

**REQUEST FOR ADVERTISEMENTS AND DETAILS OF POST
PRINCIPAL/VICE PRINCIPAL POSTS ONLY**

1. School: _____ School Ref No: _____

Address: _____

Telephone No: _____

2. Position to be advertised: _____ (Principal/Vice Pincipal)

3. Capacity: _____
(i.e. Permanent/Temporary/ One year only etc.)

4. Preferred date for insertion of advertisement in Irish News: Thursday _____

Do you wish advertisement to appear in additional press. YES/NO _____
If yes please specify: _____

5. Preferred date of appointment to post: _____

N.B. To facilitate the completion of administrative details approximately 3 weeks must elapse between the date of interview and taking up appointment.

The offer of appointment from CCMS Head Office issued to the successful candidate and copied to the Chairman will indicate the date on which employment should commence.

6. Reason for vacancy (*Tick as appropriate*)

a) Additional post Secondment Leave of Absence

Retirement Resignation Amalgamation

Other (Please specify) _____

(b) If post is Temporary, please specify reason: _____

c) If vacancy is a result of retirement/resignation/secondment/leave of absence
State:

(i) Name: _____ TR No _____

Post Held: _____ Effective date of resignation/
retirement/secondment/leave
of absence _____

Expected Return Date (if applicable) _____
DD/MM/YY

Principal/VP is seconded to: _____

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7. Criteria

Whilst essential/desirable criteria exist for all prescribed posts any additional requirements may be added below.

Additional Requirements: _____

8. The following items must accompany this request;
- School Profile
 - Job Description
 - Form TA3 Constitution of Selection Panel

Signed: _____ (on behalf of the Board of Governors)

Position: _____ Date: _____

PLEASE RETURN COMPLETED FORM TO THE LOCAL DIOCESAN EDUCATION OFFICE AT LEAST 7 DAYS BEFORE THE PREFERRED DATE OF ADVERTISEMENT. FAILURE TO DO SO WILL RESULT IN A DELAY IN PLACING THE ADVERTISEMENT.

<p>For Diocesan Office use only:</p> <p>School Group: _____ Enrolment: _____ Spinal Point: _____</p>

**REQUEST FOR ADVERTISEMENTS AND DETAILS OF POST
TEACHER POSTS ONLY**

1. School: _____ School Ref No: _____

Address: _____

Telephone No: _____

2. Position to be advertised: _____

Additional Points: _____ (If any)

3. Capacity: _____ FullTime/Part-Time/Job Share: _____

i.e. Permanent

Temporary

One year only etc

If Part-time state:

No of hours class contact: _____ One year only

No of hours non class contact: _____
(normally calculated at 1/3 class contact time)

4. Preferred date for insertion of advertisement in Irish News: Thursday _____

Do you wish advertisement to appear in additional press. YES/NO _____

If yes, please specify: _____

5. Preferred date of appointment to post: _____

N.B. To facilitate the completion of administrative details approximately 3 weeks must elapse between the date of interview and taking up appointment.

The offer of appointment from CCMS Head Office issued to the successful candidate and copied to the Chairman will indicate the date on which employment should commence.

6. Reason for vacancy (Tick as appropriate)

a) Additional post Secondment Leave of Absence

Retirement Resignation Amalgamation

Other (Please specify) _____

(b) If post is Temporary, please specify reason: _____

c) If vacancy is a result of retirement/resignation/secondment/leave of absence
State:

(i) Name: _____ TR No _____

Post Held: _____ Effective date of resignation/
retirement/secondment/leave

Expected Return Date (if applicable) _____
DD/MM/YY

Teacher is seconded to: _____

**REQUEST FOR ADVERTISEMENTS AND DETAILS OF POST
TEACHER POSTS ONLY**

7. Proposed Wording for Advertisement

Post Title: _____

(i) Key Stage/Class/Subjects for which teacher will be responsible:

(ii) State the Essential/Desirable requirements for this post:

(eg Qualifications, Length/Type of Experience, Specific Experience/Qualification in Specialist Areas.)

Essential: _____

Desirable: _____

PLEASE NOTE THAT IT IS ESSENTIAL THAT THE ADVERTISEMENT INCLUDES THE CRITERIA THAT MAY BE USED FOR SHORTLISTING OR ENHANCEMENT PURPOSES. THEREFORE IF YOU HAVE INDICATED IN YOUR PERSONNEL SPECIFICATION THAT A 'DEGREE' OR 'EXPERIENCE' IS DESIRABLE YOU SHOULD CLEARLY STATE THIS IN THE ADVERTISEMENT.

8. The following items must accompany this request;

- Job Description
- Form TA2 Personnel Specification

Signed: _____ (on behalf of the Board of Governors)

Position: _____ Date: _____

PLEASE RETURN COMPLETED FORM TO THE LOCAL DIOCESAN EDUCATION OFFICE AT LEAST 7 DAYS BEFORE THE PREFERRED DATE OF ADVERTISEMENT. FAILURE TO DO SO WILL RESULT IN A DELAY IN PLACING THE ADVERTISEMENT.

SAMPLE JOB DESCRIPTION

1. POST DETAILS

Post Title: Teacher for KS2 Co-ordinator Science Department: _____
School: _____ Post Ref No: _____

2. PURPOSE OF POST

To teach KS1 class and to co-ordinate Science across the school curriculum

3. MAJOR TASKS

- 3.1 Preparing/planning/teaching
- 3.2 Assessing/recording
- 3.3 Pastoral Care/Discipline
- 3.4 Curricular

4. REPORTING RELATIONSHIPS

5. ACTIVITIES

5.1 Preparing/planning/teaching

Planning and preparing courses and lessons

Teaching, according to educational needs, the pupils assigned to him/her, including the setting and marking of work.

5.2 Assessing/recording

Assessing, recording and reporting on the development, progress and attainment of pupils

Participating in arrangements for preparing pupils for public examinations.

5.3 Pastoral Care/Discipline

Maintaining good order and discipline among pupils in accordance with the policies of the employing authority.

Promoting the general progress and well-being of the individual class/classes assigned to him/her.

Supervising and teaching any pupils whose teacher is not available.

NB: The above is intended to provide a clear and concise statement of the MAJOR TASKS and ACTIVITIES of the post. It is not intended as an exhaustive list of everyone of the postholder's duties. The full professional duties of the post are as set out in Schedule 3 of the Teachers' (Terms and Conditions of Employment) Regulations (NI) 1987.

COUNCIL FOR CATHOLIC MAINTAINED SCHOOLS

SAMPLE PERSONNEL SPECIFICATION - TEACHER IN PRIMARY SCHOOL

Post: Teacher (Primary)

Post Ref No: _____

School: _____

Date: _____

FACTOR	ESSENTIAL	DESIRABLE
1. QUALIFICATIONS/ TRAINING	Qualified Teacher. Recognised Catholic Teachers' Certificate in R.E.	Relevant qualification in Science. Attended relevant training courses.
2. EXPERIENCE/ KNOWLEDGE	Two years' experience at KS2 Experience of topic based approach to classroom learning. Experience of use of I.T. in the curriculum. Knowledge of assessment procedures. Knowledge of Curriculum Development. Knowledge of methods to promote Science.	Experience of co-ordinating Science at KS2.
3. SKILLS Organisational skills Communication skills. Computer skills	Clear display of good classroom management Methodical approach to organising work. Good verbal and written communication skills Basic computer skills	Ability to develop policies and procedures. To have database manipulation skills
4. PERSONAL QUALITIES: Interpersonal skills	Demonstrate a consistent child centred approach to major issues. Ability to relate to others Pleasant and courteous in dealing with people internally and externally Commitment to the aims and values of a Catholic School Interest and enthusiasm for the post To be able to adapt to change.	Clear display of innovative thinking when addressing major tasks/issues.

SUGGESTED HEADINGS

SCHOOL PROFILE

Name of School

Geographical Location

School Principal

Staffing Breakdown (numbers)

■ Teaching - P, VP, Teachers etc

■ Non Teaching - Secretary, Classroom Asst, etc

School Core Values

Principal Key Responsibilities

Other Teachers' Key Responsibilities

Age Range of Pupils

School Enrolment and Pattern

Aims of School (5-10 key areas)

Characteristics of the Building

Special Characteristics of the School Programme

Recent Achievements (Sport and other areas)

Financial Position (General)

Vision for the Future

Image/Publicity Items

SAMPLE SCHOOL PROFILE

PROFILE OF _____ PRIMARY SCHOOL

Background of School:

_____ primary school is situated in the village of _____ approximately _____ on the main _____ road. The school itself was originally located in the _____ of the village but moved to its present site over _____ years ago.

_____ primary school is a single storey building comprising of 5 permanent classrooms, main hall, staffroom, Principal and Secretary's office in the main building and 4 mobile classrooms of which 2 are used for classes, 1 library and 1 dining room. The school is in need of additional storage space, extra playground bitmac and a playing field.

Catchment Area

The school serves the entire _____ area taking pupils from an approximate _____ mile radius (from as far as _____).

At present approximately _____ of the pupils come from the village and the rest from the surrounding countryside.

Pupil Enrolment Trends

Last Inspection Report

Staffing

Include teaching staff and ancillary support staff.

School Aims

1. To give children experience of a wide variety of subjects and activities through a broad and balanced curriculum.
2. To develop morals and values.
3. To provide a happy and secure environment.
4. To help children achieve their potential and experience success in a variety of contexts.
5. To encourage children to use their individual talents.
6. To help each child to develop and learn according to his or her ability.
7. To help each child to respect themselves and each other and the environment.
8. To develop in pupils, self-confidence, independence, self-discipline and self-esteem.
9. To develop a pupil's personal and social skills.
10. To promote close links between home, school and community.
11. To promote a positive attitude to health and fitness.

SAMPLE

SCHOOL PROFILE

_____ Primary School is a Catholic Maintained Primary School serving the needs of families across the Parish of _____. The school caters for pupils aged 4-11 and has a current enrolment of _____.

The pupils come mainly from the surrounding area of _____ with _____% of pupils being entitled to free school meals. Although the school was established in _____, the present site was extended in _____. In addition to the Principal and _____ classroom teachers, plus Special Needs Teacher and Reception Teacher the school benefits from the support of _____ classroom assistants and a secretary (_____ hours per week).

The building contains Key Stage 1 and Key Stage 2 classes and the administration accommodation. The school has a well stocked library and separate reception block.

Significant progress has been made in Special Needs provision with a teacher appointed as SENCO to co-ordinate support for children throughout the school. A close working relationship has been established with parents and children alike to provide a caring, warm and secure atmosphere for learning.

The school's greatest resource is a highly qualified and professional teaching staff which is dedicated to the achievement of high standards and the care of its pupils. The school is very much a family orientated community with priests, teachers, children and parents working together to create the best possible learning environment for the children. The Catholic ethos permeates throughout the entire school day and great effort is made to prepare the children thoroughly for the Sacraments of Penance, Eucharist and Confirmation. The school received an excellent Inspection Report in _____.

The school provides children with their entitlement under the Northern Ireland Curriculum and it is policy to go beyond that entitlement in areas where there are particular abilities among the staff. There are many extra-curricular activities on offer in the school.

_____ Primary School is known as a welcoming community and looks forward to welcoming its new Principal.

SAMPLE SCHOOL PROFILE

PROFILE OF PRIMARY SCHOOL

_____ Primary School is a Catholic Maintained Primary School which opened in _____. It is situated on the edge of the village of _____ on the _____ between the villages of _____ and _____.

During the last year renovation has been done to the school, providing the school with a new staff-room and a new Principal's office, as well as new toilets, including toilets for handicapped use.

Much progress has been made in the life of the school, in curriculum development and in developing strong links, in the EMU programme, with the local controlled primary school. Contacts have also been developed on a European level _____.

The school is in a very historic area, and the staff have made a lot of progress in deepening the children's understanding of their community and its background. We would welcome continuity in the positive directions made in the development of the school and we are proud of the progress made to date.

_____ Primary School dates back to _____ and has always had a close bond with the life of the parish community. The links between the school and parents and the life of the parish community are still very important. The Parish of _____ is a community of about _____ people, about _____ families, and is served by primary schools, the other _____ being _____.

_____ prides itself on offering a good solid education, involving the best innovations and open to new developments, as well as guaranteeing a solid grounding in the basics of education, including a good foundation in Catholic Religious Education and having a good Catholic ethos. The school is well equipped, including a good stock of computers and audio-visual equipment. It makes use of the Parish Hall for some of its sporting and P.E. activities.