation skills;</li> <li>Effective organisational skills;</li> <li>Interpersonal skills;</li> <li>ICT skills – ability to use ICT as a learning tool to enhance teaching and learning.</li> </ul>	<ul style="list-style-type: none"> <li>Good ICT skills which would be an advantage in teaching Construction and ICT to Post 16;</li> <li>A good relationship with other members of staff (teaching and ancillary)</li> </ul>
PERSONAL QUALITIES	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>Committed to the school’s ethos;</li> <li>Child-centred approach;</li> <li>Flexible; enthusiastic; sensitive; imagination and dedication to the task;</li> <li>Ability to work as a member of a team towards shared goals;</li> <li>Team player; ability to use initiative;</li> <li>Ability to deal appropriately with students and parents;</li> <li>Committed to raising students’ achievement;</li> <li>Ability to motivate self and others;</li> <li>Confidentiality.</li> </ul>	<ul style="list-style-type: none"> <li>Competent, dedicated, committed and resilient;</li> <li>Optimistic and cheerful approach;</li> <li>Willingness to participate in the school’s extra-curricular activities.</li> </ul>

*Applicants should note that the essential criteria may be enhanced at shortlisting.*

# Contextual Information and Safeguarding

## Attendance at Interview

Please note that candidates should make every effort to attend for interview at the specified date and time. It may not be possible to arrange alternative interview dates.

## Confirmation of Appointment

Before appointment, the successful candidate could be asked to provide evidence that they have no prevailing medical issues, provide authentic certificates of qualifications, agree to an AccessNI check and have acceptable references.

## Contextual Information

The Construction Department comprises of three full-time members of staff. The work and performance of the departments are monitored by the Head of Department and Assistant Principal (Curriculum).

## Data Protection

Any data about you will be held securely with access restricted to those involved in dealing with your application in the recruitment and selection process. By signing and submitting your Application Form, you are giving consent to the processing of your data by the school.

## Disclosure

This position is exempt from the provisions of the Rehabilitation of Offenders (Exceptions) Order 1979. You are not entitled to withhold information about convictions, cautions or reprimands under the provisions of the Order. Any failure to disclose such convictions could lead to disqualification or termination of employment. Any information given will only be used in connection with posts to which the Order applies.

## Equality and Diversity

We recognise the benefits of a diverse workforce. We are committed to eradicating discrimination in the workforce and becoming an employer of choice.

## References

Applicants are required to identify two referees on their Application Form, one of whom should be their current employer (if applicable). Referees may be contacted prior to interview.

## Safeguarding

St Louis Grammar School, Ballymena is committed to safeguarding and promoting the welfare of its children and young people.

## Terms and Conditions

The terms and conditions of service for the person appointed will be based on Teachers' (Terms and Conditions of Employment) Regulations (Northern Ireland 1987) as amended.

# The Application Process

## Information for Potential Applicants

Please note that your application will be copied and distributed to the school's Board of Governors Selection Panel for this appointment. It is important that any communication with us is clear and concise.

All shortlisted candidates have the option of visiting the school before interviews are held. To arrange this, please contact Mrs T. Weir, the Principal's Secretary, on 028 2564 9534 or [tweir593@c2kni.net](mailto:tweir593@c2kni.net)

## How to Apply

Please download the Application Pack, Application Form and Monitoring Form from: [www.stlouisgrammar.com](http://www.stlouisgrammar.com)

**The Application Form (including Monitoring Form) should be completed in full and emailed to Mrs T. Weir, Principal's Secretary at [tweir593@c2kni.net](mailto:tweir593@c2kni.net) \*Please put post title in email subject heading\***

**All applications will be acknowledged by email.**

## The Recruitment Schedule

Post advertised:	10 <sup>th</sup> May 2024
Closing date for applications:	22 <sup>nd</sup> May 2024 (12 noon)
Interviews:	To be confirmed

## Recruitment Process

Once you have submitted your application, it will be assessed against the criteria in the Personnel Specification. If you attain high scores, you will then be invited to attend an interview.



### **Principal**

Mrs J O'Neill BSc, PGCE, MBA, PQH (NI)

### **Board of Governors**

Mrs M. Black CBE (Chairperson), MA Ed; BSc (Hons); Post Grad Dip H Ed; Cert H Econ; P Dip (Executive Coaching); HMFPH, Mr D. Wright (Vice Chairperson), Mr A. Law, Mr S. McCann, Mrs S. McCarry, Mr G. McGarry, Very Reverend M. McGinnity PP, Dr C. Wilson.



**St Louis Grammar School, Ballymena**  
Cullybackey Road, Ballymena BT43 5DW

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[www.stlouisgrammar.com](http://www.stlouisgrammar.com)**

School App available to download from App Store/Google Play Store  
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