

CANDIDATE INFORMATION PACK

HEAD OF FRENCH

FROM SEPTEMBER 2023



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College Information and Ethos

St Malachy's College is an all-boys Catholic Grammar College founded in 1833. The College is situated in North Belfast and successfully brings together boys from an extensive catchment area and from varied backgrounds. We offer a full, broad and balanced curriculum. We also offer a full and holistic education for our pupils, providing them with the opportunity to develop their gifts and be equipped with the necessary skills and Christian values to be successful in the world. The current staff consists of a Principal, two Vice Principals, 58 full-time and 10 part-time teachers. The College also has a large Special Educational Needs Department and the total number of teaching and support staff is 167. Enrolment for the current year is 1156 pupils.

We are adept at marrying the beauty and strength of tradition with current and future trends and needs. Therefore, our building programmes and refurbishments reflect our thinking. The external appearance of our building reminds us of our history, traditions and values. When you enter the College you will see a stimulating and modern environment with state-of-the-art resources and facilities. These are continually being updated and renewed, and we have even more exciting plans in place. We have recently attracted investment from external agencies to successfully complete the building of a Creative Digital Technology Hub (CDTH), providing our pupils and other learners from N Belfast with new and exciting learning experiences and opportunities. When you visit the hub you will see our young people being skilled for future careers through coding, robotics, artificial intelligence and virtual reality. We will ensure that our students will use this vehicle to continue to be first class problem solvers, creative innovators, effective team players, strong leaders, outstanding managers of information and excellent communicators. Coding, artificial intelligence, robotics, gaming, augmented and virtual reality will be a feature on the curriculum menu! We are confident that our work here will attract further interest and investment so that we can build a major hub on our old seminary site which will serve N Belfast and beyond, forging stronger links with our universities and industry. We are confident that our latest Creative Hub and the impact it makes will lead to an even bigger building project in the near future.

The ethos of St Malachy's College is encapsulated in its Mission Statement and Motto:

"St Malachy's College, as a Catholic School, is dedicated to provide academic excellence in the context of a Christian community ethos. It seeks to preserve its traditions of spirituality and learning, so that all pupils and staff can experience continuity in achievement and further their own spiritual, educational and personal growth in a pleasant, interesting and stimulating environment"

The College Motto "Gloria Ab Intus", Glory from Within, illustrates that the fundamental ethos is that of formative and holistic education. For 190 years, the College, as the oldest Catholic post primary school in Ulster, has formed thousands of good men including many great and influential leaders in a wide variety of disciplines. The mission statement of St Malachy's College charges us with the responsibility of preserving our traditions of spirituality and learning whilst always looking forward to ensure that our environment remains a stimulating one. Since its foundation, pupils from St Malachy's have played a vibrant and active part in events which shaped the history of these islands. This is something which can be both celebrated and commemorated in years to come.

The College ethos is strengthened by the links with our Parent Group, Friends of St Malachy's College and with our Alumni, most significantly the St Malachy's College Old Boys' Association. These links enhance and develop the history and heritage of the College as a community that spans the generations and passes on core values. We believe that our past pupils can play a significant role in helping to skill our boys in ways that will help them develop into good men who can thrive in adult life.

The Catholic Christian ethos of the College is reflected in the school motto: -'Gloria ab Intus'. This reminds us all of the importance of 'Glory from within' and we, through our work, endeavour to honour Bishop Crolly and the founders of the College. St Malachy's, as a Catholic school seeks through its ethos to recognise and respect the uniqueness of all individuals, to enable them to reach their full potential and to help create the world as God intends it to be (John Paul II). The College works in partnership with priests and local parishes to create and sustain a vibrant sense of spiritual awareness in our pupils. Fr M Spence, the Spiritual Director, celebrates Mass each Friday morning in the College Chapel throughout the school year and Deacon Dowd leads morning prayer before the beginning of the school day from Monday to Thursday.

Pupils actively participate in assemblies, collective worship, retreats, fundraising for charity and community work. The Ethos of the College is captured in the annual Mass to commemorate the feast of St Malachy when the entire College community walks to St Patrick's Church in Donegall Street where mass is celebrated and each year, a group of senior boys is commissioned as Extraordinary Ministers of Holy Communion.

"Here at the College, there are fantastic facilities and resources available which enable us to excel in all aspects of College life such as sport, music, arts and academia. In sixth form friendships continue to grow and prosper between the students and staff which create a feeling of togetherness. As senior students we take pride in honouring the legacy of this prestigious College"

Diarmuid Hanna: Head Boy 2022-23



College History and Heritage

St. Malachy's College is built on land which once belonged to the famous McCabe family. Thomas McCabe was an important figure in late 18th century Belfast. He was a watch maker, land owner, industrialist and anti-slavery campaigner. Regarded as a strong liberal voice and an advocate of Penal Law reform, he was also a founder member of The Society of United Irishmen. His son, William Putnam McCabe was an adventurous leader in the insurrection of 1798. William is buried in Paris while his father is buried opposite the gates of the College in Clifton Street Graveyard.

Thomas's estate was called Vicinage and his home was known as Vicinage Mansion although it was quite a modest farm house situated at the top of a lane called the Cross Loaning. It had an uninterrupted view of Belfast Lough and the growing town. The well of Vicinage's farmyard can still be seen beneath the floor of the Drama Studio. At the time this house was entirely surrounded by fields extending up to the Deer Park and Cave Hill. Its nearest neighbours were the workhouse and to the north a lonely farm dwelling called Solitude.

When St. Malachy's opened its doors on the 3rd November 1833, the new College was the culmination of the efforts of Bishop William Croll, the pioneer of Catholic education in Belfast. A few years earlier, in 1828, Donegall Street National School had been opened beside St. Patrick's Church. It was to a room in this building that the first students of the new College walked each morning from their lodgings in Vicinage. This 'walk' is celebrated each year on St. Malachy's Day as our students and staff make their way to Mass in St. Patrick's.

The main buildings of St. Malachy's as we know them were constructed and ready for use in 1868. These took the place of the old Vicinage Mansion which was demolished, apart from a 'kitchen wing' which was retained for a few years. All classes in the Donegall Street School ceased. The Christian Brothers who had come to Belfast in 1866 were given the 'wing' of the new building facing Crumlin Road as a residence.

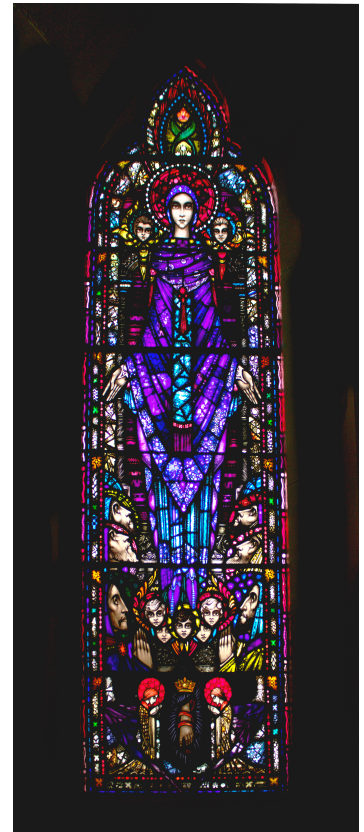
The distinctive tower above the main entrance and the Chapel wing were added in 1882. During this decade, when Dr Henry was President, students were allowed to read for university degrees (following the Royal University Act of 1879) and as many as 35 began a university course in 1886.

A succession of scholarly and inspiring priests guided the College into the 20th century. Fr. John McCaughan's years (1924-1931) as President saw the launch of The Collegian magazine (1925) and the formation of the Old Boys' Association (1926). His interests in music and competitive sport encouraged a surge in extracurricular activity. A victorious Gaelic Football team secured the prestigious MacRory Cup for the first time in 1929. Swimming, water polo and tennis competitions were entered for the first time.

When Dr Hendley organised the centenary celebrations in 1933 some of Ireland's leading men were in attendance including former student, Eoin MacNeill, founder of the Gaelic League and one of the architects of the Irish Free State. To mark the centenary of the College a High Mass was celebrated with Cardinal MacRory and several Bishops presiding. A very special gift was presented by priests who had been students and teachers. The renowned 'Harry Clarke' stained glass windows, painted by Richard King were installed in the Chapel.

The arrival of the new millennium marked a major watershed in the history of St. Malachy's. When Fr McKeown became an auxiliary Bishop, the College Board turned to award-winning coach and Vice-Principal Dr John Morrin to be the first lay principal of St. Malachy's. The College achieved specialist status in music. The 175th anniversary was marked with a splendid concert and a new statue of St Malachy was presented by the Old Boys' Association.

'Coming home' was how Mr Paul McBride described his appointment as 18th principal of St. Malachy's College in 2014. The first 'Malachian' in more than half a century to hold the post, Mr McBride had already been Head of Music, a department he left in robust good health. A north Belfast native, he brings a wealth of experience to his post and a clear set of priorities with academic success, a strong pastoral dimension and reinforcement of the College ethos to the forefront.



JOB DESCRIPTION - HEAD OF DEPARTMENT - FRENCH to A2 LEVEL

(Full-Time Permanent Post) - 2 Teaching Allowances

LANGUAGES FACULTY

The Languages Faculty consists of seven full time teachers who deliver Spanish, French and Irish. Each Language is led by an individual Head of Department.

In Year 8 students can select two languages which they will then study throughout KS3. At GCSE level all students study at least one Languages, with some students choosing two. There is a healthy uptake of each of the three languages at KS5, with the French Department linking with Dominican College, Fortwilliam to offer both AS and A2 through collaboration on the St Malachy's site.

Each of the subjects follow the CCEA specifications both at GCSE and at AS/A2. It is our main aim that Languages should be enjoyable and yet challenging. Our boys are encouraged to take an interest in the study of a language, recognising the skills gained are transferable to many other areas of study. We regularly participate in a variety of Languages based events, both within the College and with external agencies.

HEAD OF FRENCH DEPARTMENT

The Head of Department will have overall responsibility for all aspects of KS3, KS4 and KS5 French. In carrying out their responsibilities, the Head of Department should keep in view the aims of the College and its Catholic ethos. They should also ensure that the aims of the French Department are in line with the School Development Plan to which the Head of Department contributes.

The Head of Department will be responsible for providing dynamic and effective leadership and for information and communication in their department and within the College. They are primarily the co-ordinator of their department and the greatest single influence on the quality of teaching and learning within the Department. The Head of Department is responsible to the Principal for all matters pertaining to the curriculum in the College and is expected to ensure high standards.

The Head of Department will be responsible for encouraging the development of French within the College and for ensuring the highest quality of teaching and learning within these areas. They will lead the Department in a process of self-evaluation for improvement and employ effective target setting measures for all concerned.

To achieve this objective, they will have responsibility for the following.

1 Programmes of Study/Examinations

The Head of Department will.

- 1.1 Ensure that the College's courses leading to GCSE, AS and A2 level are in line with the requirements of the syllabus prescribed by the Examination Boards being followed.
- 1.2 Discuss any change of Examinations Board with the Principal before a decision is taken.
- 1.3 Submit regularly updated Schemes of Work for the Department and other relevant departmental documentation, when required, and at the beginning of each academic year. This should include documentation such as Departmental Action Plans and Annual Reviews, Assessment Schedule, as well as areas to include Homework, use of Blended Learning Platforms, Literacy, Numeracy, Study Skills, SEN, Careers Guidance, Identification of Cross-Curricular Skills and ensure the

explicit teaching of Personal Capabilities and Thinking Skills in Key Stage 3 Schemes of Work.

- 1.4 Set and maintain a high standard of work in the Department and ensure that the above schemes/courses are successfully delivered.
- 1.5 Keep records of results and analysis/trends. This will include an analysis of the internal and external assessments and examinations to highlight possible weaknesses and areas needing improvement.
- 1.6 Implement College quality assurance procedures and ensure adherence to these within the Department.
- 1.7 Monitor and evaluate the curriculum area/department in line with agreed College procedures including evaluation against quality standards and performance criteria.

2 Members of Department / Liaison with Senior Leadership Team

- 2.1 Liaise with the Vice-Principal responsible for Curriculum regarding the deployment of staff within the Department.
- 2.2 Keep abreast of curriculum development and ensure that members of the Department do likewise. Encourage and support their professional development and in-service training. In particular, identify and make recommendations to Senior Staff regarding training needs of the Department with respect to the implementation of the syllabuses and any other initiatives in respect of French that may arise.
- 2.3 Oversee, advise and support all departmental staff (Teaching & Support Staff). In particular, collaborate with the Vice-Principal(s) in the induction of newly appointed, part-time and substitute teachers. This includes careful monitoring of their work.
- 2.4 Hold departmental meetings with prepared agenda according to College policy. This agenda should include.
 - formulation of departmental policy, departmental planning;
 - review and evaluation of what is taught and how it is taught;
 - facilitate the sharing of best practice of teaching & learning strategies;
 - awareness of learning styles of pupils;
 - annual focus for development and improvement;
 - analysis of results of tests (including diagnostic testing) and examinations and strategies for tackling areas of weakness;
 - target setting and strategies to maintain and improve departmental and individual pupil performance;
 - discussion of problems that may arise regarding the progress of pupils;
 - reports, where relevant, from members on in-service courses attended;
 - discussion of strategies for encouraging pupils and celebrating their successes;
 - implementing strategies and Individual Educational Plans to support SEN pupils;
 - any other business pertaining to the Department.Minutes should be given to the Principal, Vice-Principals and Senior Leadership Link person within one week of a meeting taking place.
- 2.5 Encourage staff within the Department to complete the required ICT training and support them in this.
- 2.6 Ensure that ICT is used effectively within classroom teaching and keep up to date with developments in this subject area.

- 2.7 Be available, in an advisory capacity if required, when applicants are being interviewed for posts within the Department.
- 2.8 Be responsible for the guidance of student teachers in the Department in conjunction with the Vice-Principal responsible for student teachers and in accordance with College policy and the requirements of the Higher Education Institutions who place the students.
- 2.9 Ensure the practice of self-review and evaluation within the Department both at individual and departmental level, are integral to the teaching process.
- 2.10 Participate in Performance Review and Staff Development (PRSD).
- 2.11 Develop and implement strategies to ensure that you, as the Head of Department are aware of standards of teaching and learning in the classroom.
- 2.12 Meet with the member of SLT linked to French and/or with the Principal/VP Curriculum on a regular basis to discuss results, impact on learning and other matters pertaining to the Department. This should include matters such as.
 - analysis of strengths and weaknesses
 - departmental focus and evaluation
 - target setting for improvement
 - quality assurance procedures – impact on learning!
 - communication with parents
 - leading the members of the Department in all baseline data using, PTE, PTM, PASS, CAT4 tests' results and internal test results as predictors of grades in external exams
 - developing mechanisms within the Department to identify and support The Gifted and Talented pupils
 - staff development needs
 - curriculum changes and requirements
 - strategies for promotion of the Department
- 2.13 Organise and take a leading role in educational trips which are of educational value to pupil learning.

3 Responsibility for Pupils and for Teaching and Learning

- 3.1 Within the French Department, structure a programme of study skills for students, liaising, as appropriate, with relevant staff;
- 3.2 Ensure regular assessment and evaluation of pupils' work and arrange for such procedures as the KS3, GCSE, AS and A2 level syllabus as College policy requires.
- 3.3 Oversee setting, marking and standardisation of all internal examinations, including interim tests;
- 3.4 Establish a departmental homework policy which should reflect an emphasis on marking for improvement and target setting. Oversee the regularity of setting and marking of homework and standards of marking across the Department in accordance with the Department's Homework Policy, its Literacy Policy and the College's policies in these areas;
- 3.5 Ensure that Heads of Year are kept informed of any pupil whose progress or attitude to work is causing concern and that continuing support is provided;
- 3.6 Promote clubs or societies within the Department. Encourage staff to enter pupils for a wide range of competitions;
- 3.7 Assist staff, when required, in dealing with problems/challenges that may arise regarding pupils;

- 3.8 Ensure that the College and departmental policy on Health and Safety is complied with fully;
- 3.9 Ensure the French Department embraces and effectively engages in Blended Learning;
- 3.10 Ensure the Department engages students positively in their own learning, giving particular emphasis on those students who experience both internal and external barriers to learning.
- 3.11 Have a working knowledge of G Suite and iPad technology;
- 3.12 Have an experience of remote teaching with knowledge of Google Classroom, or similar online platforms.

4 Relationship with other members of staff

- 4.1 Liaise with other Heads of Department in respect of interconnected learning; cross-curricular themes, Areas of Study and other relevant issues;
- 4.2 Ensure that Heads of Year are kept informed of any pupil whose work is deteriorating or is not up to standard;
- 4.3 Attend Heads of Department, Curriculum Leader and other relevant meetings;
- 4.4 Work closely with SLT Link person.

5 Careers

Heads of Department, through ongoing collaboration with the Head of Careers and other staff, should be familiar with the current career opportunities open to students taught in the Department. They should discuss such opportunities with the pupils, thus giving constructive support to the Careers Department.

6 Relationship with the community

- 6.1 Establish and develop links with relevant external bodies and Institutes of Higher Education and maintain existing partnerships with other schools.
- 6.2 Ensure that pupils from other schools in the ALC who avail of courses are supported academically. Liaise with the Head of School and Vice-Principal to ensure that these pupils are also supported pastorally.
- 6.3 Establish and further develop links with other HODs within the North Belfast Area Learning Community (NBALC), with a particular focus to strengthen the link with Belfast Royal Academy through Shared Education.

7 Additional Duties

- (a) The person appointed will be part of a team for the completion of UCAS forms.
- (b) The person appointed will be responsible with the Vice-Principal, for the preparation, editing and publications of College curriculum focused documentation and provide subject related materials for the College Website and social media platforms.
- (c) The person appointed may be required to act as a Form Teacher.
- (d) The successful applicant may be required to carry out other duties as may be required by the Principal.

8 Other areas of responsibility

(a) Pastoral Care

They will be involved in the Pastoral Care programme of the College, in accordance with the entire range of Pastoral policies, having responsibility for a Form Class under the direction of the Head of Year, Head of School and Vice-Principal (Pastoral).

This role will require the applicant to.

- Develop a detailed knowledge of the needs, aspirations, interests and academic progress of each pupil in a tutor group.
- Respond to the individual challenges of pupils and encourage, motivate, and mentor pupils as necessary;
- Maintain, under the direction of the Head of Year, contact with parents and guardians as required, keeping abreast of pastoral developments e.g. Safeguarding, Resilience & Positive Engagement, Child Protection and eSafety;
- Identify and undertake any personal and professional development required to discharge pastoral responsibilities effectively;
- Contribute to the review and development of units of work and maintain under the direction of the Head of Year, appropriate pupil records;
- Assist with the organisation of pastoral activities for a particular year group including public and virtual events.

(b) General

They will be expected to undertake general supervisory duties expected of a member of the College's teaching staff and to undertake any other duty which may reasonably be expected of a teacher in the College. They will also be required to contribute to the development and implementation of College policies and procedures.

(c) Extracurricular activities

They will be expected to be involved in the general extra-curricular activities of the College.

PERSONNEL SPECIFICATION - HEAD OF DEPARTMENT - FRENCH to A2 LEVEL

(Full-Time Permanent Post) - 2 Teaching Allowances

A = Application Form I = Interview

	Essential	Desirable
Qualifications and Training	<p>1. A recognised qualified teacher of French at post primary level and registered with GTCNI as of September 2023 (A)</p> <p>2. An Honours degree (minimum 2.2) in French or a related subject is the main component (A)</p>	
Knowledge / Experience	<p>3. Recent and relevant experience, within the last 5 years, of successfully teaching GCSE French in a post-primary school setting (A, I)</p> <p>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 (A, I)</p> <p>5. Ability and willingness to teach Spanish to KS3 & KS4 (A, I)</p> <p>6. Evidence of digital competency, used to enhance the teaching, learning and assessment (A,I)</p> <p>7. Willingness and ability to contribute significantly to the extra-curricular life of the College and to support its ethos (A,I)</p>	<p>1. Recent and relevant experience within the last 5 years of teaching Spanish to KS3 & KS4 (A,I)</p> <p>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 (A, I)</p> <p>3. Experience of successfully leading a curriculum or pastoral area within an education setting (A, I)</p> <p>4. Experience of contribution to and/or leadership of an extra-curricular trip to promote language development and appreciation of target language culture. (A,I)</p>

<p>Skills</p>	<p>Communication</p> <ul style="list-style-type: none"> • High level written / oral communication / presentation skills. (A,I) • Positive impact on others – energising/charisma (I) <p>Organisational</p> <ul style="list-style-type: none"> • Methodical approach to organisation of tasks (I) • Ability to plan, prioritise and schedule effectively (I) • Ability to motivate pupils and involve them in accomplishment of tasks (I) <p>Interpersonal</p> <ul style="list-style-type: none"> • Ability to value contribution of pupils and colleagues (I) • Ability to perceive needs and concerns from differing viewpoints (I) • Ability to manage sensitive matters effectively (I) <p>Digital Competency</p> <ul style="list-style-type: none"> • Ability to apply and creatively use digital skills and platforms to enhance teaching and independent learning(I)
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Loyalty and commitment to the ethos and aims of St Malachy’s College (A,I) • Confident and competent demeanour and approach (I) • Flexible dispositions – able to achieve introduction of change – for the good of pupils/department (A,I) • Sensitive to feelings and circumstances of others (I) • Loyal, co-operative and enthusiastic team member (A,I) •

The criteria may be enhanced to facilitate shortlisting.

The Governors seek to appoint well qualified and enthusiastic teachers committed to supporting the ethos of the College and willing to contribute to its extra-curricular life.

Shortlisting

After the closing date, the shortlisting criteria will be used to provide a shortlist of candidates for interview. This will involve assessing which candidates have demonstrated how they meet each of the criteria. The criteria may be enhanced to facilitate shortlisting, if required.

Interview

Shortlisted candidates will be required to attend an interview which may include a presentation. Candidates will be further shortlisted and may be required to attend a second interview and/or a Lesson Observation assessment.

Selection Process Timetable

After shortlisting, candidates who have been selected to attend an interview will be notified by email.

	Dates
Advertisement	Week Beginning 6 February 2023
Close of Applications	Tuesday 28 February 2023 at 12 noon
Shortlisting	After 1 March 2023
Stage 1 & 2 Interviews	Week beginning 13 March 2023
Ratification by the Board of Governors	Week beginning 20 March 2023

Please note that these timeframes are indicative only and provided to support candidates in attending for interview.

Confirmation of Appointment

Before the successful candidate can be confirmed, they will be required to:

1. Agree to their records being checked with the Department of Education for Northern Ireland and an Access NI Disclosure check: it is a condition of appointment that the applicant should hold a satisfactory Enhanced Disclosure Certificate from Access NI;
2. Accept the right of the College to contact any or all previous employers for references: it is a condition of employment that such references should be acceptable to the Board of Governors;
3. Complete a detailed Health Declaration Form signed by your General Practitioner;
4. Provide written confirmation of acceptance of the post;
5. Provide proof of qualifications;
6. On taking up the above post, the applicant must be a registered teacher with the GTCNI.

Terms and Conditions

The person appointed to this post will be employed on the same terms and conditions as apply to all teachers in grant-aided schools in Northern Ireland and which are set out in the 1987 Jordanstown Agreement and the amendments to this Agreement that have been agreed since then.



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Please visit social media and the website for
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