

Friends' School Lisburn



Teacher of English

Career break (1 year), full-time

Required for September 2021

General Information

Friends' School Lisburn is a co-educational Voluntary Grammar School, founded by the Religious Society of Friends in 1774. There are 985 pupils in the grammar school and a further 164 in the Preparatory Department. Friends' School seeks to offer each of its pupils opportunity and excellence through the taught curriculum and through a wide range of extra-curricular activities.

The Head of the English Department is Vivien Black. There are seven teachers in the Department, six full-time and one part-time. CCEA specifications are followed at GCSE, where all pupils take both English Language and English Literature, and at A-level. Results are of a very high standard. The English Department makes a full contribution to whole-school priorities as outlined in our School Development Plan, particularly in areas where the focus is Learning and Teaching.

The English Department plays an important role in many areas of school life. Members of the Department organise trips, including theatre visits, and provide extra-curricular opportunities for pupils to engage in creative writing, debating, junior drama and school productions.

The person appointed will teach English to at least GCSE level and may contribute to the teaching of another subject at Key Stage 3. The use of ICT is encouraged throughout the Department, and recent work has made extensive use of online resources, including Google Classroom.

It is a requirement that the person appointed will play a full role in supporting the promotion of activities linked to English in School as well as making an active contribution to the programme of extra-curricular activities offered at Friends'. All members of staff have a pastoral role and are expected to be able to contribute to different aspects of the teaching of Learning for Life and Work, if required.

The professional development of all members of staff is encouraged, whether through Early Professional Development, PRSD, In-service training or the sharing of good practice.

Completed application forms, which **must not be altered in length**, should be returned by **4pm on Friday 7 May 2021** to The Principal, Friends' School, 6 Magheralave Road, Lisburn BT28 3BH, or emailed as an attachment to araves100@c2kni.net. Late application forms will not be accepted.

Please note that we will communicate with candidates via email regarding shortlisting and interview. It is anticipated that initial interviews will be held during the **week beginning 17 May 2021**.

Posts involving work with children and young people in educational establishments are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007. The individual offered the post will be expected to meet the cost of the Disclosure Certificate.

On taking up the post, the applicant must be a registered teacher with the GTCNI.

Duties

The person appointed will work under the direction of the Head of the English Department. In addition to the professional duties of a subject teacher, the person appointed will be required to:

1. Teach English at Key Stage 3 and Key Stage 4.
2. Follow the aims and objectives of the English Department and share in the development and implementation of its policies regarding schemes of work, assessment and reporting, classroom organisation and use of resources.
3. Attend departmental meetings and play an active role in whole-school curriculum and pastoral developments.
4. Be aware of, and implement as necessary, developments in the teaching of English.
5. Take part in development planning within the English Department and work with colleagues in the Department on the priorities identified.
6. Employ appropriate teaching strategies to promote learning, including the effective use of ICT.
7. Share in the supervision duties undertaken by all members of staff.
8. Take responsibility for the pastoral care of a Collect (Form) group and work as a team member with the rest of the staff responsible for this year group, carrying out duties linked to the pastoral calendar (including Progress Files and pupil tracking) and taking part in meetings which relate to the arrangements for pastoral care.
8. Contribute, as required, to the teaching of the Learning for Life and Work programme in School.
9. Attend parent teacher consultation meetings and communicate with parents in a professional manner in relation to the progress of pupils.
10. Play an active role in the promotion of English and ensure that, in line with the priorities of the Careers Department, pupils are aware of career pathways linked to English.
11. Make a regular and sustained contribution to the programme of extra-curricular activities offered at Friends' School.
12. Under the direction of the Principal, carry out any other duties which may reasonably be expected of him/her as a teacher in the School.

The teacher appointed will be responsible to the Board of Governors through the Principal. Salary will be at the appropriate placing on the main pay spine for qualified teachers.

Personnel Specification
Post: Teacher of English to Advanced Level

1. Qualifications

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| <i>Essential</i> | 1.1 | An Honours Degree (2:2 or above) in English or a related subject; |
| | 1.2 | Teaching qualification in English recognised by the Department of Education (NI), as of September 2021; |
| <i>Desirable</i> | 1.3 | An Honours Degree (2:1 or above) in English or a related subject, or a relevant post-graduate qualification. |

2. Experience

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| <i>Essential</i> | 2.1 | Experience of teaching English in a post-primary school at GCSE (including recent or current teaching practice); |
| <i>Desirable</i> | 2.2 | Experience of teaching English to A-level or equivalent in a post-primary school (including recent or current teaching practice); |
| | 2.3 | Experience of teaching an additional subject at KS3. |

3. Knowledge and Skills

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| <i>Essential</i> | 3.1 | Detailed knowledge of the requirements of the NI Curriculum; |
| | 3.2 | Detailed knowledge of the CCEA specification for GCSE English and English Literature; |
| | 3.3 | Competence in a range of teaching strategies, including the use of ICT; |
| | 3.4 | Good classroom management skills; |
| | 3.5 | Detailed understanding of pastoral and safeguarding issues for post-primary pupils. |

4. Personal Qualities

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| <i>Essential</i> | 4.1 | Strong organisational skills and the ability to see any task set through to completion; |
| | 4.2 | Strong oral and written communication skills; |
| | 4.3 | The ability to work as part of a team; |
| | 4.4 | The ability to form positive relationships with pupils, and a commitment to supporting their welfare; |
| | 4.5 | The enthusiasm and commitment to promote English throughout the School. |

5. Special Factors

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| <i>Essential</i> | 5.1 | The willingness and ability to make a regular and sustained contribution to the programme of extra-curricular activities offered at Friends' School; |
| | 5.2 | A commitment to the ethos of Friends' School Lisburn. |

The above are the minimum criteria required for the post. They may be enhanced to enable the appointments panel to draw up a shortlist.