

**THE WALLACE HIGH SCHOOL**

**PREPARATORY DEPARTMENT**

**PERMANENT FULL TIME TEACHER (INITIALLY KEY STAGE 2)**

**Current Enrolment:** 149

**Salary:** Teacher’s Main Pay Scale

**Post Available:** 4 January 2021

**GENERAL INFORMATION**

The Wallace High School is a co-educational, voluntary grammar school founded in 1880 which provides education for pupils from the age of two and ten months to the age of eighteen. The Preparatory Department is a purpose-built facility, sharing a range of the grammar school resources (accommodation, specialist sports coaching, foreign language assistants) and an integral part of the grammar school. Contained within is a Pre-Preparatory Department giving younger children their all-important introduction to the learning environment for their pre-school year.

MAIN DUTIES AND RESPONSIBILITIES

* To be responsible to the Principal through the Head of the Preparatory Department for the delivery of high quality teaching and learning.
* To teach in accordance with school policies and practice, and in pursuit of high standards of pupil achievement and progress.
* To continue to pursue professional development to meet the needs of the school.
* To coordinate a major curriculum area, initially ICT.
* To coordinate and run an after school extra-curricular activity.

The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of appointment.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after due consideration.

RECRUITMENT CRITERIA

**Essential Criteria:**

1. Hold a teaching qualification which meets the requirements for recognition to teach in grant-aided schools in Northern Ireland and be registered with GTCNI by the agreed date of taking up duty; and
2. Hold a teaching qualification which has prepared the applicant to teach in a primary school.
3. Have a minimum of 2 years’ experience\* of teaching a Key Stage 1 or Key Stage 2 class in a Primary School at the closing date for receipt of completed applications.

*\*2 full academic years.*

**Desirable Criteria:**

1. Have a minimum of one year’s experience of preparing children for the AQE Transfer tests.
2. Have experience of leading/coordinating a whole school area of development e.g. subject coordinator or being a member of a middle or senior leadership team
3. Have experience of using an iPad as a teaching and learning tool in a classroom setting.
4. Have experience of teaching children with special educational needs.
5. Have experience of leading or assisting with a residential trip either locally or abroad.

The Board of Governors reserves the right to enhance the above criteria for the purposes of shortlisting.

APPLICATIONS

It is preferred that applications are emailed to [recruit@wallacehigh.net](mailto:recruit@wallacehigh.net) by 12 midday on Wednesday, 21 October 2020. An acknowledgement will be sent by return of email.

In order to comply with DE guidelines on Child Protection shortlisted applicants should bring an original birth certificate and /or marriage certificate (if appropriate) plus photographic ID to their interview.

NB: It is an offence for an individual who is on either of the Department’s Lists (UP List and/or List 99), or who is the subject of a disqualification order from the courts, to apply for, or offer to do any work, paid or unpaid, in a regulated position.