Ref. ENG. POST (Adv. MAY 2020)

**BALLYMENA ACADEMY**



*Ballymena Academy Cares for the Individual and Inspires*

*Learning and Achievement*

Ballymena Academy, established in 1828, is a successful and forward-looking, co-educational, non-denominational Voluntary Grammar School with an enrolment of 1200 pupils. The Board of Governors is the employing authority and the school is funded directly by the Department of Education. There are over 80 members of the teaching staff and additional appropriate support staff.

The school has earned its reputation for high standards of attainment by its pupils, with our young people achieving excellent examination results which are well in excess of N.I. Grammar School averages at GCSE and ‘A’ Level. Such academic strength is built on a caring ethos, recognised pastoral strengths and a commitment to self-evaluation and continuous improvement. To that end, the school has earned a European Foundation for Quality Management ‘Mark of Excellence’, has thrice achieved Investor in People status; in June 2015 at Bronze Standard, a level achieved by very few organisations, and most recently in January 2019 it became the second school in the province to receive the IIP Health and Well-Being Award. The school was the first school in Northern Ireland to receive the Prospects Gold Standard Award for excellence in Careers Education, Information and Guidance. The focus is to realise the Mission Statement: ‘Ballymena Academy Cares for the Individual and Inspires Learning and Achievement’.

In an Inspection of the school in 2018, School Inspectors commented positively on aspects of the school such as:-

* the encouragement and assistance given by staff to support learning
* pupils’ motivation, maturity and engagement
* the high standards attained by pupils at GCSE and GCE
* the staying-on rates from Year 12 to Year 13, and from Year 13 to Year 14, as well as the progression to further and higher education
* the provision of a broad and balanced curriculum at all Key Stages
* the extensive co-curricular programme

The caring ethos is evident in the support provided by a dedicated staff, and the insistence that respect for the individual and care for the well-being of each pupil are at the heart of this school community. ‘Learning’ is broadly interpreted to include the various subjects and co-curricular activities, developing skills relevant to adult and working life and enabling young people to acquire knowledge and understanding to make decisions about educational and employment pathways.

In the current Transfer environment, the school includes the outcomes of AQE Standardised Entrance Assessment in its admissions process. As with all other post-primary schools, Ballymena Academy is living through a period of significant financial austerity, seeking to uphold high standards whilst planning for a future that will be characterised by further change. The determination is that the quality of the educational service provided will not be impaired.

All indications are that Ballymena Academy is viable: a ‘sustainable school’, financially and educationally, with its place clearly indicated in the Area Plan. A plan to upgrade our main school buildings has stalled because of public sector policy. The buildings are effectively maintained, however, and will continue to provide serviceable accommodation; additionally, the school has undergone a capital development project which has upgraded two pitches and tennis courts to floodlit, multi-use, synthetic surfaces, together with the construction of a new fitness suite and outdoor gym. There has also been a number of successful school-based initiatives, relating to curriculum and staff development. As a consequence, the school is exceptionally well-positioned to deliver the Northern Ireland Curriculum, meet the needs of the Entitlement Framework and maintain Ballymena Academy’s commitment to continuous improvement.

Ballymena Academy is one of nine post-primary schools, in Ballymena Learning Together, the local area learning community, working together to promote respect and understanding and to increase curricular access for all. The partnership with the Northern Regional College is important and pupils are involved in a variety of vocational courses.

Detailed information about the school can be found on the school website [www.ballymenaacademy.org.uk](http://www.ballymenaacademy.org.uk) including a comprehensive review of school activities in the school magazine “The Braid” and the Board of Governors’ Annual Report to Parents.

**CURRICULUM PROVISION : ENGLISH DEPARTMENT**

Our aim in the English Department is to make English both practical and enjoyable for all pupils through a range of activities which stretch and challenge pupils of all abilities.

There are eleven teachers in the English Department, three of whom also teach another subject outside the English subject family. Everyone else teaches English Language and usually two out of our other three subjects: English Literature, Media Studies and Drama. Within the department, as well as there being an overall Head of Department, there is a teacher in charge of English Literature, a teacher in charge of Drama and a teacher with responsibility for Key Stage Three English. Staff are encouraged to contribute to the development of shared Schemes of Work, while being allowed to tailor these schemes to their own areas of expertise.

The English Department is actively involved in the co-curricular life of Ballymena Academy with several staff taking responsibility for all aspects of the annual School Play. In addition, members of the department offer English related activities such as Public Speaking, Junior Debating, Cinemagic Workshops, School Magazine and Theatre visits.

At Key Stage Three, pupils study English for twelve thirty-five minute periods per fortnight in Year 8, eight periods in Year 9 and ten periods in Year 10. Pupils also study Drama for two thirty-five minute periods per fortnight in Years 8, 9 and 10 and there are eight classes in both Years 11 and 12 studying CCEA GCSE English Language. These classes also study either English Literature (CCEA) or Media Studies (Eduqas) with the same teacher. There is also a Drama class in each of these year groups. English Literature (CCEA) and Media Studies (Edquas) are offered at ‘A’ Level with the uptake currently being two Literature classes and two Media classes. To help cater for individual pupil needs, we provide additional after-school support for Key Stage Three and GCSE pupils.

**BALLYMENA ACADEMY**

**TEACHER OF ENGLISH**

**(Temporary – 3 days per week)**

**(21.09.2020 – 30.06.2021 – with the possibility of extension)**

**JOB DESCRIPTION**

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| **Post Title:** | Teacher of English Language to GCSE. |
| **Reports to:** | Head of English Department and then to Deputy Principal / Principal. |
| **Status:** | Temporary. (3 days per week) [Schedule 2 of the Teachers’ Terms and Conditions of Service Regulations (N.I.) (1987) apply.] The post is on the Teachers’ Pay Scale and the successful applicant will be placed at the appropriate point for experience and/or progress on the Main/Upper Pay Scale.  This post is available from **21st September, 2020 – 30th June, 2021 (with the possibility of extension).**  Additional hours may be available for a suitably qualified candidate. |

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| **Responsibilities:** | - As identified in the 1987 Terms and Conditions of Service.  - To undertake a share of class teaching, following planned schemes of work and assessment to which you may be asked to contribute.  - To teach the specified subjects, as required, and Learning for Life and Work, or another appropriate subject, if required to do so.  - To work as a member of the departmental team, making an active contribution to the development of their subject(s) and to improving pupils’ standards of learning.  - To assess, record and report on the development, progress and attainment of pupils according to the school’s and departmental assessment policy.  - To contribute to the continued development and use of ICT/new technologies in order to enhance the quality of teaching, pupil learning and learning support.  - To attend Parents’ Evenings for those classes which you teach.  - To implement the policies of Ballymena Academy and uphold the school’s reputation in the wider community.  - To carry out assigned pastoral duties and uphold the school’s caring ethos.  - To make a significant contribution to the co-curricular life of the English Department and of the school. |

**PERSON SPECIFICATION**

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| **ESSENTIAL REQUIREMENTS** | **EVIDENCED BY** |
| **Qualifications**  **By date of appointment:**  Be a qualified teacher, as recognised by the G.T.C. of Northern Ireland  Have an Honours Degree (2.1 or above) in a suitable subject  Have a qualification to teach English Language to GCSE | **Application Form** |
| **Experience**  **By date of appointment:**   * Have recent experience of teaching English, English Literature and/or Media Studies to GCSE in a post-primary school (including Teaching Practice) | **Application Form** |
| **Skills and abilities**   * Ability to be a strong classroom leader and an effective manager of the learning environment. * Ability to use a range of strategies and approaches to motivate pupils and to support their learning. * Ability to integrate use of ICT/new technologies in order to enhance the quality of teaching, pupil learning and learning support. * Ability to be an effective team member. * Ability to demonstrate genuine pastoral concern and respect for young people and to give practical expression to this school’s caring ethos in day-to-day work. * Ability to deal with change and challenge. * Be willing to make an active contribution to the school’s co-curricular programme. | **Application Form and Interview** |
| **DESIRABLE REQUIREMENTS** | **EVIDENCED BY** |
| **Qualifications/Experience**   * Have a qualification to teach English Literature or Media Studies to Advanced Level * Have recent experience of teaching English Literature and/or Media Studies to Advanced Level in a post-primary school (including Teaching Practice) * Have qualifications, training and/or relevant experience to assist with the school’s co-curricular programme in Drama, Music or Sport. * Hold a grade (A\* - C) in English Literature and/or Media Studies at Advanced Level (or an equivalent qualification in another jurisdiction). * Have qualifications, training and/or experience to teach another subject on the Ballymena Academy Curriculum. | **Application Form** |

Essential and/or desirable criteria may be further enhanced for shortlisting purposes. Applicants should ensure the application form is completed carefully and accurately.

All appointments to Ballymena Academy are subject to the provisions of the Protection of Children and Vulnerable Adults (NI) Order 2003, and the Rehabilitation of Offenders (Exceptions) Order (NI) 1979. Applicants must disclose any convictions, spent or unspent or any charges outstanding. A security check is carried out. This appointment procedure is in keeping with Department of Education regulations on Child Protection.

The appointment process is scheduled to take place on **Wednesday, 17th June, 2020.**

The Job Description may be subject to amendment or modification from time to time, following consultations with the holder of the post, to meet the changing needs of the school.

**Additional information for Applicants**

Ballymena Academy prioritises learning and the interests of all pupils. The teacher’s role is central to all aspects of this school and teaching appointments are of key importance to Ballymena Academy’s continued success.

The time and effort required to conduct the appointments procedure fairly and effectively is an investment which this school makes willingly.

Shortlisted applicants are normally invited to visit the school, to meet the relevant Head of Department/Subject, to tour the school and to ask for clarification on matters pertaining to the post for which application has been made. This visit may not be possible under current restrictions and further details will be provided to shortlisted candidates in due course. Governors appreciate that applicants travelling from a distance or those with other commitments might not be able to take up such an invitation and that it has no part in the appointment procedure. The school website [www.ballymenaacademy.org.uk](http://www.ballymenaacademy.org.uk) is a very useful source of up-to-date information and gives a flavour of this school’s life and work.

Shortlisted applicants receive all relevant details.

**Appointment Schedule**

**Post advertised : Friday, 22nd May, 2020.**

**Applications close : 12.00 Noon – Thursday, 4th June, 2020.**

**Shortlisting process : Monday, 8th June, 2020.**

**Shortlisted applicants**

**informed per Telephone/**

**E-mail/Letter : Monday, 8th June, 2020.**

**Shortlisted applicants**

**visit school (provisional) : Monday, 15th June, 2020.**

**Appointment procedure –**

**to be confirmed : Wednesday, 17th June, 2020**

**Ratification by**

**Board of Governors : Monday, 22nd June, 2020.**

**RETURNING YOUR APPLICATION FORM**

Completed Application Forms must be returned by the specified closing time and date using one of the following methods:

* post
* hand delivery
* e-mail

**Completed Application Forms must be received by 12.00 noon on the closing date. Late, or faxed, Application Forms will not be accepted.**

If posting or e-mailing an Application Form, it is the responsibility of the applicant to ensure that the application is received by the closing time/date.

Please ensure that when e-mailing the Application Form that the subject line is completed with the Job Title as indicated on the Application Form.

For posted applications, please ensure that the correct postage for the weight and size (including thickness) of the envelope is adhered to in order to ensure that the application is received by the closing time/date.

Address (Postal/hand delivery):

The Principal,

Ballymena Academy,

89 Galgorm Road,

Ballymena,

CO. ANTRIM.

BT42 1AJ

E-Mail address: [mbrown783@c2kni.net](mailto:mbrown783@c2kni.net)