



March 2017

**Teacher of German and French to A-level** ( to cover a maternity leave)

Thank you for your interest for the above post at Strathearn, which was recently advertised. This is a full-time position to provide cover from 2 May 2017 to 27 April 2018. However, if necessary, this contract may be reduced or extended for any valid reason and the information given below is our proposed schedule for the appointment. The information given below is our proposed schedule for the appointment.

**Applications:** the closing date is **12 noon on Thursday 16 March 2017.**

<b>Essential Criteria:</b>	<ol style="list-style-type: none"><li>1. Recognised to teach by the Department of Education for NI.</li><li>2. A joint honours degree (minimum II.2) in French and German.</li><li>3. A good grade (minimum B) in both GCE A-level French and German.</li><li>4. Ability to teach French and German to A-level.</li><li>5. Ability to secure, sustain and evaluate effective teaching and learning.</li><li>6. Clear understanding of the academic and pastoral needs of pupils and a commitment to help them to fulfil their potential.</li><li>7. Ability to work as an enthusiastic member of a team and to gain the confidence of pupils, colleagues and parents.</li><li>8. The personal qualities and professional attributes associated with an effective teacher.</li><li>9. Good oral and written communication skills.</li><li>10. Good attendance record.</li></ol>
<b>Desirable:</b>	<ul style="list-style-type: none"><li>• experience in teaching French and German to GCSE level</li><li>• experience in teaching German and / or French to GCE A-level</li><li>• willingness to lead and participate in language visits or exchanges.</li></ul>

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:** Interviews are planned for March 2017

**Hours of Work:** This is a full time post however some of the teaching maybe in Campbell College to accommodate the school's collaboration commitments.

**Commencement of service :** This post is tenable from 02 May 2017.

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

## Information for Applications for the post of part time Teacher of German and French (to cover maternity leave)

Principal	Mrs Nicola Connery
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)
Head of Department	Mrs Diane Eakin
Languages Teaching staff	5 full time + 1 part-time
	Foreign Languages assistants are also employed.

**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 excellent sporting facilities. Pupils are drawn from a wide ranging catchment area including East Belfast and North Down. The School completed a new build in Autumn 2014.

The Modern Languages Department is a strong and effective department with the pupils achieving a high level of success in public examinations. The range of languages currently available is as follows:

### Key Stage 3

French is the core language at Key Stage 3 and pupils may choose German or Spanish, in addition to French, in Forms 2 and 3. Nearly all pupils are able to get their choice of a second foreign language and generally there are 3 classes of Spanish and 2 classes of German.

### Key Stage 4

The study of one foreign language - French or German or Spanish - is compulsory for GCSE and in addition pupils may choose to study a second language.

### AS/A2 Level

French and Spanish are offered at AS and A2 level and German through collaboration with nearby schools. The teacher appointed will be teaching 4 periods of AS level German at Campbell College. The Examination Board used at GCSE and A-level is CCEA.

The staff have been very active in organising and participating in language visits to the continent.

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

## 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](http://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

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).