**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; most recently in January 2019 when 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 and subsequently has received re-accreditation at the Gold Level in January 2021. In June 2021, the school was recognised as a “Take 5” school, one of a small number in N.I., having demonstrated that the “Take 5 Steps to Well-being” message has been embedded into the school culture. 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.

The school continues to be committed to the principle of academic selection and, with the exception of 2021, has included 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.

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 :**

**PHYSICAL EDUCATION DEPARTMENT**

There are currently four full-time teachers and one part-time teacher in the Physical Education Department.

At Key Stage 3 and 4, pupils have opportunities to participate in a broad and balanced programme of activities including, Invasion and Striking Games; Gymnastics; Athletics; Swimming; Dance; Outdoor Education and Health Related Fitness.

GCSE Physical Education is well established within the school curriculum, also post-16 provision, in which an ‘A’ Level course in Physical Education was introduced in the 2018-2019 academic year.

The Physical Education Department aims to inspire young people to participate and enjoy physical activity, whilst acquiring and developing skills and basic levels of fitness. This, in conjunction with our Co-Curricular Physical Recreation Strategy aims to ensure that everyone can achieve their potential and develop a positive attitude towards lifelong participation.

All members of the Physical Education Department, in addition to other staff and specialised coaches, are heavily involved in delivering an extensive co-curricular and Saturday morning programme. Participation in co-curricular activities is central to the school’s ethos and the overall learning and development opportunities available to all pupils.

The major modernisation of outdoor facilities has provided the school with two multisport pitches; a multipurpose tennis area; an outdoor gymnasium and indoor fitness area. This offers unrivalled provision for sport and Physical Education in the local area.

**BALLYMENA ACADEMY**

**HEAD OF BOYS’ PHYSICAL EDUCATION AND DIRECTOR OF RUGBY**

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| **Job Title:** | **Head of Boys’ Physical Education and Director of Rugby** |
| **Reporting to:** | The Head of Physical Education, the Vice-Principal (Curriculum) and the Principal. |
| **Status:** | Permanent [Schedule 2 of the Teachers’ (Terms and Conditions of Service) Regulations (NI) 1987 apply.) |
| **Salary:** | Remuneration will be commensurate with experience, by negotiation. It is envisaged that there will be a requirement for some irregular hours, as required. |
| **Terms and**  **Conditions:** | Appointment is made subject to the understanding that the post-holder continues to fulfil the role, discharge the responsibilities and carry out the key tasks to an acceptable standard. |
| **Role:** | * Sustaining and enhancing high-quality provision and learning in Boys’ Physical Education as classroom teacher and active provider of co-curricular activities. * Leading and managing all aspects of the provision of Rugby within Ballymena Academy. |

**Responsibilities:**

In addition to responsibilities as detailed in the 1987 Regulations and the duties incumbent on all teachers, the Head of Boys’ Physical Education and Director of Rugby will focus on development in five key areas

* development of non-examination Physical Education (for boys)
* learning, teaching and assessment
* leading and managing staff
* efficient and effective deployment of resources
* development, co-ordination and implementation of the Ballymena Academy Rugby programme (in liaison with the Principal)

**Post Description – Key Tasks:**

The following list is not definitive nor should it be allowed to restrict the post holder’s initiative or to inhibit a proactive approach. All responsibilities and key tasks are subject to review and amendment. The content of this Job Description may also be altered in light of the changing needs of the school and young people. It is important that the post holder shows flexibility and a willingness to adapt and to carry out such other reasonable related tasks as the Principal may from time-to-time require.

1. **Development of Physical Education**

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|  | 1.1 | implement school policies and procedures |
|  | 1.2 | keep abreast of learning and teaching developments in Physical Education; anticipate likely developments and plan for change |
|  | 1.3 | co-ordinate and develop a programme of activities linked to the wider work of the school and the subject during and beyond the school day |
|  | 1.4 | monitor all aspects of Boys’ Physical Education (non-examination) and the contribution of teachers within the team |
|  | 1.5 | attend meetings and actively participate in the work of the Head of Department/Head of Subject Committee (when required); this includes contributing to and implementing whole school initiatives |
|  | 1.6 | inform Governors and the Senior Leadership Team of the work undertaken within Boys’ Physical Education and of planned developments. |

1. **Learning, Teaching and Assessment**

2.1 as an enthusiastic, well-organised and highly competent practitioner, to teach Physical Education to at least GCSE Level, if required to do so, and carry out associated duties.

2.2 set and uphold high standards for pupils’ work, attainment and behaviour; work with colleagues to improve standards and address the learning needs of all boys.

2.3 follow the agreed schemes of work and other materials for each year group, provided by the Head of Physical Education, and keep these learning programmes under review to ensure that all statutory Curricular requirements are met.

2.4 provide an assessment structure which enables fair and accurate reporting on pupil progress in non-examination Physical Education.

2.5 carry out administrative tasks.

2.6 set targets: monitor and evaluate standards of learning and achievement, take steps to secure or consolidate improvement in standards.

2.7 ensure there is clarity about assessing, recording and reporting progress in boys’ Physical Education; that such arrangements are in keeping with school requirements and are applied consistently.

2.8 liaise with individuals, external agencies and bodies and assist student teacher placements whenever possible

2.9 contribute on a regular basis to school functions and events as required.

2.10 be available for consultation and advice should there be parental concern about a boy’s progress or about the teaching of Physical Education.

2.11 integrate ICT/new technologies, including Google Classroom, to support learning and teaching.

1. **Leading and Managing Staff**

3.1 provide leadership for learning by:

* working with colleagues to sustain an ethos of team work and mutual support in monitoring standards and securing improvements
* developing a learning culture; enabling staff to learn from each other – including reciprocal ‘classroom’ observation – and about best practice in other schools; providing effective teaching and learning materials
* being a good professional role model, particularly for key features such as thorough preparation, attendance and punctuality to class, effective curriculum delivery and classroom management, pastoral concern for pupils and colleagues, marking and return of pupils’ work, recording and reporting progress
* liaising with Teacher Tutor and others about ITT placements; working with Beginning and EPD Teachers
* ensuring that classes of absent colleagues are provided with relevant work

3.2 convene and lead meetings to develop co-operation in which tasks can be shared as a team

3.3 monitor the work of Boys’ Physical Education and Games teachers, including reciprocal ‘classroom’ observation for subject specialists

3.4 carry out tasks associated with the school’s referral procedures

3.5 organise, attend and contribute to relevant meetings and interviews with parents and others – including, on occasion, those outside school hours

3.6 facilitate professional development and in-service activities for departmental colleagues - including any Performance Review or other approved programme

3.7 undertake such other reasonable tasks as the Principal may, from time-to-time require, in the interests of the safe and efficient functioning of the school.

**4. Efficient and Effective deployment of Resources**

4.1 keep an up-to-date inventory of all stock and equipment available to Boys’ Physical Education and Rugby

4.2 oversee use of rooms and boys’ changing facilities; exercise careful stewardship of the premises and property of Ballymena Academy

4.3 ensure that resources are kept safely and are accessible to all who need to use them

4.4 manage the annual budget and any other available funds to meet agreed priorities

4.5 discharge all obligations with regard to Health and Safety, including those pertaining to Physical Education during and outside school hours, on and off site

4.6 liaise with maintenance supervisor/grounds staff and others as required

4.7 take an active interest and involvement in the maintenance, upkeep and improvement of sporting facilities.

**5. Development, co-ordination and implementation of the Ballymena Academy Rugby Programme**

5.1 develop, implement and review a rugby development plan (including a plan for coaching and player development)

5.2 develop and implement a whole school rugby strength and conditioning programme (in consultation with the Co-Curricular Physical Recreation Strategy Co-ordinator)

5.3 help to maximise participation in rugby through leading and having oversight of coaching sessions across all year groups

5.4 be instrumental in the recruitment and retention of coaches and volunteers for rugby activities by, for example,

- developing links with external organisations

- maintaining and promoting professional development of coaches

- managing the professional development of coaches

- coaching the Ballymena Academy 1st XV

5.5 have responsibility for all aspects of organisation of rugby throughout the school, including

- organising fixtures throughout the season for all teams

- liaising with appropriate personnel to communicate messages through social media and other channels

- managing the budget for rugby in liaison with the Principal

- liaising with the Vice-Principal, Maintenance Officer and Groundsmen re. pitch requirements and inspect pitches, if required, to determine fitness to play

5.6 ensure that rugby in Ballymena Academy maintains the highest standards of health, safety, welfare and respect for the game

5.7 undertake other such reasonable requests as the Principal may require

**PERSON SPECIFICATION**

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| --- | --- |
| **ESSENTIAL REQUIREMENTS** | **EVIDENCED BY** |
| **Qualifications**  **By date of appointment:**   * Be a qualified teacher, as recognised by the Department of Education (N.I.) * Have an Honours Degree in a suitable subject. * Have a qualification to teach Physical Education. * Have a qualification to coach Rugby at IRFU (Level 2 or above) | **Application Form** |
| **Experience**  **By date of appointment:**   * Have previous experience of teaching Physical Education in a Post-Primary School up to and including GCSE Level or equivalent (including Teaching Practice). * Have experience of coaching at Medallion/1st XV or Club level. * Have relevant experience of coaching in a Club/School environment. | **Application Form** |
| **Skills and abilities**   * Be a well-qualified, appropriately experienced and enthusiastic teacher, able to frame and articulate a vision for Boys’ Physical Education and Rugby in a changing educational world. * Be able to provide evidence of strong and effective leadership skills * Have practical skills in integrating ICT into teaching and coaching and using it as an administrative and communication tool. * Show evidence of high quality organisational communication and interpersonal skills and have earned respect through commitment, proficiency and support for others. * Be self-motivated and transmit enthusiasm for the subject to young people who respond positively and seek to improve their own standards. * Combine personal qualities and professional attributes in providing effective leadership for colleagues to bring about continuous improvement. * Ability to deal with change and challenge. * Have a keen interest in the development of Rugby and other co-curricular sport. | **Application Form, Interview and Coaching Observation** |
| **DESIRABLE REQUIREMENTS** | **EVIDENCED BY** |
| **Qualifications/Experience**   * Have qualifications, training and/or experience to assist with a second sport (in addition to Rugby) within the school’s co-curricular programme. * Have experience of leading and managing coaches. * Have demonstrated an ability in player development, allowing all players the opportunity to realise their potential. |  |

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 will take place on **Thursday, 24th February, 2022 and/or Friday, 25th February, 2022.**

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 and Principal, 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 applicants 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. 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.

Further details of the appointment procedure will be provided in due course. However, applicants will be expected to:-

* take a coaching session on a notified topic
* take part in a conventional interview

Shortlisted applicants will receive all relevant details.

**Appointment Schedule**

**Post advertised : Thursday, 20th January, 2022.**

**Applications close : 12.00 Noon – Thursday, 3rd February, 2022.**

**Shortlisting process : Friday, 4th February, 2022.**

**Shortlisted applicants**

**informed per Telephone/**

**E-mail/Letter : Monday, 7th February, 2022.**

**Appointment procedure : Thursday, 24th February, 2022 /**

**Friday, 25th February, 2022 (provisional).**

**Ratification by**

**Board of Governors : Monday, 28th February, 2022.**

**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)