



April 2017

Head of Art Department – full time position

Thank you for your interest in the above post at Strathearn, which was recently advertised. The information given below is our proposed schedule for the appointment. The post attracts Teaching Allowance Two.

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

- Essential Criteria:**
1. Recognised to teach by the Department of Education for N.I.
 2. A good honours degree (minimum II.2) in Art and Design disciplines.
 3. A minimum of 3 years' teaching experience in a post-primary school.
 4. Ability to teach Art & Design to A-level.
 5. Ability to secure, sustain and evaluate effective teaching and learning.
 6. Clear understanding of the academic and pastoral needs of pupils and a commitment to help them to fulfil their potential.
 7. Ability to lead and manage a staff team and to gain the confidence of pupils, colleagues and parents.
 8. Demonstrate evidence of leading curriculum and staff development.
 9. The personal qualities and professional attributes associated with an effective Head of Department.
 10. Good oral and written communication skills.
 11. Good attendance record.

Desirable:

- The ability to offer another subject to A Level
- The ability to offer another subject to GCSE
- Experience in using ICT in the classroom

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 informed as soon as possible after the closing date for applications and interviews are planned to be held in May / June .

Commencement of service: the post is tenable from 1 September 2017.

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

Enclosed documents

- *Information for Applications for Head of Art & Design*
- *Role description: Head of Department*
- *Terms and Conditions Head of Art & Design*
- *Application Form*

Information for Applications for the post of Head of Art Department

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| Principal | Mrs Nicola Connery |
| Vice Principal (Teaching & Learning) | Mrs Karen Quinn |
| Vice Principal (Pastoral) | Mrs Lynn Myers |
| School enrolment | 781 |
| Sixth form enrolment | 211 |
| School's admission number | 110 (5 classes of 22) |
| Teaching staff FTE | 47.5 |
| Timetable Structure | 45 periods per week (35 minutes each) |
| Art Teaching staff FTE | 2 full time |

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 in 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.

Art is a popular subject and the pupils are most successful in their studies.

From years 8-10 all pupils study Art and Design for three/two periods per week. In years 11 and 12 there are two GCSE classes and at AS and A2 level there is one class in each year.

The highlight of the Art year is the Art Exhibition of GCSE, AS and A2 work held in May. The event celebrates the talents and skills of the pupils and is well supported by family and friends from other schools.

The work of the teachers and pupils is supported by a skilled technician who provides support for 21¼ hours per week. The accommodation for Art & Design is extensive and comprises one large studio, two classrooms, a small studio for advanced level, a ceramics area, a kiln and an ICT suite as well as areas for working with textiles and screen painting.

Staff development within the school is regarded as a priority. It is the policy that opportunities will be sought and provided to facilitate personal and professional development. In addition, curriculum development is shared equally by all staff members in a department.

General Information

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

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).

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.