**CHRISTIAN BROTHERS GRAMMAR SCHOOL**

**OMAGH**



**Application Form**

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| **Temporary Teacher of English with History**  **(Initially for one year)** |
| **Required from September 2017 until June 2018** |

**All sections must be completed**

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| **Name: (Mr/Mrs/Miss)** | | |  | | |
| **Address:** |  | | | | |
|  | | | | | |
|  | | | | **Post Code:** |  |
| **Email Address:** | |  | | **Telephone No.** |  |
| **Teacher Reference No.** | | |  | **National Insurance No.** |  |

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| This form should be returned by post to:  Miss Zita Mallon  Principal’s PA  Christian Brothers Grammar School  Kevlin Road  Omagh  BT78 1LD  Or by email to: [zmallon640@cbs.omagh.ni.sch.uk](mailto:zmallon640@cbs.omagh.ni.sch.uk)  **Closing date for returns not later than**: **4.00 p.m. on Thursday 25th May 2017**  **Please note this form cannot be hand delivered, as only postal deliveries and email returns are time & date stamped. Confirmation of receipt will be by email and interviews will be held as soon as possible after the closing date above.** |

**The Board of Governors of the Christian Brothers Grammar School, Omagh are seeking to appoint a Temporary Teacher of English with History. Please see below for more information.**

**Job Description**

**Duties and Responsibilities:**

* To teach English Language and English Literature to GCSE Level.
* To teach History to at least GCSE Level.
* To teach ICT at Key Stage 3 level.
* The ability to offer RE, LLW or Performing Arts/ Drama at Key Stage 3 level is desirable.
* To assess, record and report on development, progress and attainment of pupils according to the school’s and department’s assessment policies.
* To develop and share, within the department and in collaboration with other schools, a range of accessible resources, both printed and electronic.
* 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 Job Description also includes any other reasonable responsibility deemed appropriate by the Principal in the light of the organisational and curricular change.**

**Christian Brothers Grammar School, Omagh**

**Temporary Teacher of English with History**

**Job Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Have an honours degree with a minimum of 2:2 classification in which English or History is the main component or a relevant postgraduate qualification. \* * Be a qualified teacher and registered with the GTCNI as of September 2017 | * Have an honours degree with a minimum of 2:1 classification in which English or History is the main component or a relevant postgraduate qualification.\* |
| **Experience** | * Have taught English Literature at GCSE Level for at least a period of six months of continuous employment with full class responsibility * Have taught History at GCSE level for at least a period of six months of continuous employment with full class responsibility | * Have taught ICT at Key Stage 3 level for at least a period of six months of continuous employment with full class responsibility. * Have taught RE, LLW or Performing Arts/ Drama at Key Stage 3 level. * Contribute to the extra-curricular life of the school beyond the school day. |
| **Skills** | | |
| * **Communication** | * High level written and oral communication presentation skills. |  |
| * **Personal Qualities** | * Commitment to the aims and values of Catholic education and the Edmund Rice Charter. * Display energy and enthusiasm. |  |

\*Candidates awarded a Masters 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.

**Post Primary Education Record**

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| **School(s)Attended:** |  | **From** |  | **To** |  |
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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:** Have an honours degree with a minimum of 2:2 Honours Degree classification in which English or History is the main component or a relevant postgraduate qualification. | | | | |
| **Degrees, Diploma, Certificates, etc.** | **University or**  **Awarding Body** | **Year of Award** | **Subjects Studied** | **Degree classification** |
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| **Essential Criteria 2:** Be a qualified teacher and registered with the GTCNI as of September 2017. | **Yes** | **Date Qualified** |
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1. **Essential Criteria Experience**

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

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| **Essential Criteria 3:** Have taught English Literature at GCSE Level for at least a period of six months of continuous employment with full class responsibility. (Maximum 150 words) |
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| **Essential Criteria 4:** Have taught History at GCSE level for at least period of six months of continuous employment with full class responsibility. (Maximum 150 words) |
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1. **Essential Criteria Skills**

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| **Essential Criteria 5:** Communication - High level written and oral communication presentation skills. (Maximum 150 words) |
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| **Essential Criteria 6:** Personal Qualities - Commitment to the aims and values of Catholic education and the Edmund Rice Charter. (Maximum 150 words) |
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1. **Desirable Criteria Qualifications** (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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| **Desirable 1:** Have an honours degree with a minimum of 2:1 Honours Degree classification in which English or History is the main component or a relevant postgraduate qualification. | | | | |
| **Degrees, Diploma, Certificates, etc.** | **University or**  **Awarding Body** | **Year of Award** | **Subjects Studied** | **Degree classification** |
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1. **Desirable Criteria Experience**

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| **Desirable Criteria 2:** Have taught ICT at Key Stage 3 level for at least period of six months of continuous employment with full class responsibility. (Maximum 150 words) |
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| **Desirable Criteria 3:** Have taught RE, LLW or Performing Arts/ Drama at Key Stage 3 level.  (Maximum 150 words) |
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| **Desirable Criteria 4:** An ability and willingness to contribute to the extra-curricular life of the school. (Maximum 250 words) |
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**Additional Qualifications and Experience**

**Additional Qualifications**

Please indicate additional Qualifications not already noted above.

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| **Degrees, Diploma, Certificates, etc.** | **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.

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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.** | |  |

**Please do not submit references**

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| |  |  |  | | --- | --- | --- | | Have you been convicted of any criminal offence? Please tick the appropriate box. If yes, please give details (include nature of offence and sentence). | Yes | No | |  |  | |  | | |   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 relation to 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)

This form should be returned by post to:

Miss Zita Mallon

Principal’s PA

Christian Brothers Grammar School

Kevlin Road

Omagh

BT78 1LD

Or by email to: [zmallon640@cbs.omagh.ni.sch.uk](mailto:zmallon640@cbs.omagh.ni.sch.uk)

**Closing date for returns not later than**: **4.00 p.m. on Thursday 25th May 2017**

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 person 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 will be **4.00 p.m. on Thursday 25th May 2017** 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 in August 2017.