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|  Ref No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date of Receipt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |



Applicants must complete all sections – Typed in Space Provided

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| Post Applied for | Head of English Department |
| Closing date for receipt of completed applications: 12:00 pm (noon) Wednesday, 18 June 2025 ***Email to: hrdept@hazelwood.belfast.ni.sch.uk*** |

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| PERSONAL DETAILS |
| Surname |  |
| Forename(s) |  |
| Email |  |
| Home Address |  |
| Postcode |  |
| Phone Number |  |

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| TR Number  |   | NI Number  |   |

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| **SECONDARY EDUCATION**  |
| **Qualification obtained (please indicate date / level / subject / grade)** |
| **GCSE / Equivalent** | **A Level / Equivalent** |
|  |  |
| Other: |

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| **EDUCATION AND QUALIFICATIONS (post-secondary level)** |
| **Name of Institution** | **From** | **To** | **Qualification Obtained***(Please indicate Level, Class, Subject(s), Grades)* |
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| **relevant professional learning / accreditation / IN-SERVICE TRAINING (within the last 5 years)** |
| **Name of Institution / Training Provider** | **From** | **To** | **Qualification Obtained** *(Please indicate Levels)* |
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| **PREVIOUS TEACHING EXPERIENCE / EDUCATIONAL ORGANISATION/EMPLOYMENT**(e.g. EA, DE, NICIE, CCMS, etc.) |
| **Name and type of school / organisation** | **Position held/role** | **Key Stages/Subjects (if applicable)** | **Reason for leaving** | **Dates From/To** |
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| **Work Absences & Gaps in EMPLOYMENT** |
| How many days and occasions over the past three years have you been off work? |
| **From** | **To** | **No. of days** | **Reason for absence** |
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**Post:** Permanent Head of English (with responsibility for English Literature, Media Studies and Whole-school Literacy)

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|  |  | Essential Criteria |
| 1 | Education and Qualifications | 1. Recognised or provisionally recognised, to teach in a post-primary college by the Department of Education (NI)
2. Registered or have the capacity to be registered with GTCNI
3. Relevant Honours degree/Post Graduate degree
 |
| 2 | Relevant Experience | Demonstrate using examples from your own practice1. Experience of teaching English to Key Stage 3 (provide evidence in practice inc. dates)
2. Minimum of 2 years teaching GCSE English Language (provide evidence in practice inc. dates and Awarding Organisation/s)
3. Experience/ability of teaching GCSE English Literature: (provide evidence in practice inc. dates and Awarding Organisation/s)
4. Experience / ability to teach A Level English Literature & Or Media Studies (provide evidence in practice inc. dates and Awarding Organisation/s)
 |
| 3 | teaching and learning | Demonstrate using examples from your own practice1. Proven track record of excellent / outstanding teaching – include Performance outcomes at GCSE/L2 and A Level/L3

(provide evidence in practice) 1. Experience/ability of leading subject specific support interventions for KS3 and KS4 (provide evidence in practice)
 |
| 4 | Commitment to Integrated Education | Demonstrate using examples from your own practice1. A positive commitment to the NICIE core principles of the Integrated Education through your teaching experience:
* Equality
* Faith and Values
* Parental Involvement
* Social Responsibility

(provide evidence in practice from curriculum/pastoral experience) |
| 5 | Ability to undertake self evaluation and manage teams  | Demonstrate using examples from your own practice 1. The ability to undertake self-evaluation on an individual and department basis and utilise these results to positively influence whole school improvement (provide evidence in practice)
2. The ability to lead teams, build leadership capacity and promote professional learning (provide evidence in practice)
 |
| 6 | Commitment to extracurricular, Enrichment & Interventions | Demonstrate using examples from your own practice1. Experience of organising relevant departmental educational / extracurricular experiences for students (provide evidence in practice)
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|  |  | Desirable Criteria |
| **1** | EXPERIENCE IN GIVEN AREA | Demonstrate1. Previous experience in a leadership role with a minimum of one teaching allowance (within the last five years)
 |
|  | \*Please note that criteria may need to be enhanced to facilitate the shortlisting process.\*Hazelwood Integrated College has the right to rescind this appointment before start date. |

Applicants are required to demonstrate specific experience and core competencies by way of example for this section of the application form.

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| Essential Criterion 1  | Please show explicitlyhow you meet each of the above criteria  |
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| Essential Criterion 2  | Please show explicitlyhow you meet each of the above criteria and provide **relevant examples** in practice to illustrate |
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| Essential Criterion 3 | Please show explicitlyhow you meet each of the above criteria and provide **relevant examples** in practice to illustrate  |
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| Essential Criterion 4 | Please show explicitlyhow you meet each of the above criteria and provide **relevant examples** in practice to illustrate  |
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| Essential Criterion 5 | Please show explicitlyhow you meet each of the above criteria and provide **relevant examples** in practice to illustrate  |
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| Essential Criterion 6 | Please show explicitlyhow you meet each of the above criteria and provide **relevant examples** in practice to illustrate  |
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| Desirable Criterion 1 | Please show explicitlyhow you meet each of the above criteria and provide **relevant examples** in practice to illustrate  |
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| Rehabilitation of offenders (Northern Ireland) Order 1978 |
| Have you ever been convicted of a criminal offence (Y/N)?If yes, please provide details below:Please note: Pursuant to the Rehabilitation of Offenders (Exceptions) Order (NI) 1979 this post is considered to be excepted from the Rehabilitation of Offenders (NI) Order 1978 and you must therefore disclose any criminal convictions whether or not they are spent. |

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| Protection of Children and Vulnerable Adults (Northern Ireland) Order 2003 |
| Is there any reason why you would not be suitable to work with children or young people in an educational setting (Y/N)?If yes, please provide detail below:Please note: This position is deemed to be a regulated position under the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007. |

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| Disability |
| The College, as part of its Equal Opportunities Policy, welcomes applications from people with disabilities. In accordance with the Disability Discrimination Act, a person is disabled if they have, or have had, ‘a physical or mental impairment which has, or has had a substantial and long-term adverse effect on their ability to carry out normal day to day activities’.Do you have a disability that requires reasonable adjustments **YES NO**to be made if you are called for interview or assessment?If you consider yourself to have a disability, please state the nature of your condition below, and provide any relevant information about requirements that you may have so that reasonable arrangements can be made for your attendance at interview (if shortlisted). |

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| REFERENCES |
| Please give details of two persons. Referees would only be contacted if a provisional offer of employment is made to the candidate.  |

REFERENCE ONE – MOST RECENT EMPLOYER

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| --- | --- |
| **Name** |  |
| **Organisation** |  |
| **Post Held** |  |
| **Address** |  |
| **Telephone** |  |
| **Email** |  |

REFERENCE TWO

|  |  |
| --- | --- |
| **Name** |  |
| **Organisation** |  |
| **Post Held** |  |
| **Address** |  |
| **Telephone** |  |
| **Email** |  |
| DECLARATION |
| Please read carefully the various representations and undertakings set out in the declaration below and then sign and date the declaration.**Representations and Undertakings**1. I have read all of the information pertaining to the position for which I am applying, and I declare that the information contained in this application form is true and accurate.
2. I understand that the information on this application form is covered by the provision of the General Data Protection Regulations and the Data Protection Act 2018 and is required by the School for the purpose of processing my application.
3. I understand and agree that:
4. the provision of false information or the suppression of any material fact may result in disqualification from the recruitment process or, if appointed, in termination of employment;
5. if I am unable to provide evidence of qualifications, suitable references, or the right to live and work in the United Kingdom, then any offer of employment may be rescinded or employment terminated;
6. the direct or indirect canvassing of any governor, officer, employee or advisor of Hazelwood Integrated College in relation to this appointment will result in disqualification from the recruitment process;
7. pursuant to the Rehabilitation of Offenders (Exceptions) Order (NI) 1979, this post is considered to be excepted from the Rehabilitation of Offenders (NI) Order 1978 and therefore any failure to disclose any convictions spent or otherwise will result in my disqualification from the recruitment process and non-appointment or, if appointed, in disciplinary action and potential dismissal;
8. in the event of my application being successful, I understand that it will be necessary for checks to be made with Access NI to determine if there is any record of criminal convictions, pending prosecutions, cautions or bind-over against me, whether spent or otherwise or whether I am on the Barred List;
9. I will inform the School of any change in my circumstances which may occur between the date of my application and nay possible date of appointment;
10. by completing this application form and declaration, I am indicating my authorisation for the School to approach my referees for a reference in the event of my being recommended for appointment; and
11. I understand that any appointment made may be subject to the provision of satisfactory references and the successful completion of a probationary period.

Signature: ........................................................................... Date: .............................................  |

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| PLEASE NOTE | Hazelwood Integrated College has the right to rescind this appointment before start date. |