



April 2017

Business Studies - part time post (to cover a maternity leave)

Thank you for your interest in the above post at Strathearn, which was recently advertised. This is a part-time temporary position to provide cover from mid – September 2017 to May 2018. However, if necessary, this contract may be reduced or extended for any valid reason. The information given below is our proposed schedule for the appointment.

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Applications: the closing date is **12 noon on Thursday 11 May 2017.**

- Essential Criteria:**
1. Recognised to teach by the Department of Education for NI.
 2. A good honours degree (minimum II.2) in Business Studies, Economics or a related subject
 3. Experience in teaching Business Studies at GCSE
 4. Ability to teach Business studies to A-level
 5. Experience in the use of ICT in the classroom
 6. Ability to secure, sustain and evaluate effective teaching and learning.
 7. Clear understanding of the academic and pastoral needs of pupils and a commitment to help them to fulfil their potential.
 8. Ability to work as an enthusiastic member of a team and to gain the confidence of pupils, colleagues and parents.
 9. The personal qualities and professional attributes associated with an effective teacher.
 10. Good oral and written communication skills.
 11. Good attendance record.

Any of the above criteria may be enhanced to produce a manageable shortlist.

On taking up this post the successful applicant must be a registered teacher with the General Teaching Council for Northern Ireland.

Interviews: shortlisted candidates will be invited to attend for interview in June.

Hours of Work this is a part-time pro-rata post for 21 hours per week (including directed time) over 5 days

I hope you will find this information helpful. Thank you for your interest.

Information for Applications for the post of Part time teacher of Business Studies (Temporary to cover a maternity leave)

Principal	Mrs Nicola Connery
Vice Principal (Teaching & Learning)	Mrs Karen Quinn
School enrolment	773
Sixth form enrolment	218
School's admission number	110 (5 classes of 22)
Teaching staff FTE	47.5
Timetable Structure	45 periods per week (35 minutes each)

Strathearn School is one of the top girls' grammar schools in Northern Ireland. It has a national reputation for academic success and is locally renowned for music, sport and drama. The last ETI Inspection report (September 2010) details more fully the 'very good' quality of education offered by the School.

The overall size of the school and small class size allows each individual pupil to develop in a caring and supportive environment. The school is situated in extensive grounds and enjoys complete seclusion in very attractive surroundings with well equipped buildings and sporting facilities. Pupils are drawn from a wide ranging catchment area including East Belfast and North Down.

Business Studies was introduced at GCSE and A-level in September 2011 and next year there will be one GCSE class at Form 4, Form 5, AS-level and A2-level. At GCSE courses are taught in 5 periods per week and at A-level 8 periods per week. The successful candidate will be responsible for all the teaching and administration associated with the delivery of Business Studies within the School.

Child Protection

Strathearn treats with the utmost seriousness its responsibility to protect its pupils by preventing unsuitable people from working with them in paid or voluntary positions. Posts involving work with children and young people in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007.

The process whereby applicants are vetted for employment is set out by AccessNI as an Enhanced Disclosure; see www.nidirect.gov.uk/accessni Hence, applicants should be aware that any offer of employment will only be confirmed when the Principal has:

- received two written satisfactory references, one of which must be from the most recent employer;
- verified proof of identity as specified by AccessNI;
- received an Enhanced Disclosure Certificate from AccessNI confirming the eligibility of the applicant to work in the School;
- viewed originals of qualifications recorded on the application form.

AccessNI regulations do not allow for individuals to apply directly to AccessNI for an Enhanced Disclosure Certificate therefore the application will be made through Strathearn School.

Process

Applicants called for interview will be required to bring with them

- photographic proof of identity.

When an offer of employment is made, the preferred applicant will be required to:

- complete an AccessNI application by the following process
 - register with AccessNI for an Enhanced Disclosure Certificate and complete the 'Pin Notification and ID Validation Form' as provided by the School
 - complete the AccessNI document 'Appendix C' as provided by the School
 - return these two documents to the School and produce for the Principal valid identification documents as specified in the application
 - enclose a cheque for £33 made payable to Strathearn School
 - furnish the Principal with a copy of the return from AccessNI;
- complete a 'Health Declaration' questionnaire which you should complete and return and
- let the Principal view originals of qualifications recorded on the Employment application form.

The appointment will only be confirmed after all pre-employment checks have been completed satisfactorily.

General Information

Each full time teacher will be expected to act as Form Tutor to a class, taking responsibility for the well-being and academic progress of the individual pupils in the group and contributing to their records of achievement.

The school offers a wide range of extra-curricular activities, and the contribution of staff to this programme is greatly valued.

Opportunities for promotion within the school are always advertised, and the responsibility structure is kept under review.

Strathearn is a voluntary grammar school for girls, managed by its Board of Governors in accordance with the scheme of management drawn up by the Governors and approved by the Department of Education (NI).