

APPLICATION PACK

Thank you for your interest in working at The Royal School Armagh. This application pack contains the information required to help you complete your application. Please read all of the contents thoroughly so that you are fully aware of the requirements of the post. Further information about the School can be found on our website: www.royalschool.com

THE SCHOOL

The Royal School, Armagh was established by Royal Decree in 1608 and is an academically selective voluntary grammar school for boys and girls aged 4 – 19 years. The school is situated approximately 40 miles South West of Belfast. There are at present 819 pupils of whom 83 are boarders. Boarding forms an essential and integral part of our school life and identity. There is also a Preparatory Department which is situated on the school site.

The school occupies an attractive 30-acre site and is well known for its high academic standards and its significant extra-curricular programme. The Facilities are excellent and the past 15 years have seen considerable investment in new buildings and refurbishment.

At the Royal School we are committed to providing quality learning and teaching, caring for our pupils on an individual basis and developing sound character through providing each pupil with challenging and enriching opportunities.

The most recent ETI Inspections affirmed the achievements of the school.

THE POSITIONS

The Board of Governors is seeking to appoint a full-time temporary Teacher of English to GCSE Level from the commencement of the 2024/2025 academic year (maternity cover).

APPLICATION

Please complete the Application Form and send it to the Headmaster's Secretary at Royal School, College Hill, Armagh, BT61 9DH or by email to slynd186@c2kni.net by **4 pm on Friday 13 September 2024**.

THE ROYAL SCHOOL, ARMAGH



APPOINTMENT OF FULL-TIME (TEMPORARY) TEACHER OF ENGLISH TO GCSE Level (Maternity Cover)

September 2024

ENGLISH DEPARTMENT

The English Department has a long tradition of excellence. Each pupil is encouraged both to express their creativity and fulfil their academic potential. The School Library is an excellent facility with a full-time librarian who complements the work of the English Department to encourage an enjoyment of reading. At The Royal School we recognise that English is a core subject within the Northern Ireland Curriculum and that a central concern of all our teaching is to develop pupils' abilities to use language in order to achieve their potential and develop self-esteem. We also recognise the importance language plays in the social, emotional and imaginative development of pupils.

Aims of the English Department are:

- To stimulate and maintain pupil interest and enjoyment of English.
- To create an atmosphere where pupils wish to learn and enjoy English, where pupils are active participants in the learning process and where teachers enjoy teaching and, thus, give of their best.
- To nurture confidence and bring a sense of achievement, by extending pupils to realize their full potential and strive towards the highest possible standards in all aspects of English.
- To enable pupils to be familiar with a body of knowledge, principles and vocabulary in standard English.
- To enable pupils to work independently and as part of a team in a variety of activities and to encourage them to see English as the major contributor to other skills, such as ICT.
- To develop a love of literature through presentation of a wide range of stimulating texts and to foster each pupil's ability to enable him/her to become an enthusiastic, confident and independent learner.
- To encourage the development of critical appreciation of a full range of different reading material in relation to genre, purpose and audience and to encourage a lasting enjoyment of literature from a variety of cultures and traditions.

(All work within the department is informed by Every School a Good School and Count, Read: Succeed)

The English Department focus is to build on and develop provision for all our pupils' learning, fostering the existing culture of self-evaluation. We will continue to develop resources, providing online Learning Resources through the school VLE site and Google classroom which is available for pupils' independent use and the use of other teachers.

The English Department works closely with the Area Learning Community to share good practice and resources. Regular meetings are held with Heads of Departments in local secondary schools to support this initiative.

The Department consists of 5 full-time teachers.

English Literature – A Level results

Year	Entries	A*/A	B	C	D	E
2023	6	0/2	1	3		
2022	13	4/6	2	1		
2021	13	2/3	4	2	1	1
2020	10	2/3	2	2	1	0
2019	11	1/3	3	4	0	0
2018	8	1/1	3	3	0	0

English Literature – AS Level results

Year	Entries	A	B	C	D	E
2023	15	6	5	2	2	
2022	9	1	3	3	2	
2021	15	7	3	5		
2020	16	5	5	3	2	1
2019	16	4	2	5	4	1
2018	13	2	4	3	4	0

English Literature – GCSE Results

Year	Entries	A*	A	B	C*	C	D
2023	26	7	15	4			
2022	16	6	5	4	1		
2021	21	7	7	5	2		
2020	15	5	7	2	1	0	0
2019	8	2	1	3	2	0	0
2018	20	10	7	3	-	0	0

English – GCSE Results

Year	Entries	A*	A	B	C*	C	D
2023	103	17	52	23	9	1	1
2022	103	21	43	27	10	1	1
2021	107	15	41	32	17	2	0
2020	101	13	28	43	13	4	0
2019	107	8	38	34	17	9	1
2018	103	20	32	43	-	8	0

The Vacancy

We are seeking to appoint an enthusiastic teacher of English, committed to enabling pupils to realise their highest academic potential. The successful candidate will be an excellent classroom practitioner who will convey an enthusiasm for the subject to the pupils they teach.

Essential Criteria

1. To hold an Honours degree in English or a related subject in which English is the main component;
2. To hold a qualification which meets the requirements for recognition to teach in grant aided schools in Northern Ireland by the commencement of the post;
3. To be registered with the GTCNI by the commencement of the post;

Desirable Criteria

1. To hold an Honours degree in English at 2.2 level or higher or in a related subject in which English is the main component;
2. Experience in last 2 years of teaching English Language and Literature up to and including GCSE (including teaching practice);

The school reserves the right to enhance these criteria for the purpose of short-listing.

This is a Main Scale post.

The closing date for applications is 4.00 pm on Friday 13 September 2024.

The Royal School, Armagh is an Equal Opportunities Employer.

OVERALL RESPONSIBILITY

Subject to the policies of the school the duties of teachers are to perform such tasks as the Headmaster shall direct having reasonable regard to their overall teaching workload in relation to the following: -

- To teach assigned classes together with associated preparation and correction;
- To plan and develop high quality lessons and courses, using a variety of approaches, to continually enhance learning and teaching;
- To prepare pupils for examinations and assist with their administration;
- To provide advice and guidance to pupils on issues related to their education;
- To assess, record and report on the work of pupils;
- To work in partnership with parents, support staff and other professionals;
- To maintain and build upon the standards achieved in the award for Qualified Teacher Status as set out by the Department of Education;
- To undertake appropriate and agreed Continuing Professional Development / Teacher Professional Learning;
- To engage in PRSD or other agreed review processes as appropriate;
- Participate in issues related to self-evaluation, school planning, raising achievement and individual review;
- To promote and safeguard the health, wellbeing and safety of all pupils;
- To contribute to good order and the wider needs of School and its curriculum development.

GENERAL TEACHING DUTIES

Learning and Teaching

The successful applicant will be a member of the English Department, under the direction of the Head of English. He/she should be prepared to interact continuously and collaboratively with other members of the Department, seeing himself/herself as part of a team with a common aim. He/she will also be expected to show a commitment to the pupils within the Department. The main teaching duties of this post will be in the delivery of the curriculum.

To achieve this, the successful applicant must:

1. Undertake the teaching of pupils in year groups 8 - 12 as arranged through the Head of Department, Vice Principal (Curriculum) and agreed by the Headmaster;
2. Manage pupil learning through effective teaching in accordance with the department's schemes of work and policies;
3. Ensure continuity, progression and cohesiveness in all teaching;
4. Use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of pupil needs, and ensure equal opportunity for all pupils;
5. Set homework in accordance with the School's homework policy;
6. Work with the Special Education Needs Co-ordinator and Support Staff in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons;
7. Work effectively as a member of the department team to improve the quality of learning and teaching;
8. Set high expectations for all pupils, to deepen their knowledge and understanding and to maximise their achievement;
9. Promote good pastoral care as an effective teacher;
10. Use positive behaviour management in an environment of mutual respect which allows pupils to feel safe and secure and promotes their self-esteem.

Monitoring, Assessment, Recording, Reporting, and Accountability

1. Be immediately responsible for the processes of identification, assessment, recording and reporting for the pupils in their charge;
2. Contribute towards the implementation of Personal Learning Plans as detailed in the current Code of Practice particularly the planning and recording of appropriate actions and outcomes related to set targets;
3. Assess pupils' work systematically and use the results to inform future planning, teaching and curricular development;
4. Be familiar with statutory assessment and reporting procedures and prepare and present informative, helpful and accurate reports to parents;
5. Keep an accurate register of pupils for each lesson. Unexplained absences or patterns of absence should be reported immediately in accordance with the school policy.

Subject Knowledge and Understanding

1. Have a thorough and up-to-date knowledge and understanding of the Northern Ireland Curriculum programmes of study, level descriptors and specifications for examination courses;
2. Keep abreast of research and developments in academic subjects (in particular) and curriculum (in general);
3. Engage fully with the Head of English in the ongoing development of the following areas:
 - use ICT to enhance the learning and teaching;
 - be involved in cross departmental curriculum collaboration to enhance learning;
 - teaching and assessment of Thinking Skills, Personal Capabilities and Cross Curricular Skills.

Professional Standards and Development

1. Be a role model to pupils through personal presentation and professional conduct;
2. Arrive in class, on or before the start of the lesson, and begin and end lessons on time;
3. Cover for absent colleagues as is reasonable, fair and equitable;
4. Be familiar with the school and department handbooks and support all the school's policies;
5. Establish effective working relationships with colleagues, Associate and Support staff;
6. Be involved in extra-curricular activities as required by the Teachers' Terms and Conditions of Employment;
7. Maintain a working knowledge and understanding of teachers' professional duties as set out in the current Teachers' Pay and Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children;
8. Liaise effectively with parent/guardians and with other agencies with responsibility for pupils' education and welfare;
9. Play an active part in the self-evaluative processes of the school and teaching departments;
10. Be aware of the role of the Board of Governors and support it in performing its duties;
11. Be familiar with and implement the relevant requirements of the current SEN Code of Practice;
12. Consider the needs of all pupils within lessons (and implement specialist advice) especially those who:
 - have a SEN or are gifted and talented;
 - are not yet fluent in English.

SPECIFIC DUTIES

1. Consult with and regularly review the department handbooks which should state the agreed procedures, practices and aspirations of the Department;
2. Be involved in the Pastoral Care programme of the School, in accordance with the entire range of Pastoral policies, having responsibility for a Form Class under the direction of the Head of Year, and Vice-Principal (Pastoral).
3. Maintain the school's tradition of educational visits which enhance pupils' understanding and knowledge of English language, culture and drama, including those of a residential nature if required;
4. Be willing to help in the organisation of departmental clubs and societies;
5. Undertake general supervisory duties expected of a member of the school's teaching staff and undertake any other duty which may reasonably be expected of a teacher in the school.

CONDITIONS OF SERVICE

All members of staff are expected to carry out a range of professional duties required by the Board of Governors under the direction of the Headmaster and to work as a team within the Teachers' (Terms and Conditions of Service) Regulations (NI) 1987.

DECLARATION BY APPLICANT

- (a) I have read the information and all the questions on this form have been accurately answered to the best of my knowledge.
- (b) I am not suffering from any medical condition which would prevent me carrying out the duties of this post in a satisfactory manner.
- (c) I have not been barred by the Disclosure and Barring Service from working in Regulated Activity*

Signature of Applicant _____

Date _____

* Regulated Activity is work that a person working in Northern Ireland must not do if the Disclosure and Barring Service (DBS) has "barred" them from working with children and adults. It is an offence for a barred person to do such work or to apply to do such work. Further information can be found on the AccessNI website at: <https://www.justice-ni.gov.uk/articles/disclosure-and-barring>.