

# Millennium

INTEGRATED PRIMARY SCHOOL

[Reference: P2JS\_2023]

**P2 Job Share Teacher (Thursday and Friday)  
(Up to 1 Academic Year Maternity Cover)**

**Candidate Information Pack**



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## Section 1 – School Information

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Millennium is a grant-maintained integrated primary school situated in the Saintfield/Carryduff area. The school shares its site with a nursery unit, which is an integral part of the school, and a wraparound care unit, which is independently owned and operated.

Founded in 2000 with 10 pupils, the school has now completed a transition to double entry; in 2013 we admitted two P1 classes for the first time, and in 2019 we will have two classes in every year group for the first time.

**Current Approved Enrolment: 392**

Current approved enrolment relates to the number of pupils approved for enrolment at a school. For primary schools this relates to pupils from reception to Year 7 but excludes nursery pupils. It does not include supernumerary admissions.

**Current Approved Admissions: 56**

Current approved admissions refers to the number of pupils a school can admit to its first year group. For a primary school this relates to Year 1 (including, where relevant, reception class); for a post-primary school it relates to Year 8. It does not include supernumerary admissions.

For further information, see our website at [www.millenniumips.org](http://www.millenniumips.org).

## Section 2 – Candidate Information

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### **Candidate Privacy Notice**

Prior to completion of your application form you must read our Candidate Privacy Notice.

### **Application Pack**

Please refer to the Applicant Guidance Notes prior to the completion of an application form.

It is essential that you fully describe in the application form how you meet the criteria sought. Please provide detailed information against each requirement, providing dates and ensuring that where requirements are time-bounded (e.g. 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.

### **Returning your Application Form and Equal Opportunities Questionnaire**

The following are acceptable ways to return your application form and equal opportunities questionnaire:

- by post or by hand to

The Principal  
Millennium Integrated Primary School  
139 Belfast Road  
Lisdoonan  
Co Down  
BT24 7HF

- by attachment to an email to

bmis517@c2kni.net

If you are returning your application form by email, please ensure that the subject line is completed with the Job Reference Number which is identified on the first page of the application form.

You are responsible for returning your application by the date and time specified on the application form. Forms that are submitted late or by any method not listed above will not be accepted.

### **Canvassing**

Any applicant who is found to have approached a panel member regarding a post with a view to seeking favourable treatment will be disqualified.

### **Equal Opportunities**

Millennium Integrated Primary School is fully committed to the promotion of equality of opportunity in employment to all. We aim to select the best person for the job and all recruitment decisions will be made objectively.

### **Issuing of Correspondence**

If you provide an email address on your application form, we will use this for all ensuing communication with you regarding your application. It is important that the email address you supply on your application form is your preferred email address for receipt of correspondence.

**References**

This appointment will be subject to satisfactory references being received. One reference should be from a person who is able to comment on your suitability to work with children/young people in an educational setting.

**Disclosure of Criminal Background**

All positions at Millennium Integrated Primary School involve 'regulated activity' under the Safeguarding Vulnerable Groups (NI) Order 2007. Consequently, the school will be required to undertake an enhanced disclosure of criminal background. Please note that you WILL be expected to meet the cost of an Enhanced Disclosure Certificate, which is currently £33. Details of how to make payment will be sent to you at the pre-employment stage. Further information can be accessed on <http://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks>.

## Section 3 – Person Specification

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### POST: P2 Job Share Teacher (Thursday and Friday)

#### (Up to 1 Academic Year Maternity Cover)

The Board of Governors reserve the right to enhance the criteria if necessary in order to facilitate a manageable shortlist.

#### **Essential Criteria**

##### **Applicants must:**

- Be a qualified teacher (as recognised by the Department of Education) with a minimum 2:2 qualification.
- Have A minimum of 1 academic year's experience\* within Primary 1, 2 or 3 (at the time of taking up the position) \*This can include as a job-share partner or long term substitute cover
- Provide evidence of planning within a Primary 1 - 3 curriculum, with evidence of knowledge of the Northern Ireland Curriculum at this age level (taking account of the diverse, inclusive need in classes).
- Provide evidence of strong, professional communication skills (both written and spoken) – including evidence of being able to represent the school to parents and meetings with outside agencies (including the writing of reports).

#### **Desirable Criteria**

##### **Applicants should:**

- Provide evidence of experience of using ICT to enhance the learning of children in the primary school.
- Provide evidence of further Professional Development through the participation in training (either in-house or through external agencies.[Dates can be included])
- Evidence of the ability to play an instrument / offer music support in foundation classrooms.

## Section 4 – Professional Duties of a Teacher

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The Teachers' (Terms and Conditions of Employment) Regulations (Northern Ireland) 1987 shall apply to teachers employed in grant-aided schools, peripatetic teachers and supply teachers. Further information is available on the DE website at [www.education-ni.gov.uk/articles/overview-teachers-terms-and-conditions](http://www.education-ni.gov.uk/articles/overview-teachers-terms-and-conditions).

### **Fixed-term posts**

Please note that the post availability indicates how long a post will be vacant at the time of going to press and does not necessarily indicate the commencement date of any contract. Fixed-term contracts may be subject to extension or may be reduced for any valid reason, unless otherwise indicated. Certain circumstances may arise where the successful candidate will not be employed for the full period of availability, e.g. due to incomplete pre-employment checks at the commencing availability date.

Where a post is available for a full 12-month period and, due to unforeseen circumstances, it is not possible for the successful candidate to commence their contract at the availability date stated, the period of employment will be reduced and the teacher will be paid on the hourly rate for teachers.

Fixed-term teachers employed for less than a 12-month period will be paid on the hourly rate for teachers.

**TEACHERS' (TERMS AND CONDITIONS OF EMPLOYMENT) REGULATIONS  
(NORTHERN IRELAND) 1987  
as amended by the  
TEACHERS' (TERMS AND CONDITIONS OF EMPLOYMENT) (AMENDMENT)  
REGULATIONS (NORTHERN IRELAND) 1988**

**SCHEDULE 3**

*Exercise of general professional duties*

1. A teacher who is not a principal shall carry out the professional duties of a teacher as circumstances may require—
  - (a) if he/she is employed as a teacher in a school under the reasonable direction of the principal of that school;
  - (b) if he/she is employed by a board on terms under which he is not assigned to any one school, under the reasonable direction of that board and of the principal of any school in which he/she may for the time being be required to work as a teacher.

*Exercise of particular duties*

2. (a) A teacher employed as a teacher (other than a principal) in a school shall perform, in accordance with any directions which may be reasonably given to him/her by the principal from time to time, such particular duties as may reasonably be assigned to him/her.  
(b) A teacher to whom paragraph 1(b) refers shall perform, in accordance with any direction which may reasonably be given to him/her from time to time by the board or by the principal of any school in which he/she may for the time being be required to work as a teacher, such particular duties as may reasonably be assigned to him/her.

*Professional duties*

3. The following duties shall be deemed to be included in the professional duties which a teacher may be required to perform—
  - (1) (a) planning and preparing courses and lessons;  
(b) teaching, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupils in school and elsewhere;  
(c) assessing, recording and reporting on the development, progress and attainment of pupils;
  - (2) (a) promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her;  
(b) providing advice and guidance to pupils on educational and social matters and on their further education and future careers including information about sources of more expert advice on specific questions; making relevant records and reports;  
(c) making records of and reports on the personal and social needs of pupils except in instances where to do so might be regarded as compromising a teacher's own position;  
(d) communicating and consulting with the parents of pupils;  
(e) communicating and co-operating with such persons or bodies outside the school as may be approved by the employing authority and the Board of Governors;  
(f) participating in meetings arranged for any of the purposes described above.



- (3) providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils except in instances where to do so might be regarded as compromising a teacher's own position.
- (4) participating, if required, in any scheme of staff development and performance review;
- (5)(a) reviewing from time to time his/her methods of teaching and programmes of work;  
(b) participating in arrangements for his/her further training and professional development as a teacher.
- (6) advising and co-operating with the principal and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
- (7) maintaining good order and discipline among pupils in accordance with the policies of the employing authority and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- (8) participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
- (9) supervising and teaching any pupils whose teacher is not available provided that:
  - (a) in schools with an average daily enrolment of 222 pupils or less, in primary 1 and primary 2 classes in schools with an average daily enrolment greater than 222 pupils, and in nursery classes in primary schools a teacher other than a supply teacher shall not be required to provide such cover;
  - (b) in schools with an average daily enrolment greater than 222 pupils a teacher other than a supply teacher shall not be required to provide such cover after the second day on which a teacher, other than a teacher of a primary 1 or primary 2 class or of a nursery class in a primary school, is absent or otherwise not available, or from the first day if the fact that the teacher would be absent or otherwise not available for a period exceeding 2 days was known to and agreed by the employing authority in advance;
- (10) participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examination.
- (11) (a) contributing to the selection for appointment and professional development of other teachers, including the induction and assessment of probationary teachers;  
(b) co-ordinating or managing the work of other teachers;  
(c) taking such part as may be required of him/her in the review, development and management of activities relating to the curriculum,
- (12) (a) participating in administrative and organisational tasks related to such duties as described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials.  
(b) subject to the provisions of article 22 of the order, attending assemblies;  
(c) registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

*Working time*

4. (a) A full-time teacher, other than a teacher employed in a residential establishment, shall be available for work on 195 days in any year of which not more than 190 days should involve teaching children in a classroom situation;
- (b) A teacher, other than a teacher employed in a residential establishment, shall be available to perform such duties at such times and such places as may reasonably be specified by the Principal, or where he/she is employed by a Board on terms under which he/she is not assigned to any one school by the Board or the Principal of any school in which he/she may for the time being be required to work as a teacher, for 1,265 hours in any year exclusive of time spent off school premises in preparing and marking lessons and time spent travelling to and from the place of work;
- (c) A teacher may not be required to teach as distinct from supervise children in a classroom situation for more than 25 hours in any week in a primary or special school and 23.5 hours in any week in a secondary school;
- (d) Unless employed under a separate contract as a mid-day supervisor, a teacher shall not be required to undertake mid-day supervision.
- (e) subject to paragraph (f) all teachers shall be required to have a break of at least 30 minutes between the hours of 12 noon and 2.00 p.m.
- (f) Teachers in nursery schools and in nursery units in primary schools shall be required to have a break of at least 30 minutes between the hours of 12 noon and 2.30 p.m.
- (g) For the purposes of this paragraph, a "year" means a period of 12 months commencing on 31<sup>st</sup> July and a "week" means a period of 7 days commencing on a Sunday.