



## **Appointment of Vice-Principal**

**Group 3 enrolment  
420 pupils in primary and 52 in Nursery  
Salary range (Pts 10 – 14)**

### **Candidate Information Pack**



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## 1. Background and Context

Our Vice-Principal retired from his role in June, after 21 years' service.

The Lough View Board is committed to appointing a new Vice-Principal who can work as a lead practitioner and key member of our Senior Leadership Team, alongside the Principal, as the school moves through a period of transition and faces significant external challenges.

## Section 2 - Information regarding the School

Lough View is an all ability, co-educational primary and nursery school situated on a wonderful, green field site in the Castlereagh Hills overlooking Belfast. The school has a current population of around 470 pupils which equates to a double intake from P1-7 and a 52 place nursery. The school takes pupils from the immediate locality and up to a 5 mile radius from the school.

Our school has an excellent reputation within the local community and has grown from 20 children and 2 teachers on opening in 1993 to what we are today.

We are a diverse school community made up of children, staff and parents from both of the main faith/cultural traditions in Belfast as well as those from other or non - faith backgrounds and ethnicities. Our school is all ability and inclusive of all socio-economic backgrounds.



### Our Integrated Ethos

***Lough View Integrated provides a learning environment where children from Catholic and Protestant backgrounds as well as those of other faiths and non- faith backgrounds, can learn with, from and about each other. The promotion of good relations extends to everyone in the school and to their families regardless of their religious, cultural or social background. Integrated education is value driven and child centred. It is delivered through a holistic approach with an emphasis on developing every aspect of a child's potential.***

Our ethos is informed by the NICIE Statement of Principles. The core principles enshrined in this document are: Equality, Faith and Values, Parental Involvement and Social Responsibility.

Lough View is also a UNICEF Rights Respecting School. The UNCRC Articles inform much of what we do and form the basis for our approach to pastoral care.

As an integrated school we aspire to achieving a religious balance within our pupil population and within our staff team. Our school is usually over-subscribed and in line with the religious balance recommended for integrated schools, we allocate places on the basis of 40% Roman Catholic, 40 % Protestant and 20% Others.

Our mission statement is **Learning and Growing Together.**

The school was inspected in 2011 and again in 2017. Both inspections have highlighted the many strengths of our school which include the high academic standards achievements of our children, our outstanding Nursery and the excellence of our pastoral care. The school demonstrates a high capacity for continued sustained improvement.

### **Section 3 - Job Description**

**The successful candidate will work within the agreed Terms and Conditions of Service for Vice Principals.**

**The Vice-Principal will be required to deputise for the Principal when necessary and take an active part in all aspects of school life.**

**In addition to a full-time teaching commitment and membership of the School Leadership Team, the Vice-Principal's duties will include:**

1. Leading learning through example by high standards of teaching and learning.
2. Assisting the Principal in all areas of leading learning and teaching, school administration, management and organisation.
3. Assisting the Principal with staff development including PRSD and promoting self-evaluation.
4. Support and promote the high standard of behaviour and pastoral care within the school and assist in maintaining and developing the positive behaviour policy to support the high standards of behaviour.
5. Assisting the Principal with coordinating and developing assessment strategies with particular responsibility for CBA and End of Key Stage Assessments.
6. Assisting the Principal in co-ordinating school evaluation and development, including all aspects of planning, target setting and monitoring the quality of provision within the school.
7. Curriculum Co-ordination including overseeing the development and delivery of the curriculum across all Key Stages.
8. Co-ordination of a whole school curricular area.
9. Assisting the Principal with the development and promotion of the Integrated Ethos of the school.
10. Co-ordination of all areas involved in promoting pupil voice, including the Pupil Council.
11. Assisting the Principal in maintaining, developing and promoting formal and informal links with parents and others through various meetings, events, services and activities, including the Parents' Council.
12. Overseeing the promotion of the school in the local and wider community through the local press and social media.
13. Co-ordination of all issues relating to school trips and residential.
14. Assisting in developing timetables and rotas.

15. Assisting with early morning and lunch time supervision.

16. Undertaking such other duties as the Principal may reasonably require.

This job description may be amended at any time after discussion with the Principal.

**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 school.
- Ensure that the school's integrated ethos continues to inform our future direction.

### **Leading and Managing Staff**

- Provide high quality leadership to secure improvement;
- Collaborate and network with others within and beyond the school;
- 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 school'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;
- Assist with management of 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 School in the Community**

- Lead and manage the development and promotion of a positive image of the school 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 school 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 school'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;
- Support the development and implementation of the School 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 school;
- Combine the outcomes of regular self-evaluation, ETI inspection evidence and other external evaluations in order to develop the school;
- Support the process of monitoring and evaluating effectively school 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 school's progress and development.

## **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.

## **Section 4 - Person Specification**

**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 in order 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.**

**Please note only post-qualification teaching experience will be considered.**



## Primary Vice-Principal - Person Specification

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<p><b>The criteria that will be applied at shortlisting are as follows:</b></p> <p>Applicants must at the closing date for applications:</p> <ol style="list-style-type: none"> <li>1) Hold a teaching qualification which meets the requirements for recognition to teach in grant-aided schools in Northern Ireland.</li> </ol>	<p><b>Preference may be given to those applicants who:</b></p> <ul style="list-style-type: none"> <li>• Have successfully completed or are in the process of completing an additional post graduate (or equivalent or higher) qualification in education.</li> <li>• Have successfully completed or are in the process of completing Professional Qualification for Headship (PQH NI) or EA Senior Leadership Pathways (SLP)</li> </ul>
<b>EXPERIENCE</b>	<p><b>The criteria that will be applied at shortlisting are as follows (please note that experience must be accrued by the closing date for receipt of completed applications):</b></p> <ol style="list-style-type: none"> <li>2) Have a minimum of 7 years' teaching experience in a paid capacity in primary education <b>and/or</b> equivalent experience in an affiliated educational body working in an area that relates to the primary sector, within the last 12 years;</li> <li>3) Have a minimum of 2 years' experience leading a curricular or school improvement area;</li> <li>4) Currently hold or have held a management allowance for at least 2 years*</li> </ol> <p><i>*Excludes Special Needs Allowances awarded solely for teaching pupils with Special Educational Needs</i></p>	<p><b>Preference may be given to those applicants who:</b></p> <ul style="list-style-type: none"> <li>• Can demonstrate clear evidence of involvement in strategic planning;</li> <li>• Can demonstrate clear evidence of how your leadership has led to whole school improvement;</li> </ul>

	<b>ESSENTIAL</b>
<b>KNOWLEDGE</b>	<p>The successful candidate must be able to demonstrate extensive knowledge of:</p> <ul style="list-style-type: none"> <li>• The NI Primary Curriculum and current policies and procedures;</li> <li>• Current educational developments and the ability to evaluate and respond to new educational challenges and manage change effectively;</li> <li>• Effective classroom pedagogy and how to ensure high standards of teaching, learning and achievement throughout the school;</li> <li>• Effective data management;</li> <li>• Effective organisational management including the appropriate deployment of resources.</li> </ul>
<b>SKILLS</b>	<p>The successful candidate must demonstrate highly developed skills in order to:</p> <ul style="list-style-type: none"> <li>• Lead, motivate, manage, challenge and enthuse others;</li> <li>• Create an ethos and articulate a vision for the future of the school;</li> <li>• Develop good relationships at all levels and promote a collaborative and team approach among staff, pupils, parents and governors;</li> <li>• Lead strategically and develop self and others in order to achieve outcomes;</li> <li>• Promote, achieve, monitor and evaluate high standards of teaching, learning and achievement throughout the school;</li> <li>• Develop effective partnerships between the school and the local community;</li> <li>• Communicate effectively orally and in writing;</li> <li>• Organise and prioritise workload effectively;</li> <li>• Deal with staffing matters in accordance with EA policies and procedures;</li> <li>• Manage time effectively.</li> </ul>
<b>PERSONAL QUALITIES</b>	<p>The successful candidate must demonstrate:</p> <ul style="list-style-type: none"> <li>• Vision;</li> <li>• A sound value system;</li> <li>• Enthusiasm and motivation;</li> <li>• Commitment to the Integrated ethos;</li> <li>• Assertiveness and confidence;</li> <li>• A caring child-centred approach;</li> <li>• Integrity;</li> <li>• Advocacy and empathy;</li> <li>• Discretion;</li> <li>• An ability to cope under pressure;</li> <li>• Tact and diplomacy;</li> <li>• Decisiveness;</li> <li>• Adaptability</li> </ul>

## Section 5 - Selection Process Timetable

<b>Closing date for completed applications</b>	Tuesday 4th February 2pm
<b>Stage 1 interviews</b>	Monday 24 <sup>th</sup> and Tuesday 25 <sup>th</sup> February
<b>Stage 2 interviews (if required)</b>	Monday 2 <sup>nd</sup> March

**Shortlisted** candidates wishing to discuss any aspect of the appointment should contact:

Sean Spillane Principal  
Lough View Integrated IPS

02890401347 or email [sspillane887@c2kni.net](mailto:sspillane887@c2kni.net)

## Section 6 – Candidate Information

### Application Form

Application forms and information packs can be downloaded from the school website ([www.loughviewintegrated.co.uk](http://www.loughviewintegrated.co.uk)), collected from school or sent to you electronically by emailing [eclarke482@c2kni.net](mailto:eclarke482@c2kni.net) on request.

Please complete and return your application form and Equal Opportunities Questionnaire by post/hand delivering to the school, marked as follows:

Private & Confidential  
Application for the Post of Vice-Principal  
Lough View IPS  
63 Church Road  
Belfast BT6 9SA

In addition, forms may be returned by email to [eclarke482@c2kni.net](mailto:eclarke482@c2kni.net).

**Forms must be received by 2.00 pm on the 4<sup>th</sup> February 2020. Late or faxed application forms 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

Lough View IPS 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

All correspondence regarding the selection process will be forwarded to you via e-mail where an e-mail address is provided on your application form. It is important that the e-mail address you supply on your application form is your preferred e-mail 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

As this post involves 'regulated activity' under the Safeguarding Vulnerable Groups (NI) Order 2007 we will require documentary evidence of your Enhanced Disclosure of Criminal Background check. If you do not have this **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 [www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks](http://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks) or [www.justice-ni.gov.uk/articles/about-accessni](http://www.justice-ni.gov.uk/articles/about-accessni)

## Privacy Notice

You will receive a privacy notice as part of the application pack. This outlines how we manage the information that you share with us in applying for this post and is in accordance with GDPR.