

**HOLYWOOD PRIMARY SCHOOL**

**CONTROLLED PRIMARY  
SCHOOL**

**HILLVIEW PLACE  
HOLYWOOD  
BT18 9DL**

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**Principal: Mrs D Crookshanks (Acting)**

**Chairman of Board of Governors: Mrs L Anderson**

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**Admissions No. 75**

**Enrolment No. 343**

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Hollywood Primary School is a controlled co-educational school situated in Hillview Place, Hollywood. The school receives pupils from all backgrounds from the Hollywood town area and beyond. The current enrolment is 347 with two straight classes in each year group.

The advertised post is initially for a P6 class and will maintain our current teaching complement of Acting Principal, Mrs D Crookshanks, 12 full-time teachers and 4 teachers as job share. The school is also supported by a full-time teacher for pupils with Special Needs, Classroom Assistants, administrative staff, Supervisory Assistants, catering staff, Building Supervisor and Cleaners. Many parents also assist with a range of activities and supervision on a regular basis.

The school enjoys an excellent working relationship with the Board of Governors, the PTA, parents and the community. We are a child-centred school with high academic standards while still maintaining an emphasis on the holistic development of each child. Pupils have access to a range of sporting and other extra-curricular activities and the teacher appointed would be expected to assist with/lead an after school activity one day per week.

Approval has been granted for a new amalgamated school involving Hollywood Primary School and Redburn Primary School on the site of the current Priory College.

Further information about the school can be found by visiting our website [www.hollywoodprimary.ik.org](http://www.hollywoodprimary.ik.org)



## **SOUTH EASTERN EDUCATION AND LIBRARY BOARD**

### **JOB DESCRIPTION – TEACHING POSTS**

#### **Main duties and Responsibilities**

#### **1 Planning**

- 1.1 Planning and preparing courses and lessons;
- 1.2 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;
- 1.3 Assessing, recording and reporting on the development, progress and attainment of pupils.

#### **2 General**

- 2.1 Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her;
- 2.2 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;
- 2.3 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;
- 2.4 Communicating and consulting with the parents of pupils;
- 2.5 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;

- 2.6 Participating in meetings arranged for any of the purposes described above.

### **3 Assessment/Reporting**

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 Staff Development/Professional Development**

- 4.1 Participating, if required, in any scheme of staff development and performance review;
- 4.2 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.
- 4.3 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.

### **5 Discipline/Health and Safety**

- 5.1 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 authorized to be on the school premises and when they are engaged in authorized school activities elsewhere.
- 5.2 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.

### **6 Public Examinations**

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.

## **7 Review and Development of Management Activities/Administration**

- 7.1 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, organisation and pastoral functions of the school.
- 7.2 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.

## **8 Number of days/Hours of work**

- 8.1 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.

## **9 Staff cover**

9.1 Supervising and teaching any pupils whose teacher is not available provided that:

- a) 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 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;
- b) In schools with an average daily enrolment of 222 pupils or less a teacher other than a supply teacher shall not be required to provide such cover after the first day on which a teacher is absent or otherwise not available for more than 1 day was known to and agreed by the employing authority in advance;
- c) In schools with a complement of 1, 2 or 3 teachers and in nursery units in primary schools, a teacher other than a supply teacher shall, notwithstanding heads (a) and (b), not be required to provide such cover.

## **Conditions of Service**

The conditions of service for this post will be in accordance with the Regulations of the Department of Education for Northern Ireland.

**SOUTH EASTERN EDUCATION AND LIBRARY BOARD**

**PERSONNEL SPECIFICATION**

**POST: Teacher – Key Stage 2 (P5) Thurs – Wed alternate weeks) – Hollywood Primary School (Fixed-term contract available from 1 January 2009 until 31 December 2009 to cover a career break)**

	<b>ESSENTIAL</b>	<b>PREFERRED</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Hold a teaching qualification which meets the requirements for recognition to teach in grant aided schools and be registered with the GTCNI by the agreed date of taking up duty;</li> <li>• Have a teaching qualification which has prepared the applicant to teach in a primary school.</li> </ul>	
<b>EXPERIENCE</b>	Have a minimum of 3 months experience of teaching at Key Stage 2 level post qualification.	<ul style="list-style-type: none"> <li>• A minimum of 3 months experience of teaching a P5 class within the last 4 years;</li> <li>• Experience of co-ordinating ICT throughout a school.</li> </ul>
<b>KNOWLEDGE/SKILLS</b>	<ul style="list-style-type: none"> <li>• Knowledge of the NI Curriculum;</li> <li>• Communication skills;</li> <li>• Organisational skills;</li> <li>• Interpersonal skills;</li> <li>• Ability to promote positive relationships with pupils and parents.</li> </ul>	
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Enthusiastic;</li> <li>• Child centred;</li> <li>• Ability to use initiative;</li> <li>• Conscientious;</li> <li>• Flexible;</li> <li>• Ability to motivate self and others;</li> <li>• Ability to work as a member of a team.</li> </ul>	
<b>OTHER REQUIREMENTS</b>		Ability to assist with after-school activities.

**The criteria may be enhanced.**

**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 (i.e. 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.**

Canvassing will disqualify

**Posts involving work in educational institutions are subject to the provisions of the Protection of Children and Vulnerable Adults (NI) Order 2003.**

Please complete and return your Application Form and Equal Opportunities Questionnaire by post/hand delivering to the Equal Opportunities Unit, South Eastern Education and Library Board, Grahamsbridge Road, Dundonald, BT16 2HS no later than **12.00 noon** on the closing date for completed applications.

**Late, faxed or e-mailed application forms will not be accepted**