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| **CHRISTIAN BROTHERS’ GRAMMAR SCHOOL**  **OMAGH**  A picture containing sunburst chart  Description automatically generated  **Application Form**  **Teacher of English**  **Temporary Post**  **To commence November 25 – June 2026**  **All sections must be completed** |

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| **Name:** | | |  | | |
| **Address:** |  | | | | |
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|  | | | | **Post Code:** |  |
| **Email Address:** | |  | | **Telephone No.** |  |
| **Teacher Reference No.** | | |  | **National Insurance No.** |  |

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| This is a temporary post which will commence in November 2025.  The closing date for the receipt of application is 12 noon on Friday 24th October 2025  Application to be returned by email to Mrs Anne-Marie McGinn on [amcginn352@c2kni.net](mailto:amcginn352@c2kni.net)  **Application by email only.**  For further information and how to apply, please visit the school website: <https://cbsomagh.org/info/staff-vacancies> |

**Temporary Teacher of English**

**Job Description**

**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 the subjects 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.
* Embrace professional development to facilitate innovation, incorporating current methodologies which engage pupils enthusiastically within a modern educational experience.

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

* Be responsible for teaching the subjects allocated according to the timetable.
* 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.
* Utilise appropriate and up-to-date teaching and learning methods to meet the needs of the subject and of different pupils, in line with whole school priorities and initiatives.
* Promote the use of a range of engaging learning and teaching strategies, including active improvement strategies, regularly and consistently across all key stages.
* Ensure that there is a focus on application of key skills 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. Engage students with improvement intervention strategies as required.
* Contribute to the evaluation and review of Schemes of Work, policies and documentation.
* Contribute to the culture of sharing resources with the Department and to the Sharing of Best Practice within school improvement.
* Ensure that e-Learning is used effectively within his/her classroom teaching, keeping up- to-date with developments in this field in relation to delivering the curriculum in the subjects allocated according to the timetable.

**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 and demonstrate best practice 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 and activities to promote their interest in the subjects allocated according to the timetable.
* 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 school’s pastoral system by being a Form Teacher 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.**

**Temporary Teacher of English Personnel Specification**

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| **Qualifications and Experience** | |
| **Essential** | **Desirable** |
| 1. Be a qualified teacher and registered with the GTCNI. 2. Have an honours degree with a minimum of 2.2 honours degree classification in English Literature or having English Literature as part of the Degree qualification. 3. Have experience of teaching GCSE or A Level English. This may include a teaching placement. 4. Have the ability (as demonstrated by qualification and / or experience) to teach an additional subject to KS3 level. | 1. Have experience of teaching GCSE English for at least one academic year. 2. Have experience of teaching AS or A Level English as a qualified teacher. (Include the duration of this experience in the application form) 3. Capable of contributing significantly to the extra-curricular life of the school through experience and/or qualification. |
| **Applicants should demonstrate evidence of Effective Personal Skills and Qualities** | |
| * Commitment to the aims and values of the Blessed Edmund Rice Charter. * Display energy and enthusiasm. * High level written and oral communication skills. | |

\*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.

**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 Desirable Criteria and use size 12 font for your responses. Essential and Desirable criteria may be used in the final selection for shortlisting purposes.**

**Essential Criteria**

**Qualifications:** Please indicate below to what extent you have met the following Criteria.

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| **Essential Criteria 1:** Be a qualified teacher and registered with the GTCNI. | | | | **Date Qualified** | |
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| **Essential Criteria 2:** Have an honours degree with a minimum of 2.2 honours degree classification in English or a related subject.\* | | | | | |
| **Degrees, Diploma, Certificates, etc.** | **University or**  **Awarding Body** | **Year of Award** | **Subjects Studied** | | **Degree classification** |
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\*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.

**Experience:** Please indicate below to what extent you have met the following Criteria.

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| **Essential Criteria 3:** Have experience of teaching GCSE or A Level English. This may include a teaching placement. (Maximum 150 words) |
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| **Essential Criteria 4:** Have the ability (as demonstrated by qualification and / or experience) to teach an additional subject to KS3 level. (Maximum 150 words) |
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**Desirable Criteria**

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

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| **Desirable Criteria 1:** Have experience of teaching GCSE English for at least one academic year. (Maximum 150 words) |
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| **Desirable Criteria 2:** Have experience of teaching AS or A Level English as a qualified teacher. Please include the duration of this experience. (Maximum 150 words) |
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| **Desirable Criteria 3:** Capable of contributing significantly to the extra-curricular life of the school through experience and/or qualification. (Maximum 150 words) |
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**Additional Qualifications and Experience**

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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**Teaching Experience:** Please detail chronologically your Teaching Experience.

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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.

**The email address provided will be used to request references.**

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

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

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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 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 Access NI as an Enhanced Disclosure. (See www.accessni.gov.uk)

**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 Personnel Specification.**

* Read all the information provided. The job description sets out the duties and responsibilities you will be expected to carry out in this post. The personal specification lists the skills, knowledge, qualifications, and experience required.

1. **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 information after that point will not be considered.

**3. Additional Material.**

* CVs or other information must not be included and if submitted will not be considered.

**4. 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.

**5.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.

**6. All application forms must be 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.
* More information about the school and application forms are available on the school website. [http://www.cbsomagh.org](http://www.cbsomagh.org/)

**TIMETABLE FOR THE APPOINTMENT**

1. The closing date for the receipt of applications is indicated on the Application Form and applications received after that date will not be accepted.
2. A short-list of candidates to be invited for interview will be drawn up. Those invited for interview will be given full notice of the arrangements.
3. When the successful applicant has been offered and has accepted the post all other short-listed candidates will be informed of the outcome.
4. 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.
5. 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.