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**St. Malachy's College**

36 Antrim Road, Belfast BT15 2AE

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| Application for employment as:  **HEAD OF DEPARTMENT OF**  **FRENCH**  **Full-Time Permanent**  **From 1st September 2023**  **Please note that only information included on this application form will be considered.**  **No additional information pages or CVs will be accepted.** |

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| **PERSONAL DETAILS** | | |
| Surname: | Forenames (in full): Title: | |
| Address for correspondence:  Telephone Number:    Email address: | | |
| ***Essential Criterion 1***  GTCNI Registration No: | | National Insurance Number: |

**EDUCATIONAL ACHIEVEMENTS**

Third Level Education ***(Essential Criteria 1 and 2)***

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| Dates | | Name of University/College | Type of degree, diploma or certificate  Main subjects studied | Results achieved  Class and division |
| From | To |
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Additional Qualifications

Please provide details including dates

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| Dates | | Name of University/College or Awarding Body | Type of degree, diploma or certificate  Main subjects studied | Results achieved  Class and division |
| From | To |
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**CONTINUING PROFESSIONAL DEVELOPMENT**

Please provide details of continuous professional development in the last three years relevant to this post.

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| Dates | Training delivered by  e.g. RTU/Inset/BELB | Training/Development Activity |
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EMPLOYMENT HISTORY (beginning with the most recent)

***(Essential Criterion 3,4 & Desirable Criteria 1, 2 and 3)***

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| Date of commencement | Date of termination | Employer | Position | Salary points |
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| Please outline the duties and responsibilities of your present post. |
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| Other employment experience relevant to this application |
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In addressing the following Criteria you must **not** exceed a total word limit of 700. It is entirely up to the candidate how this word limit is balanced between each criterion.

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| *Essential Criterion 3*  *Recent and relevant experience, within the last 5 years, of successfully teaching GCSE French in a post-primary school setting*  *(include relevant dates and outcomes)* |  |
| *Essential Criterion 4*  *Recent and relevant experience, within the last 5 years, of successfully teaching French to A2 or AS Level in a post primary school setting*  *(include relevant dates and outcomes)* |  |
| *Essential Criterion 5*  *Ability and willingness to teach Spanish at KS3 & KS4 level* |  |
| *Essential Criterion 6*  *Evidence of digital competency used to enhance the teaching, learning and assessment* |  |
| *Essential Criterion 7*  *Willingness and ability to contribute significantly to the extra-curricular life of the College and to support its ethos* |  |
| *Desirable Criterion 1*  *Recent and relevant experience within the last 5 years of successfully teaching Spanish at KS3 and KS4 level*  *(include relevant dates and outcomes)* |  |
| *Desirable Criterion 2*  *Recent and relevant experience, within the last 5 years, of successfully teaching French to A2 and AS Level in a post primary school setting* |  |
| *Desirable Criterion 3*  *Experience of successfully leading a curriculum or pastoral area within an education setting* |  |
| *Desirable Criterion 4*  *Experience of contribution to and/or leadership of an extra- curricular trip to promote language development and appreciation of target language culture* |  |

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| In no more than 200 words, provide examples of how you meet the Skills and Personal Qualities required for this post. |
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| **Child Protection**  This post is a ‘regulated position’ as defined under The Safeguarding Vulnerable Groups (NI) Order 2007.  Is there any reason why you would not be suitable to work with children/young people in an educational setting?  If the answer is “Yes”, please give details: |

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| **Criminal Record Details**  Please ensure you complete this section carefully and accurately.  The Board of Governors has a responsibility to ascertain whether candidates for this post have a criminal record and you are therefore required to declare on this form any criminal convictions. This post is exempt from the provisions of the Rehabilitation of Offenders (Exceptions) Order 1979 and this means that you are not entitled to withhold information about convictions even those otherwise considered as “spent”. The fact that you have a conviction does not automatically render you unsuitable for this post. Failure to disclose details of any criminal matter will, however, render you liable to disqualification for this post and, if appointed, to dismissal.  Are you declaring any bind over, caution, absolute discharge or conviction? Yes/No  Have you been convicted in a court of law for any criminal offence (see note above)? Yes/No  If your answer is “Yes”, please give details, including nature of offence(s), sentence(s) and date(s) in an envelope marked CONFIDENTIAL. |

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| **REFERENCES**  Please give names, addresses and telephone numbers of two referees | | | | | |
| 1. | Professional Referee |  | 2. | Professional  Referee |  |
|  |  | *(name)* |  |  | *(name)* |
|  | Occupation |  |  | Occupation |  |
|  | Contact Address |  |  | Contact Address |  |
|  |  | |  |  | |
|  | Email |  |  | Email |  |
|  | Contact Tel No. |  |  | Contact Tel No. |  |
| ***NB: REFERENCES MUST NOT BE SUBMITTED WITH THIS APPLICATION FORM*** | | | | | |

**Declaration**

**I confirm that all the information I have supplied on this application form is correct to the best of my knowledge. Any false statement may lead to my rejection or, if appointed, my dismissal. I have not canvased, and have not asked anyone to canvas on my behalf, any member of the Board of Governors in respect of this post.**

Relationship to a Member of the Board of Governors:

If you are aware that you are related to a member of the Board of Governors, please give the name of the relative(s) and the relationship to you.

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Signature of Applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this application form **no later than noon on Tuesday 28 February 2023** to:

**Paula O’Hare**

**St Malachy’s College**

**36 Antrim Road**

**Belfast**

**BT15 2AE**

**Email: pohare539@c2ken.net**