



## POST: Nursery Teacher

### Temporary Part time

21.08.24- 30.06.25 to cover a secondment  
with the possibility of an extension



**POST TITLE: Nursery Teacher (Temporary Part time) 5 days a week 23.5 hours a week**

**RESPONSIBLE TO:** The person appointed will be responsible in the first instance to the Principal of the School and, through him, to the Board of Governors, which is the employing authority for every member of staff.

**JOB PURPOSE:** The person appointed will work with and assist the Principal in all aspects of the leadership, management and administration of the Nursery setting.

**MAIN DUTIES:** The person appointed will be expected to carry out all the duties of a teacher in a grant-aided school in Northern Ireland, as set out in the Teachers' (Terms and Conditions of Service) Regulations of 1987 and the amendments and additions made to these Regulations since then.

Further information in relation to the professional duties of all teachers can be found at  
<https://www.educationni.gov.uk/publications/circular-198726-teachers-pay-and-conditions-service>

### PERSON SPECIFICATION

#### NOTES TO JOB APPLICANTS

1. You must clearly demonstrate on your application form under each question, how, and to what extent you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria, where relevant.
2. You must demonstrate how you meet the criteria by the closing date for applications, unless the criteria state otherwise.
3. The stage in the process when the criteria will be measured is outlined in the table below.
4. Shortlisting will be carried out on the basis of the essential criteria set out in Section 1 below, using the information provided by you on your application form.
5. Please note that the Selection Panel reserves the right to shortlist only those applicants that it believes most strongly meet the criteria for the role.
6. In the event of an excessive number of applications, the Selection Panel also reserves the right to apply any desirable criteria as outlined in Section 3 at shortlisting. It is important therefore that you also clearly demonstrate on your application form how you meet any desirable criteria.
7. The Appointment process:
  - Phase 1: Shortlisting based on the Application Form
  - Phase 2: Interview
  - Phase 3: Finalise and appoint

The following are **essential** criteria which will initially be measured at the shortlisting stage and which **may also be further explored during the interview/selection stage**. You should therefore make it clear on your

application form how, and to what extent you meet these criteria. Failure to do so may result in you not being shortlisted.

## SECTION 1 - ESSENTIAL CRITERIA

Factor	Essential Criteria
<b>Qualifications/ Professional Membership</b>	<ul style="list-style-type: none"> <li>☐ Be a recognised teacher eligible to teach in a primary school in Northern Ireland and be registered with the GTCNI by the agreed date of commencement.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>☐ A minimum of 2+ years' experience in a paid capacity of teaching in Nursery School, Nursery Unit or Foundation Stage in your recent career.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>☐ Demonstrable* Knowledge of Curricular Guidelines for Pre-school.</li> <li>☐ Demonstrable working knowledge of Pastoral Care including Promoting Positive Behaviour and Safeguarding.</li> <li>☐ Demonstrable working knowledge of a range of teaching strategies to suit all pupils and those with Special Educational Needs.</li> <li>☐ Demonstrable* working knowledge of Information Technology systems e.g. Digital classroom tools/media, use of tablets/mobile technologies.</li> </ul>
<b>Skills / Abilities</b>	<ul style="list-style-type: none"> <li>☐ Proven ability to provide a learning environment which is supportive, inclusive and nurturing.</li> <li>☐ Knowledge of current assessment methods to inform teaching in the Early Years.</li> </ul>
<b>Principles of Integrated Education</b>	<ul style="list-style-type: none"> <li>☐ Evidence of how your experience reflects Cedar's values/ethos. You will find information about our Values/ethos here <a href="http://www.cedarips.co.uk">www.cedarips.co.uk</a></li> </ul>

\* In both Essential and Desirable Criteria demonstrable experience/commitment/knowledge includes:  
 (a) having completed a relevant training course or qualification (state name of course and date completed); and/or  
 (b) provide examples of how you have implemented relevant learning and applied knowledge within the classroom/school context.

## SECTION 2 - DESIRABLE CRITERIA

If, having assessed every application against the essential criteria for this appointment, the selection panel finds that the number of candidates who meet these criteria is too large to make a manageable short-list, the panel reserves the right:

**(a) to enhance any or all of the essential criteria; and/or**

**(b) to use the following desirable criteria, giving preference to those candidates who are able to demonstrate that.**

Factor	Desirable Criteria
<b>Qualifications, Skills and Experience</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Hold a degree or teaching qualification with Nursery/Foundation Stage as a component.</li><li><input type="checkbox"/> Demonstrable* experience of planning and developing Learning through Play in an Early Years setting.<ul style="list-style-type: none"><li>• Experience of target setting, observing and tracking pupil progress in a Nursery School, Nursery Unit or Foundation Stage.</li><li>• Demonstrate an awareness of the role of Deputy Designated Teacher for Safeguarding.</li></ul></li></ul>

**The following Criteria may be assessed at Interview:**

### **Knowledge**

#### **Essential**

- Knowledge of the core principles of Integrated Education.
- Knowledge of Northern Ireland Primary Curriculum/ Early Years/ Foundation Stage /Pre-school Curriculum.
- Demonstrable working knowledge of Pastoral Care including Promoting Positive Behaviour and Safeguarding.
- Experience of target setting, observing and tracking pupil progress in the Early Years Foundation Stage.
- Knowledge of the SEND Code of Practice.

#### **Desirable**

- Demonstrate experience of leading and/or assisting with a school curriculum team within a Primary School or Nursery.

**Skills – Demonstrate highly developed skills in order to:**

#### **Essential**

- Motivate, support and enthuse children in an inclusive classroom environment.
- Ability to work as an effective member of a team, and to motivate self and others.

#### **Desirable**

- Ability to work collaboratively to promote positive relationships with pupils, colleagues, families, governors and the wider community.
- Demonstrate the ability to lead and support all assistants to plan and provide a range of engaging activities.

**Personal Qualities: The successful candidate must be able to demonstrate the following Qualities:**

- A child-centred approach designed to deliver the best Outcomes for children in Cedar IPS and NU.
- Confidence, Enthusiasm and Motivation to deliver beyond the expected.
- Ability to successfully manage multiple priorities in a fast-paced and changing school environment.

**Salary**

The successful applicant will be placed on Main Teacher's Pay Scale according to experience and hours worked.

Please note that the contractual Nursery hours are 23.5 weekly.

**Returning your Application Form, Health Declaration Form and Equal Opportunities Questionnaire**

The following are acceptable ways to return your Application Form, Equal Opportunities Questionnaire and Health Declaration Form:

- by post or by hand to  
Cedar Integrated Primary School  
29 Kilmore Road  
Crossgar  
Co Down  
BT30 9HJ

- by attachment to an email to  
[hrichton679@c2kni.net](mailto:hrichton679@c2kni.net)

**Deadline for receipt of Application Form, Equal Opportunities Questionnaire and Health Declaration Form:  
Friday 26<sup>th</sup> April 2024 @ noon**

If you are returning your application form by email, please request a 'read receipt' and a 'delivery receipt' in your email and ensure that the subject line is completed with the post you are applying for.

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**

Cedar 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 **with at least one from a current employer.**

### **Disclosure of Criminal Background**

All positions at Cedar 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 £32. 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>

### **Shortlisting, School Visit and Interviews**

The panel of governors responsible for making the appointment expects to meet to prepare a short-list of candidates for interview **during the week beginning 29<sup>th</sup> April 2024**.

Shortlisting will be carried out only on the basis of the information contained in the application form. Write or type legibly in black ink: applications may be word-processed, but the space provided for responses may not be extended and the font size used must not be below point 10.

Shortlisted candidates only will be invited to visit the school on **Friday 10<sup>th</sup> May 2024**

### **Interviews are expected to be held on Friday 17<sup>th</sup> May 2024**

The panel of governors responsible for making the appointment reserves the right to go to a second round of interviews, if necessary, and not to make any appointment.

No payment in respect of traveling or removal expenses shall be paid to candidates.