

**PRIVATE AND CONFIDENTIAL**

**POST: Primary 2 Teacher and Head of Early Years Foundation Stage**

**Permanent post starting September 2024**

**Candidate Guidance**

The closing date for applications for this vacancy is **26th April 2024 by 12 noon.** Completed applications must be sent to hcrichton679@c2kni.net All applications must be received on or before this date and time. Late applications will not be considered.

ONLY INFORMATION PROVIDED ON THIS APPLICATION FORM WILL BE CONSIDERED BY THE PANEL. A Curriculum vitae, or any additional pages will not be accepted. Any alterations to this form will invalidate your application.

Please ensure that you have read the Person Specification and Job Description before completing this Application Form. Applicants must ensure they provide sufficient information on the Application Form to enable the selection panel to assess their eligibility for consideration. Failure to do so will result in the application being rejected. Applicants must clearly demonstrate how and to what extent they meet the essential and any desirable criteria. The onus for demonstrating this in the Application Form rests with the applicant. All information given will be treated with the strictest confidence.

**PERSONAL DETAILS**

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| APPLICANT DETAILS | | | |
| Surname: |  | Forename(s): |  |
| **Home Address:** |  | | |
| **Postcode:** |  | **Email:** |  |
| **Home Number:** |  | **Mobile Number:** |  |

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| ELIGIBILITY TO WORK IN THE UK |
| Do you have the right to work in the UK? Yes No  As required under legislation, you will be required to provide documentary evidence to confirm your right to work in the UK as part of any conditional offer of employment. *E.g. Your Passport or other Official Documentation confirming your National Insurance Number and your Full Birth Certificate or any other eligible documentation* |

**REFEREES**

Please give the details of two referees of persons who must not be related to you, **one of which must be from your current or most recent post**. You should obtain the prior consent of the referees. Referees will not be contacted prior to any conditional offer of appointment.

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| Referee Name: |  | Referee Name: |  |
| Position: |  | Position: |  |
| Company Name: |  | Company Name: |  |
| Email: |  | Email: |  |
| Nature of Relationship: |  | Nature of Relationship: |  |

**EMPLOYMENT HISTORY**

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| **PREVIOUS EMPLOYMENT** | | | |
| **NAME AND ADDRESS**  **OF EMPLOYER** | **DATES FROM AND TO** | **CLASSES TAUGHT AND SUMMARY OF KEY DUTIES** | **SALARY POINT AND REASON FOR LEAVING** |
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| CHILD PROTECTION  Please note this post involves “regulated activity” as defined under Safeguarding Vulnerable Groups (NI) Order 2007 |
| Are you aware of anything in your employment or personal history which would render you unsuitable to work with children and young people?  YES NO If yes, please provide details below |
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| **SAFEGUARDING** | |
| Given the nature of the organisation to which you are applying, under the Rehabilitation of Offenders (Exemptions) Order (NI) 1979, no conviction can be regarded as spent. We therefore need to ask the following questions. | |
| Do you have any criminal convictions? |  |
| Do you have any criminal record including any criminal convictions, cautions, reprimands or final warnings by the Police? |  |
| Are you aware of any police enquiries undertaken following allegations made against you which may have a bearing on your suitability for this post? |  |
| Are you currently the subject of a referral or investigation by your professional body? |  |
| Have you ever been referred to the Independent Safeguarding Authority as a result of misconduct involving children and / or young adults? |  |

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| **GAPS IN EMPLOYMENT**  Please provide information below to explain any gaps in your employment history |
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**SELECTION CRITERIA**

**In this section applicants must present clear evidence to demonstrate how, and to what extent, they meet each of the Essential Criteria, including relevant dates (as appropriate) and relevant examples. Please ensure your response is within a 300 wordcount limit as any additional wordcount will not be considered. Any additional pages attached by applicants will not be provided to the selection panel.**

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| **ESSENTIAL CRITERIA** |

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| **Criterion 1 –** 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.  **300 word count limit** |
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| **Criterion 2 –** A minimum of 2+ years’ experience in a paid capacity of teaching in Foundation Stage in your recent career.  **300 word count limit** |
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| **Criterion 3 –** Demonstrable\* Knowledge of Northern Ireland Primary Curriculum/ Early Years/ Foundation Stage /Pre-school Curriculum.  **300 word count limit** |
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| **Criterion 4 –** Have experience of co-ordinating a curricular area for a minimum of one year.  **300 word count limit** |
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| **Criterion 5–** Demonstrable working knowledge of a range of teaching strategies to suit all pupils and those with Special Educational Needs.  **300 word count limit** |
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| **Criterion 6–** Demonstrable\* working knowledge of Information Technology systems e.g. Digital classroom tools/media, use of tablets/mobile technologies.  **300 word count limit** |
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| **Criterion 7–** Proven ability to provide a learning environment which is supportive, inclusive and nurturing.  **300 word count limit** |
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| **Criterion 8–** Ability to lead and motivate others.  **300 word count limit** |
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| **Criterion 9–** Evidence of how your experience reflects Cedar’s values/ethos.  **300 word count limit** |
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| **DESIRABLE CRITERIA** |

**In this section applicants must present clear evidence to demonstrate how, and to what extent, they meet each of the Desirable Criteria, including relevant dates (as appropriate) and relevant examples. Please ensure your response is within a 300 wordcount limit as any additional wordcount will not be considered. Any additional pages attached by applicants will not be provided to selection panel.**

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| **Criterion 1 –** Hold a degree or teaching qualification with Nursery or Foundation Stage as a component.  **300 word count limit** |
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| **Criterion 2 –** Demonstrate experience of leading and/or assisting with a school curriculum team within a primary school.  **300 word count limit** |
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| **Criterion 3 –** Demonstrable experience of planning and developing Learning through Play in Early Years Foundation Stage.  **300 word count limit** |
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**VERIFICATION OF INFORMATION**

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| I certify that to the best of my knowledge all information provided in this application is truthful and accurate. I have not omitted any facts that could affect my employment. I understand that providing any false or misleading statements or if I have suppressed any material facts could place any subsequent employment in jeopardy / result in a job offer being withdrawn and / or if appointed, dismissal.  I understand that any employment to be taken up is subject to me providing documentary evidence of my right to work in the UK, as well as evidence of any qualifications as relevant to the post and satisfactory references or other checks as may be reasonably required.  I consent to personal data contained within this form being processed and retained for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file in line with GPDR. Please refer to our Recruitment Privacy Notice.  **Signature: Date:** |

**Please remember to complete the EQUAL OPPORTUNITY MONITORING QUESTIONNAIRE**