



# TEACHER OF SPANISH

Permanent Full-Time

## 1. INFORMATION ABOUT THE POST

This permanent full-time post has arisen due to the retirement of a member of the Department. It is expected that the person appointed will **take up post at the start of the 2025/26 academic year or as soon as possible thereafter.**

The school is seeking to appoint an appropriately qualified person with the ability, commitment and drive to provide challenging teaching for able and well-motivated young people. The person appointed will also have the capacity to work effectively and harmoniously with a dedicated and well-qualified team of teachers.

*[Detailed personnel and job descriptions are included in this statement of information under points 4 and 5 respectively].*

Salary will be according to the common pay spine for teachers and will depend on the successful applicant's qualifications and experience. **This will be paid in equal monthly instalments from 1 September to 31 August.** Duties and conditions of service will be in accordance with the Teachers' [Terms and Conditions of Service] Regulations [NI] 1987.

This post would also be suitable for a recently and suitably qualified teacher who could demonstrate high achievement on teaching practice and/or appropriate temporary employment.

### Other Benefits

The school participates in the Cycle to Work Scheme and employees are also eligible to join Benenden Healthcare as corporate members. Free parking is available on the school site.

## 2. INFORMATION ABOUT THE MODERN LANGUAGES DEPARTMENT

There are currently 4 full-time and 2 part-time teachers in the Modern Languages Department and part-time language assistants who visit the school on a weekly basis. French is a compulsory subject at Key Stage 3. Pupils also study one year of each of Spanish and German in Years 8 and 9 and then choose which of those languages to continue with into Year 10 along with French. At GCSE a Modern Language is part of the compulsory core and pupils choose either French, German or Spanish. They may also select a second language as an option. All three languages are offered to AS and A Level.

## 3. INFORMATION ABOUT THE SCHOOL

Sullivan Upper School was founded in 1877 by the trustees of Robert Sullivan "to bestow the blessings of education on all succeeding generations in his native place". Today it is a co-educational and non-denominational voluntary grammar school of more than 1000 pupils aged between 11 and 18.

It is owned and managed in all its affairs by the Board of Governors of the School, which is drawn from the local community and reflects all the main religious denominations of Hollywood. The school is funded directly by the Department of Education for Northern Ireland.

There are 49 full-time members of the teaching staff, 2 job share teachers and a further 20 part-time teachers in the secondary department. The school is well served by 67 non-teaching staff

who work in the administrative, financial, technical, clerical and maintenance areas of the school's activities.

Pupils study for 10 or 11 GCSE subjects and the vast majority enter the Sixth Form to undertake 3 or 4 A Level subjects. A very high percentage of leavers from Year 14 go on to degree courses in higher education.

There is a strong emphasis on both academic achievement and on extra-curricular involvement. Overall performance statistics for KS3, GCSE and A Level have been excellent over recent years. The teaching staff is committed to improving standards and is also intimately involved in the many out-of-class sports, clubs and activities that contribute so much to the life of the school. Demand for places at the school is very high.

It is the school's aim to help each pupil to achieve the best that he or she is capable of both academically and in all the other aspects of education that the school provide.

#### 4. PERSONNEL SPECIFICATION

##### A ESSENTIAL CRITERIA: the person appointed to the post must:

- A1 at the time of taking up the post, hold a recognised teaching qualification which has prepared him/her to teach Spanish as the main subject, have a personal teacher reference number issued by the Department of Education for Northern Ireland and be registered with the GTCNI;
- A2 hold a recognised honours degree in Spanish as a main or joint subject;
- A3 have recent experience of teaching Spanish to A Level (including teaching practice);
- A4 have experience of teaching CCEA Specifications for GCSE, AS and A2;
- A5 have an interest in developing language-based extra-curricular activities.
- A6 have the ability to communicate clearly and effectively, in writing and verbally;
- A7 have a sound knowledge of the Northern Ireland Curriculum, particularly as it relates to Modern Languages.

##### B DESIRABLE CRITERIA: preference may be given to applicants who:

- B1 have attained a classification of 2.1 or higher in their degree;
- B2 hold a recognised honours degree in French as a joint subject;
- B3 have recent experience of teaching French to A Level (includes teaching practice);
- B4 have experience of leading/accompanying language-based trips;
- B5 demonstrate enthusiasm for the subject (Modern Languages);
- B6 have experience of using ICT to promote effective learning;
- B7 have experience of teaching (or qualifications to teach) another subject within the school's curriculum;
- B8 have experience of contributing, and are willing to contribute, to school co-curricular and extra-curricular activities.

**The school reserves the right to enhance the criteria if necessary, for the purposes of producing a manageable shortlist.**

**When applying for the post, applicants should show clearly how they meet the essential and/or desirable criteria for the post.**

**It is essential that you fully describe how you meet each of the criteria sought. Please provide detailed information against each requirement, providing dates and ensuring that where requirements are time bounded (eg 1 year within the last 5 years) you provide detail and dates that fully satisfy the requirement. It is not appropriate to simply list the various posts that you have held. Assumptions will not be made from the title of your post. Failure**

**to do so may result in an applicant not being shortlisted since selection Panels cannot make assumptions in the absence of essential information.**

## 5. JOB SPECIFICATION

The major responsibilities of the person appointed will be to:

- a. teach Spanish at Key Stage 3, GCSE and A Level as required according to the school's curriculum and timetable;
- b. teach French to Key Stage 3, GCSE and possibly A Level as required according to the school's curriculum and timetable;
- c. contribute to the organisational and developmental work of the department and to undertake all associated tasks eg assessment, reporting, record keeping, planning and evaluation, attendance at department and parents' meetings;
- d. contribute to the teaching of other subject areas, which may include Learning for Life and Work, ICT, Religious Studies, Careers, Games, etc, as required by the curriculum;
- e. share in the general supervision duties as undertaken by all members of staff;
- f. undertake a pastoral role as a Form Teacher, if required;
- g. undertake extracurricular activities as agreed with the Principal;
- h. undertake any other additional relevant duties as agreed with the Head of Department and/or Principal.

## 6. PROCEDURES FOR APPLICATION

- (a) Suitably qualified teachers who are interested in being considered for this post are asked to complete an application form. **It is preferred that application forms are emailed** to the Principal's Personal Assistant, Mrs Amanda Graham at [agraham813@c2kni.net](mailto:agraham813@c2kni.net). An acknowledgement will be sent by return of email. The format of the application form should not be altered in any way. Applicants should note that Apple Pages or Mac versions of the application form should not be emailed.

Application forms are available on the school's website ([www.sullivanupper.co.uk](http://www.sullivanupper.co.uk)) or by e-mail [agraham813@c2kni.net](mailto:agraham813@c2kni.net) from Mrs Amanda Graham, Principal's PA.

If you do not have access to email, you may hand-deliver or post the application to the Principal's PA, Sullivan Upper School, Belfast Road, Holywood, BT18 9EP.

The closing date for the receipt of applications is **Monday 31 March 2025 at 12.00 noon** and applications received after 12.00 noon on that date will not be accepted.

- (b) A shortlist of applicants to be interviewed will be drawn up. Shortlisted applicants will be given the opportunity to visit the school.
- (c) Interviews will take place, with **Tuesday 6 May 2025** currently the proposed date. **All correspondence in relation to interviews, etc will be via email, if an email address has been provided.**
- (d) Applicants who have not been shortlisted will be notified once the interviews have taken place.
- (e) The person to whom the post is to be offered will be informed and when the offer of the post has been formally accepted, all other shortlisted applicants will be informed of the outcome.
- (f) A reserve list for future, similar vacancies will be maintained which will normally be kept open for no longer than twelve months unless there are cogent reasons for extending the period. The Board of Governors reserves the right to appoint an alternate applicant from

the reserve list, without re-advertisement, for such future vacancies or if any change in circumstances should mean the successful applicant is unable to take up the post.

- (g) Applicants are referred to the Privacy Policy for Applicants which is available on the school's website at [www.sullivanupper.co.uk](http://www.sullivanupper.co.uk).
- (h) It is the policy of the Board of Governors that all those eligible for employment will have equal opportunity for employment and promotion in the school, irrespective of gender, including gender reassignment, marital or civil partnership status, having or not having dependants, religious belief or political opinion, race, disability, sexual orientation or age. Selection for employment and promotion will be on the basis of ability, qualifications and aptitude to carry out the duties of the post.
- (i) Interviewees will be required to bring photographic proof of identity i.e. a passport, driving licence or electoral identity card and an original birth certificate and/or marriage certificate (as appropriate). These should be presented to the designated member of staff immediately prior to interview. **Interviewees should therefore ensure that they arrive at least 15 minutes prior to the scheduled interview time.** Applicants are assured that the recruitment panel is not involved in these identity checks.
- (j) Canvassing of any kind will disqualify.

## 7. CONDITIONS OF APPOINTMENT

- [a] Sullivan Upper School is fully committed to the implementation of Child Protection procedures as outlined in Department of Education Circulars. Therefore, all applicants should be aware of the following:

Posts involving work in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 (as amended by the Protection of Freedoms Act 2012).

As part of the recruitment process, a criminal record check is required to be completed by the successful applicant. In Northern Ireland this check is undertaken by AccessNI, upon receipt of a valid application. A disclosure certificate will be issued at the end of the process, including criminal record and other relevant information. Applicants will be asked if there is any reason why they cannot work in Regulated Activity prior to them commencing an application for an Enhanced check with a Barred List check.

This check currently costs **£33** and the successful applicant will be required to pay the school for this service. The appointment will be confirmed upon receipt of a satisfactory Enhanced Disclosure Certificate from AccessNI. You can find out more about AccessNI on the nidirect website, or at the following link:- [AccessNI webpage](#)

*AccessNI has published a Privacy Notice on the Department of Justice website. This can be found at <https://www.justice-ni.gov.uk/publications/ani-privacy>. All signatories are urged to read this and understand the contents, and to note the mailbox for data protection queries.*

The school's **Policy on The Recruitment Of Ex-Offenders** and the **AccessNI Disclosure: Applicant Information Leaflet** are available on the school website: <http://www.sullivanupper.co.uk/job-vacancies>

- [b] As an employer, Sullivan Upper School has a legal responsibility to prevent illegal migrants working in the UK. The applicant's right to work in the UK will be checked before confirmation of appointment.

- [c] Proof of qualifications will be requested before confirmation of appointment.
- [d] Two written, satisfactory references will be sought before confirmation of appointment, one of which must be from the most recent employer.
- [e] Receipt of satisfactory health clearance – upon receipt of the completed Health Declaration Form, the school's Occupational Health Advisor will assess the form, which may require the successful applicant to attend a medical examination.

**C J D MAIRS**  
**Principal**

March 2025