**CHRISTIAN BROTHERS GRAMMAR SCHOOL**

**OMAGH**



The Board of Governors of the Christian Brothers Grammar School, Omagh is seeking to appoint a Temporary Teacher of Biology to A Level to cover a period of maternity leave. The post will begin in January 2019.

**Job Description for Teacher of Biology (Maternity Leave)**

**Duties and Responsibilities:**

# **LEADERSHIP**

* Responsible for providing dynamic and effective leadership within his/her classroom, and in liaison with the Head of Department, within the school.
* Responsible for setting high expectations and encouraging the development of Biology within his/her classroom and beyond to ensure the highest quality of teaching and learning.
* Be committed to continuous improvement and will engage in a process of Self Evaluation and target setting for improvement at individual, departmental and whole-school level.

# **PLANNING, LEARNING, TEACHING and ASSESSMENT**

* Be responsible for teaching KS3, GCSE and A Level Biology.
* Plan for, set and maintain a high standard of work in his/her classroom and ensure that the above schemes and courses are successfully delivered.
* Promote the use of a range of learning styles and employ a range of teaching strategies including active strategies regularly and consistently across all key stages.
* Ensure that there is a focus on practical work at all key stages and that regularly updated classroom displays promote and support learning.
* Ensure Students’ individual needs including those with SEN are met.
* Promote the integration of the Student Voice into learning and teaching processes.
* Regularly evaluate students’ work.
* Participate in the setting, marking and standardization of all internal assessments in line with the Departmental Policies, with an emphasis on marking for improvement.
* Complete student reports in line with school procedures.
* Oversee Quality Assurance within his/her classroom ensuring a robust approach to: Self Evaluation, Standardisation, Book Scoops, Data Analysis, Lesson Observations etc.
* Engage in effective Data Analysis of Assessment, Results and Performance. Provide student intervention strategies as required.
* Contribute to the evaluation and review of Schemes of Work, Policies and documentation for the Biology Department.
* Contribute to the culture of sharing resources with the Department and to the Sharing of Best Practice within the school and the Department.
* Ensure that e-learning is used effectively within his/her classroom teaching, keeping up to date with developments in this field in relation to Biology.

**STAFF DEVELOPMENT** - *All new members of staff and student teachers are inducted and receive opportunities for continuous professional development.*

* Attend and participate in departmental meetings.
* Participate in Performance Review and Staff Development (PRSD).
* Participate in all in-service training, internal and external, as required by the Principal, and, where appropriate, disseminate such training to colleagues.
* Keep abreast of curriculum development and up to date with professional development.

**EXTRA-CURRICULAR ACTIVITIES:**

To contribute to the extra-curricular life of the school beyond the school day e.g.: -

* Involve students in relevant competitions to promote their interest in Biology.
* Participate in school trips which are of educational value to student learning.
* Contribute to the school website to celebrate student success.

**ADDITIONAL SPECIFIC RESPONSIBILITIES**

* Carry out supervisory and cover duties as required.
* Participate in appropriate meetings with colleagues, parents, etc. relating to the above duties within and outside normal teaching hours.
* Comply with all whole-school policies.
* To contribute to the extra-curricular life of the school beyond the school day.
* To contribute to the school’s pastoral system by being a Form Teacher and teacher of LLW as required, and to undertake other duties as defined in the Teachers’ Terms and Conditions of Employment Order (1987).

**The post-holder may be required to carry out other duties as may reasonably be assigned by the Principal from time to time.**

guidance notes for completing your application

Your application form plays a key part in our selection process as it provides the information for the recruitment panel to decide whether you will be shortlisted and will be considered as part of the decision-making process. Please read the following information which will assist you to complete the application form as effectively as possible.

1. **Job Description and Person Specification.** Read all the information provided. The job description sets out the duties and responsibilities you would be expected to carry out in this post. The personal specification lists the skills, knowledge, qualifications and experience required.
2. **Written Responses.**

* Prepare a rough draft. This will avoid mistakes and repetition and helps to ensure that the final version is well organised, well presented and relevant.
* Complete your responses using size 12 fonts.
* Please ensure that you do not exceed the word limit specified for each response. In the interests of equality for all applicants if the word limit is exceeded your application will not be considered. You must note the word count after each response.

1. **Additional Material.** CVs or other information must not be included and if submitted will not be considered.
2. **Shortlisting.**

* You will be shortlisted for the post based on the information provided in your application. It is therefore essential that you fully demonstrate through your application how, and to what extent, you satisfy each of the criteria listed.
* We will only shortlist those applicants who from the information provided on the application form, most closely match the selection criteria for the post.
* Criteria may be enhanced to facilitate shortlisting.

1. **Eligibility to work within the UK.** The School must ensure that you are legally entitled to work in the UK. If you are offered a position you must provide original documents to prove that you are legally able to work in the UK.
2. Please note that it is preferred that application forms are received via email. Confirmation of receipt will be by email and interviews will be held as soon as possible after the closing date for applications.
3. More information about the school and application forms are available on the school website <http://www.cbsomagh.org>

**TIMETABLE FOR THE APPOINTMENT**

1. The closing date for the receipt of applications is indicated on the front of the application form and applications received after date will not be accepted.
2. A short-list of candidates to be invited for interview will be drawn up. Those applicants who have not been contacted can assume that their applications have been unsuccessful.
3. Those invited for interview will be given full notice of the arrangements.
4. When the successful applicant has been offered and has accepted the post all other short-listed candidates will be informed of the outcome.
5. A reserve list for future, similar vacancies may be maintained which will normally be kept open for no longer than twelve months unless there are cogent reasons for extending the period. The Board of Governors reserves the right to appoint an alternate candidate from the reserve list, without re-advertisement, for such future vacancies or if any change in circumstances should mean the successful candidate is unable to take up the post.

**Temporary Teacher of Biology (Maternity Leave)**

**Job Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Be a qualified teacher and registered with the GTCNI as of September 2018 * Have an honours degree with a minimum of 2:2 classification in which Biology is the main component or a relevant postgraduate qualification in Biology. \* | * Have an honours degree with a minimum of 2:1 classification in which Biology is the main component or a relevant postgraduate qualification in Biology. \* |
| **Experience** | * Have experience of teaching Biology to GCSE Level; * Have experience of contributing to the extra-curricular life of a school; * Have experience of teaching using innovative ICT [e.g. Microsoft 365] (a demonstration may be required at interview). | * Have taught GCSE Biology for at least a period of one year of continuous employment with full class responsibility; * Have experience of teaching Physics and or Chemistry to GCSE; * Have experience of teaching Biology to AS/A2 Level . |
| **Knowledge** | * Knowledge of CCEA GCE Revised Specification (2016); * Knowledge of CCEA GSCE Revised Specification (2017); * Knowledge of Child Protection issues for post primary aged students. | * Knowledge of the ETI Self Evaluation Framework in relation to Outcomes for Learners and Quality of Provision. |
| **Skills** | * High level written and oral communication skills; * Organisational skills; Interpersonal skills; * ICT skills. |  |
| **Personal**  **Qualities** | * Flexible; * Enthusiastic; * Sensitive; * Ability to work as a member of a team; * Confidentiality; * Ability to use initiative; * Ability to deal appropriately with pupils and parents; * Committed to raising pupils’ achievement; * Ability to motivate self and others; * Child centred approach. |  |
| **Other**  **Requirements** | * Willingness to participate with the school's extra-curricular activities. |  |

**N.B.** Desirable Criteria may be used in the final selection for shortlisting purposes.

\*Candidates awarded a PGCE Secondary qualification in Biology as the main subject component will be considered to have met this requirement.

\*Candidates awarded a Master’s degree or higher will be entitled to be considered equivalent to those offering 2.1 or 1st class honours degrees irrespective of the candidate’s previous degree classification.

**CHRISTIAN BROTHERS GRAMMAR SCHOOL**

**OMAGH**



**Application Form**

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| **Job Description for Temporary Teacher of Biology** |
| **Required for January 2019** |

**All sections must be completed**

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| --- | --- | --- | --- | --- |
| **Name:**  **(Mr/Mrs/Miss)** | |  | | |
| **Address:** |  | | | |
|  | | | | |
|  | | | **Post Code:** |  |
| **Email Address:** | |  | **Telephone No.** |  |
| **GTCNI Registration No.** | |  | **National Insurance No.** |  |

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| This form should be returned by email to: [fmcconnell172@c2kni.net](mailto:fmcconnell172@c2kni.net)  **Please note that it is preferred that application forms are received via email. Confirmation of receipt will be by email and interviews will be held as soon as possible after the closing date for applications.**  Or by post to:  Miss Caoimhe Kerrigan  Principal’s PA  Christian Brothers Grammar School  Kevlin Road  Omagh  BT78 1LD  **Closing date for returns not later than**: **12.00 noon on Monday 17th December 2018** |

**Post Primary Education Record**

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| **School(s)Attended:** |  | **From** |  | **To** |  |
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| **Disability**  As part of its Equal Opportunities Policy, Omagh CBS welcomes applications from people with disabilities. In accordance with the Disability Discrimination Act, a person is disabled if they have, or have had, "a physical or mental impairment which has, or has had a substantial and long-term adverse effect on their ability to carry out normal day to day activities"  Do you have a disability that requires reasonable adjustments to be made if you are called for interview or assessment? If you consider yourself to have a disability please provide any relevant information about requirements that you may have that reasonable arrangements can be made for your attendance at interview (if shortlisted). |
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| **Qualifications obtained (GCE/GCSE, etc. with Subjects & Grades)** | | | | | |
| **GCSE / Level 2** | | | | **GCE / Level 3** | |
| **Subject** | **Grade** | **Subject** | **Grade** | **Subject** | **Grade** |
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**Please give details and dates of other significant courses completed (including In-Service)**

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**Please indicate below to what extent you have met the following Essential and Additional Criteria and use size 12 fonts for your responses.**

1. **Essential Criteria Qualifications**

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| **Essential Criteria 1:** Be a qualified teacher and registered with the GTCNI as of September 2018. | **Yes** | **Date Registered** |
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| **Essential Criteria 2:** Have an honours degree with a minimum of 2:2 classification in which Biology is the main component or a relevant postgraduate qualification in Biology. \* | | | | |
| **Degrees, Diploma, Certificates, etc.** | **University or**  **Awarding Body** | **Year of Award** | **Subjects Studied** | **Degree classification** |
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1. **Essential Criteria Experience**

**Please outline how you fulfil the relevant criteria.**

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| **Essential Criteria 3:** Have experience of teaching Biology to GCSE Level with full class responsibility. (Maximum 150 words) |
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1. **Essential Criteria**

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| * **Essential Criteria 4:** Have experience of contributing to the extra-curricular life of a school (Maximum 150 words) |
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| **Essential Criteria 5:** Have experience of teaching using innovative ICT e.g. Microsoft 365. (Maximum 150 words) |
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1. **Desirable Criteria** (Desirable criteria may be used in the final selection for shortlisting purposes.)

**Please indicate below to what extent you have met the following Desirable Criteria**

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| **Experience Desirable Criteria 1:** Have an honours degree with a minimum of 2:1 classification in which Biology is the main component or a relevant postgraduate qualification in Biology. \* (Maximum 150 words) |
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| **Experience Desirable Criteria 2:** Have taught GCSE Biology for at least a period of one year of continuous employment with full class responsibility. (Maximum 150 words) |
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| **Experience Desirable Criteria 3:** Have experience of teaching Physics and or Chemistry to GCSE Level. (Maximum 150 words) |
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| **Experience Desirable Criteria 4:** Have experience of teaching Biology to AS/A2 Level. (Maximum 150 words) |
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**Additional Qualifications and Experience**

Please indicate additional Qualifications not already noted above.

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| **PGCE, Degrees, Diploma, Certificates.** | **University or**  **Awarding Body** | **Year of Award** | **Subjects Studied** | **Degree classification** |
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**Additional Teaching Experience:** Please indicate additional Teaching Experience not already noted above.

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| **Name & address of School/College** | **Date of Appointment** | **Date of Leaving** | **Subjects & Levels Taught** |
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**References**: Please give name, address and telephone number **and email address** of two persons willing to give references, both of whom should be able to comment on your current professional work as a teacher. Prior consent must be obtained from referees. **Please do not submit references.**

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| **Professional Referee** |  | **Professional Referee** |

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| --- | --- | --- | --- | --- | --- | --- |
| **Name:** |  | |  | **Name:** |  | |
| **Address:** |  | |  | **Address:** |  | |
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| **Email Address** | |  |  | **Email Address** | |  |
| **Tel. No.** | |  |  | **Tel. No.** | |  |

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| **NOTE**: This post is (or may be) exempt from the provisions of the Rehabilitations of Offenders (Exceptions) Order 1979. You are therefore not entitled to withhold information about convictions, under the provisions of the order. Any failure to disclose such convictions could lead to disqualification or dismissal. Any information given will be used only in connection with the post to which the order applies.  **I have read the conditions relating to the appointment of teachers in this school. I am physically fit and legally able to discharge satisfactorily the duties of this post. There is no reason why I am not suitable to be employed to work with children. The foregoing particulars are complete and correct to the best of my knowledge and belief.**   |  |  |  |  | | --- | --- | --- | --- | | Usual Signature of Applicant: |  | Date: |  |   **A candidate found to have knowingly given false information, to have suppressed any material fact or who fails any subsequent criminal record check will be liable to disqualification, or if appointed, to dismissal.** |

**Candidates are expected to clearly outline on their Application Form how they have met the above Essential and Desirable Criteria. The Board of Governors reserves the right to introduce additional shortlisting criteria as may be necessary.**

**Applicants for the post will be expected to fulfil the duties as outlined in the Job Specification provided.**

The Christian Brothers Grammar School Omagh is an equal Opportunities Employer and welcomes applications from all sections of the community. It reserves the right to interview only those candidates who appear, from the information available, to be the most suitable in terms of experience, qualifications and other requirements of the post. The successful applicant will be vetted for employment as set out by AccessNI as an Enhanced Disclosure. (See www.accessni.gov.uk)

**Please note that it is preferred that application forms are received via email. Confirmation of receipt will be by email and interviews will be held as soon as possible after the closing date for applications**

This form should be returned to the school:-

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| --- | --- |
| By email to : [fmcconnell172@c2kni.net](mailto:fmcconnell172@c2kni.net) | Or by post to:  The Principal’s PA  Christian Brothers Grammar School  Kevlin Road, Omagh  Co Tyrone  BT78 1LD |