



HAZELWOOD

INTEGRATED COLLEGE

**Appointment of College Principal
Application Pack**

February 2026

24th February 2026

APPOINTMENT OF PRINCIPAL

Thank you for your interest in the post of Principal.

Following the retirement of the present Principal Dr Maire Thompson, the Board of Governors seeks to appoint an innovative and strong leader who will build on the strengths of the College, while facing the challenges of a changing educational environment in Northern Ireland. The successful candidate will have positive commitment to integrated education and inclusive child centred education. The appointment will take effect from 1st September 2026.

If you wish to be considered for this post, please complete an application form and provide the additional information requested using for guidance the Person Specification included in this pack. Should you wish to visit the College please contact the Director of Finance and Corporate Services Mrs Carolyn Brennan, telephone 028 90 372554, to make an appointment.

The closing date for applications is **Friday 13th March 2026 at 12:00 noon.**

Shortlisted candidates will be invited to attend a first interview week beginning 23rd March 2026. Candidates selected at this stage may be invited for a second interview.

The College will contribute towards reasonable costs of travel and overnight accommodation for those who must travel very long distances.

I look forward to receiving your application form before noon on Friday 13th March 2026.

Yours sincerely



.....
Trevor Parkhill

Chairperson, Board of Governors

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Equal Opportunities Monitoring Form

A copy of our Prospectus is available on our school website
www.hazelwoodcollege.co.uk

COLLEGE VISION AND MISSION

Our Vision: The Future We Are Building

At Hazelwood Integrated College, our vision is to be an *inclusive* and supportive college, where everyone is valued, motivated, and empowered to succeed.

Our Mission:

At Hazelwood Integrated College, we are committed to nurturing a community where every individual can GROW.

We celebrate Gratitude by recognising the value in others, foster Resilience by encouraging persistence and determination, provide Opportunities that are inclusive for all, and spark Wonder by inspiring curiosity and a love of learning. Through this, we aim to create an environment where everyone is valued, motivated, and empowered to achieve their fullest potential.



We create an environment where everyone is valued, motivated, and empowered to achieve their fullest potential through four core commitments:

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Gratitude

We recognise the value in others and appreciate the support and opportunities we are given.

Resilience

We encourage persistence and determination, helping pupils develop the strength to bounce back and learn from challenges.

Opportunities

We provide a wide range of academic, creative, and extracurricular opportunities that are inclusive for all.

Wonder

We inspire curiosity and a lifelong love of learning, sparking the natural drive to question, explore, and create.

Section 1: COLLEGE BACKGROUND INFORMATION

Introduction

Hazelwood College is an integrated, all-ability, co-educational college. Our aim is to encourage reconciliation and mutual respect through excellence in education. Our school exists to provide a safe and happy environment in which young people will flourish, and which will further all aspects of their development—academic, social and personal. To that end, we have adopted a child-centred approach through which we develop the students' self-esteem, self-worth and personal expectations.

As an integrated school, Hazelwood is committed to an inclusive approach to education, and we have developed an innovative and successful approach to inclusion in mainstream education.

The success of our students is built on the high expectations that staff hold for them. Staff are optimistic and enthusiastic in their pursuit of student attainment and give freely of their time to support student learning.

As a result of staff support, the active involvement of students and working in a close partnership with parents, our external examination results continue to improve and are well above the average for similar post primary schools.

- Our management is vested in a Board of Governors on which parents and teachers are represented, along with elected Governors and nominees of the Department of Education.
- The Senior Management structure of the college currently includes two Vice Principals, Senior Teaching staff, Director of Finance and Corporate Services, Support Services Manager and Curriculum Operations Manager.
- The current college enrolment is 1070 pupils. Our admissions are over-subscribed each year with 175 places available in Year 8.
- The most recent inspection report by the Educational and Training Inspectorate was published on 13th March 2019.
- The college has an outstanding reputation for academic success and pastoral care and offers a highly developed and much valued extra-curricular life.

Accommodation

Hazelwood College is situated in a beautiful location in the shadow of the Cavehill and overlooking Belfast Lough. Our administration block is situated in Graymount House, a listed building which has been completely restored. To the rear of this building, we have a purpose-built Music Suite.

The Millennium Building, our main college building, houses the Science, Technology, Art & Design, ICT, English, Health & Social Care and Home Economics Departments. It also houses a Library, Multimedia Suites, Information Technology Suites and a Study Support Centre.

Our Assembly Building houses our Cafeteria, Assembly Hall and Maths Department.

The College currently has several mobile classrooms housing our Additional Educational Needs Department, Sixth Form Study Centre and Senior Common Room. We are looking forward to major capital development of a new college building in the very near future. Approval has recently been granted from the Department of Education for the development of 4G multi use sports pitches on the college site.

Section 2: SELECTION AND APPOINTMENT PROCESS

The Board of Governors of Hazelwood Integrated College wish to appoint a Principal from 1st September 2026. The successful applicant will, in association with the Board of Governors, take on a leadership role in all aspects of the college's organisation, management and development. The Principal will have a key role in working with the Board of Governors to maintain and enrich the college's existing integrated ethos.

An Appointments Panel made up of the Board of Governors and an independent advisor, will oversee the Selection and Appointment process which will include:

1. Completion of the College Application Form by candidates.
2. Shortlisting of candidates.
3. First round interview and task (s) for shortlisted candidates.
4. Second round interview for selected candidates (if required).

All interviews are held in person and days and times cannot be changed.

Return of Application Forms

Completed application forms must be received by the College no later than **12 noon on Friday 13th March 2026**. Applications which arrive after this time will not be considered. Applications must be signed. Digital signatures are acceptable. A Curriculum Vitae should not be included. It is the responsibility of the applicant to ensure that their application is received on time and the application form is completed accurately, as the information provided will be used in the shortlisting process. Completed application and equality monitoring forms should be emailed to the Director of Finance and Corporate Services cbrennan991@c2kni.net. All applications will be acknowledged.

Alternatively, they may be posted or hand delivered to the college office, to arrive by the above date. It is the responsibility of applicants to ensure adequate postage and that applications by whatever means are received on time.

Applications which are being posted or hand delivered should be addressed as follows:

Strictly Private and Confidential
Board of Governors
C/O Director of Finance and Corporate Services
Hazelwood Integrated College
70 Whitewell Road
NEWTOWNABBEY
Co. Antrim
BT36 7ES

Candidates with a disability will be facilitated upon request. Candidates who wish to receive application forms and information packs in accessible formats are requested to advise Hazelwood Integrated College of their requirements as promptly as possible, allowing for the fact that the closing date for receipt remains the same for all applicants as noted above.

Completed Applications

Completed applications received by the closing date will be assessed against the Essential and Desirable criteria set out in the Person Specification. The Appointments Panel will determine those candidates who meet the criteria set out in the Person Specification section. The Appointments panel will determine those candidates who meet the criteria and are shortlisted. Shortlisted candidates will be notified via email on 18th March. Unsuccessful candidates will be notified in writing by email by 18th March.

Shortlisted candidates will be invited to attend interview week beginning 23rd March 2026 and should a second interview be necessary candidates will be notified of this by phone.

First Round

The first-round interviews will take place on 26th March and will involve task (s) and interview.

Second Round

The second round (if required) will take place on 27th March and will involve an interview.

Key Dates

Friday 13th March 2026	Closing date for receipt of completed applications at 12 noon
Wednesday 18th March 2026	Shortlisted candidates advised of interview date and time
Thursday 26th March 2026	Task (s) and interview for shortlisted candidates
Friday 27th March 2026	Candidates shortlisted for second round (if required) will be advised

Confirmation of Appointment

The successful candidate for the post will be notified by the Chairperson of the Board of Governors on Friday 27th March 2026 followed by a formal written offer.

Before anyone can be regarded as confirmed in the appointment, they will be required to:

- 1) Undertake a medication examination by a doctor nominated and paid for by the College to provide the College with an assurance that they are physically and mentally fit to undertake the responsibilities associated with the post
- 2) Provide certificates to authenticate the qualifications claimed or other acceptable evidence of them
- 3) Agree to their records being checked with the Department of Education for NI and a Criminal Records Check being carried out by Access NI, it being a condition of appointment that the applicant should have a record acceptable to the Board of Governors of the College. Please note that you will be expected to meet the cost of an Enhanced Disclosure Certificate. Details of how to make payment will be sent to you at the pre-employment stage.
Further information can be accessed at [NI Direct](#) or the [Department of Justice](#).
- 4) Accept the right of the college to contact any or all their previous employers for references, it being a condition of appointment that such references should be acceptable to the Board of Governors of the College.

Canvassing and False Information

Canvassing by any candidate, either directly or indirectly, will result in disqualification from the process.

Candidates who knowingly provide false information on their application form will be disqualified from the process. If this is discovered after the successful candidate has been appointed, they will be dismissed from their post.

Hazelwood Integrated College is an Equal Opportunities Employer

Job Title: Principal

Reporting to: Board of Governors

Location: Hazelwood Integrated College, Belfast

THIS JOB DESCRIPTION SHOULD BE READ IN CONJUNCTION WITH THE POST OF PRINCIPAL AS DEFINED IN SCHEDULE 1 OF THE TEACHERS' (TERMS AND CONDITIONS OF EMPLOYMENT) REGULATIONS

(NORTHERN IRELAND) 1987 AND STATEMENT OF THE FUNCTIONS OF PRINCIPALS ACCORDING TO THE SCHEME OF MANAGEMENT OF HAZELWOOD INTEGRATED COLLEGE

General Functions

- 1) A Principal shall be required to carry out his/her professional duties in accordance with the college's policy and objectives as determined by the Board of Governors and shall obey the reasonable directions of the Board of Governors.
- 2) Subject to paragraph 1 the principal shall be responsible for the internal organisation, management and control of the college.
- 3) In carrying out his/her duties the principal shall consult, where this is appropriate, with the Board of Governors, the staff of the college, the Scheme of Management for Grant Maintained Integrated Colleges, NICIE Statement of Principles, NICIE Code of Practice for Boards of Governors in Grant Maintained Integrated Colleges.

Professional Duties

The professional duties of a Principal include:-

- 1) Formulating the overall aims and objectives of the college and policies for their implementation;
- 2) Participating in the selection and appointment of the teaching and non-teaching staff of the college;
- 3) (a) Deploying and managing all teaching and non-teaching staff of the college and allocating particular duties to them (including such duties of the principal as may properly be delegated to the Vice-Principal or other members of the staff), in a manner consistent with their terms and conditions of employment, maintaining a reasonable balance for each employee;
(b) Ensuring that the duty of providing cover for absent teachers, as set out in paragraph 3(9) of Schedule 3 of the Teachers' Terms and Conditions of Employment Regulations (NI) 1987 is shared equitably among all teachers in the college, taking account of their teaching and other duties;
- 4) Maintaining relationships, as appropriate, with organisations representing teachers and other persons on the staff of the college;

- 5) Determining, organising and implementing an appropriate curriculum for the college, having regard to the needs, experience, interests, aptitudes and stage of development of the pupils and the resources available to the college;
- 6) Keeping under review the work and organisation of the college;
- 7) Evaluating the standards of teaching and learning in the college, and ensuring that proper standards of professional performance are established and maintained;
- 8) Providing information about the work and performance of the staff employed at the college where this is relevant to their future employment;
- 9) (a) Participating in any scheme of staff development and performance review of teachers who teach in the college;
(b) Ensuring that all staff in the college have access to advice and training appropriate to their needs, in accordance with the policies of the Board of Governors for the development of staff;
- 10) Ensuring that the progress of the pupils of the college is monitored and recorded;
- 11) Determining and ensuring the implementation of a policy for the pastoral care of the pupils;
- 12) Determining, in accordance with any written statement of general principles provided for him/her by the Board of Governors measures to be taken with a view to promoting, among the pupils, self-discipline and proper regard for authority, encouraging good behaviour on the part of the pupils, securing that the standard of behaviour of the pupils is acceptable, and otherwise regulating the conduct of the pupils; making such measures generally known within the college, and ensuring that they are implemented;
- 13) In accordance with the policy of the Board of Governors having responsibility for good order and discipline on the college premises whenever pupils are present, including the mid-day breaks;
- 14) Making arrangements for parents to be given regular information about the college curriculum, the progress of their children and other matters affecting the college, so as to promote common understanding of its aim;
- 15) Promoting effective relationships with persons and bodies outside the college as may be approved by the Board of Governors;
- 16) Advising and assisting the Board of Governors in the exercise of their functions, including attending meetings of the Board of Governors and making such reports to it in connection with the discharge of his/her functions as it may properly require either on a regular basis or from time to time;
- 17) Providing for liaison and co-operation with the Board of Governors; making such reports to the Board of Governors in connection with the discharge of his/her functions as it may properly require either on a regular basis or from time to time;
- 18) Maintaining liaison with other colleges and institutions of further education with which the college has a relationship;
- 19) Allocating, controlling and accounting for those financial and material resources of the college which are under the control of the Board of Governors;
- 20) Making arrangements in co-operation with the Board of Governors, for the security and effective supervision of the college buildings and their contents and of the college grounds; and ensuring (if so required) that any lack of maintenance is promptly reported to the Board of Governors;

- 21) (a) Participating in any scheme of staff development and performance review of principals;
(b) Participating in the identification of areas in which he/she would benefit from further training and undergoing such training;
- 22) Arranging for a Vice-Principal or, if the Vice-Principal is not available, another suitable person to assume responsibility for the discharge of his/her functions as principal at any time when he/she is absent from the college;
- 23) Participating, to such extent as may be appropriate having regard to his/her other duties, in the teaching of the pupils at the college, including the provision of cover for absent teachers;
- 24) Without prejudice to his duties under paragraph 4 (13) and (22), a principal shall be allowed a break of at least 30 minutes between the hours of 12 noon and 2.00 pm.
- 25) To participate in the Performance Review and Staff Development (PRSD) for Principals.

In addition to the above, the following professional duties of a principal have been amended as per DE circular 1994/33 to include:

Management of staff:

- Considering how far the duties of the principal may be delegated to any vice-principal;
- Ensuring that teachers at the college receive information they need to carry out their professional duties effectively.

Training and Development of Staff:

- Ensuring that newly-qualified teachers and those returning to teaching after a break in service have access to adequate support in their first years of service or resumed service taking account of the general arrangements for all colleges.

A successful candidate will be able to demonstrate relevant experience, knowledge and skills associated with the following key areas.

Shaping the Future

- Keep abreast of and anticipate educational trends;
- Think strategically to build and communicate a shared coherent vision;
- Create an ethos and provide direction, which promotes a culture of high expectation, successful learning and achievement;
- Inspire, challenge, motivate and empower others to carry the vision and ethos forward;
- Model the values and ethos of the college.

Leading and Managing Staff

- Provide high quality leadership to secure improvement;
- Collaborate and network with others within and beyond the college;
- Foster a culture of shared/ distributed leadership;
- Develop, empower and sustain individuals and teams;
- Support the development of an open, fair, equitable culture and manage conflict effectively;
- Support and challenge performance in order to raise standards;
- Work with others to lead professional development for all staff within the context of the college's development plan in order to support effective teaching and learning.

Leading Learning and Teaching

- Cultivate enthusiasm for and commitment to the learning process;
- Lead and manage the development of an effective learning and teaching culture;
- Lead and manage the self-evaluation process; work with staff and others to analyse a range of data, interpret outcomes and plan for improvement;
- Ensure effective implementation of the NI Curriculum, share good practice and work with others to challenge and address pupil under-achievement.

Developing the College in the Community

- Lead and manage the development and promotion of a positive image of the college within the local community and beyond;
- Develop and maintain strong and effective relationships with parents and the local and wider community;
- Ensure effective channels of communication are in place between the college and the local and wider community;
- Listen to, reflect and act on community feedback;
- Recognise and lead others to ensure that strategic planning takes account of the richness and diversity of the college's communities and community feedback;
- Work closely with other relevant statutory and voluntary agencies to enhance the education of all pupils.

Managing the Organisation

- Prioritise, plan and organise themselves and others;
- Think creatively to anticipate and solve problems;
- Make sound decisions based on a range of informed judgments;
- Establish and maintain appropriate structures and systems;
- Lead and manage the development and implementation of the College Development Plan;
- Delegate tasks and monitor their implementation;
- Manage resources efficiently and effectively: human, physical and financial.

Ensuring Accountability

- Create and develop a culture in which all Governors and staff recognise that they are accountable for the success of the college;
- Combine the outcomes of regular self-evaluation, ETI inspection evidence and other external evaluations in order to develop the college;
- Lead and manage the process of monitoring and evaluating effectively college outcomes, policies and procedures;
- Work with the leadership team and others to recognise and disseminate effective practice and challenge and address unacceptable performance;
- Work closely with and provide effective reports to Governors on the college's progress and development.

This job description will be subject to review in light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

In accordance with Section 75 of the Northern Ireland Act (1998), the post-holder is expected to promote good relations, equality of opportunity and pay due regard for equality legislation at all times.

ANNEX B PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualifications	<p>The criteria that will be applied at shortlisting is as follows:</p> <p>Applicants must at the closing date for applications:</p> <p>1) Hold a teaching qualification which meets the requirements for recognition to teach in grant-aided colleges in Northern Ireland and be registered with the GTCNI.</p>	<p>Preference may be given to those applicants who:</p> <p>1) Have successfully completed an additional post graduate (or equivalent or higher) qualification in Education.</p>
Experience	<p>The criteria that will be applied at shortlisting is as follows (please note that experience must be accrued by the closing date for receipt of completed applications):</p> <p>2) Have a minimum of 10 years (out of the last thirteen years) post qualification teaching experience in post primary education, and/or equivalent experience in an affiliated educational body working in an area that relates to the post primary sector, within the last 13 years;</p> <p>3) Currently hold or have held for a minimum of 3 years AND within the last 5 years:</p> <ul style="list-style-type: none"> • A post with experience of leading or co-ordinating a whole college area to include whole college monitoring and evaluating to promote college improvement as a member of a Senior Leadership Team; and • A promoted post of at least Teaching Allowance 4; and/or • A post of Principal or Vice-Principal; and/or • A post with leadership and management experience within an affiliated body. <p>The above promoted posts may be in an acting capacity.</p> <p>* Excludes Special Needs Allowances awarded solely for teaching pupils with Special Educational Needs.</p> <p>From your experience demonstrate:</p> <p>4) Evidence of how your leadership has led to college improvement;</p>	<p>Preference may be given to those applicants who:</p> <p>2) Can demonstrate evidence of involvement in staff development within college/s;</p> <p>3) Have experience in some/all the following: assessment; curriculum and pastoral development; financial and/or budgetary management; community development; learning support/additional educational needs; liaison with external agencies at senior level</p>

	ESSENTIAL	DESIRABLE
	5) Evidence of having held a leadership role in strategic planning and/or organisational management; 6) Evidence of building a professional learning community within a college or other organisation.	

	ESSENTIAL
Knowledge	<p>The successful candidate must demonstrate extensive knowledge of:</p> <ul style="list-style-type: none"> • An understanding of and commitment to the ethos of integrated education, all ability education and equality of opportunity • The Northern Ireland Post Primary Curriculum and current policies and procedures; • Current educational developments and the ability to evaluate and respond to new educational challenges and manage change effectively; • Effective classroom pedagogy and how to ensure high standards of teaching, learning and achievement throughout the college; • Effective data management; • Effective organisational management including the appropriate deployment of resources; • Effective financial management; • Sound financial governance.
Skills	<p>The successful candidate must demonstrate highly developed skills in order to:</p> <ul style="list-style-type: none"> • Lead, motivate, manage, challenge and enthuse others; • Create an ethos and articulate vision for the future of the college; • Develop good relationships at levels and promote a collaborative and team approach among staff, pupils, parents and governors; • Lead strategically and develop self and others in order to achieve outcomes; • Promote, achieve, monitor and evaluate high standards of teaching, learning and achievement throughout the college; • Develop effective partnerships between the college and the local community; • Communicate effectively orally and in writing; • Organise and prioritise workload effectively; • Deal with staffing matters in accordance with college policies and procedures; • Manage time effectively.

Personal Qualities	The successful candidate must demonstrate: <ul style="list-style-type: none"> • Vision; • A sound value system; • Enthusiasm and motivation; • Assertiveness and confidence; • A caring child centred approach; • Integrity; • Advocacy and empathy; • Discretion; • An ability to cope under pressure; • Tact and diplomacy; • Decisiveness; • Adaptability.
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The Board of Governors reserves the right to enhance the essential criteria if necessary, in order to facilitate a manageable shortlist.

Applicants must be registered with the General Teaching Council for Northern Ireland (GTCNI) upon taking up employment.

Please note the onus is on candidates to provide sufficient detailed information on their application forms to demonstrate how they meet each of the criteria. Failure to do so may result in a candidate not being shortlisted since selection panels cannot make assumptions in the absence of essential information.

INFORMATION ON TERMS AND CONDITIONS OF EMPLOYMENT

The terms and conditions of service for the person appointed to the post will be based on those which apply to the Principals/Headteachers of all grant-aided colleges in Northern Ireland.

Those terms and conditions are clearly set out in the 1987 Terms and Conditions of Service Regulations (commonly referred to as “The Jordanstown Agreement”) and in subsequent statements by the Department of Education.

Under a determination made by the Department of Education Northern Ireland, the college falls within Group 7, with the salary range being from Points 31 to 37 on the Leadership Pay Scale equivalent to £107,133 to £123,934 on 1st September 2026.

The Individual College Range (ISR) and the precise point on the ISR will be determined by the Board of Governors, taking account of the successful applicant’s qualifications, experience, current salary position and overall suitability for the post.

This job description will be subject to review in light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

In accordance with Section 75 of the Northern Ireland Act (1998), the post-holder is expected to promote good relations, equality of opportunity and pay due regard for equality legislation at all times.