VICE-PRINCIPAL - ALTNAGELVIN HOSPITAL SCHOOL AND TUITION SERVICE

The Board established under the Education and Libraries (NI) Order 1972 is the Education and Library Authority for the Western part of the Province (population 262,700) and is responsible to the Department of Education for local administration of the Education and Library Services in the areas of Omagh, Strabane, Limavady and Fermanagh District Councils and Derry City Council.

The School and its Location

Altnagelvin Hospital School and Tuition and Service is based in Altnagelvin Hospital. The school offers educational provision and support for pupils of compulsory school age, (4-16 years), who are unable to attend school due to medical, social, emotional or behavioural difficulties and in exceptional circumstances for pupils up to 18 years of age. Tuition is provided in a range of venues throughout the Western Education and Library Board area. The service is responsible for the management and monitoring of the quality of alternative education programmes which are at present established in Limavady, Strabane, and Enniskillen.

The number of students supported by the service ranges from 150 to over 200 during the school year and the school currently employs 53 teaching staff. A major function of this post will be to assist the Principal in the management of these staff in their various centres.

Salary Scale:

The Salary is to L7 – L11, £41,585 - £45,888 per annum.

Qualifications and Experience

Essential Criteria

Applicants must at the closing date of application:

- Be qualified teachers recognised by the Department of Education to teach in grant aided schools;
- Have a minimum of 8 years teaching experience within the last 10 years (which can include work within the broader education service).
- Hold or have held a promoted post of at least 2 Teaching Allowances or have held a post of Principal or Vice Principal

Desirable Criteria

1. It is desirable that candidates should be able to demonstrate experience and leadership in curriculum development for pupils with Social, Emotional and Behavioural Difficulties (SEBD) in Key Stages 3 and 4.
2. Have completed or, are currently participating in, professional development related to school management/leadership.
Please note the onus is on candidates to provide sufficient detailed information on their application forms in order to demonstrate how they meet each of the criteria. Failure to do so may result in a candidate not being shortlisted since Selection Panels cannot make assumptions in the absence of essential information.

The Selection Panel reserves the right to enhance the shortlisting criteria in order to facilitate a manageable shortlist.

Responsible to

The postholder will be responsible to the Principal.

Person Specification

The successful candidate will be expected to possess the following competencies. The job of the Vice Principal is neither definitive nor restrictive but will include:

- Assisting the Principal in the day-to-day running of the school;
- Deputising for the Principal when required;
- The formulation and implementation of school policies;
- The ongoing process of whole-school review, development planning and improvement;
- Promoting high standards of pupil achievement, attendance, behaviour and well-being;
- Promoting partnerships with the local and wider community.

Management Knowledge and Skills

- An awareness and understanding of current educational issues
- Be committed to a school improvement ethos
- Have extensive knowledge of strategies/approaches used with pupils with SEBD
- A sound understanding of the work of a Vice Principal
- Ability to manage resources to ensure their most effective and efficient use.
- An understanding of how to develop and implement policies
- Ability to manage and support a wide range of staff across the WELB area.
- Ability to set targets and provide constructive feedback and to maintain effective arrangements for monitoring and evaluation of teaching and learning
- Ability to promote good interpersonal relationships
- Ability to make informed decisions and communicate these effectively to the relevant people
- Good conflict resolution skills
- Good organisational skills
- High level of communication and presentation skills, both written and verbal
- Be highly competent in the use of ICT to support Learning and Teaching
- Have a creative and innovative approach to curriculum and staff development, teaching and learning and assessment
- Show a child centered, caring approach

Leadership Qualities

- Show experience in leading teams in the area of curriculum development
• Ability to work well with others and motivate staff in the common aim of ensuring that all pupils are enabled to develop to their full potential
• Ability to work as part of a Senior Management Team and lead and motivate staff in the pursuit of the school aims and objectives
• Ability to take responsibility, address conflict and maintain discipline
• Ability to establish and maintain partnerships between staff, parents, community and external agencies
• The ability to manage change and take the necessary steps to implement it.
• An ability to develop and maintain the school’s existing ethos
• A commitment to providing support to improve social development of the pupils in accordance with the school’s existing ethos
• Ability to maintain and develop the school’s role in the community
• The skills and commitment to engage with Health and Social Services and other bodies in promoting the specialist role and functions of the school.

Personal Qualities

• A commitment to providing education of the highest quality and to achieving the highest standards throughout the school
• A confident approach and ability to lead people
• Possess commitment, enthusiasm and flexibility
• Demonstrate a consistent child centred approach
• A commitment to the professional development of all staff
• The ability to promote and present a positive image of the school in the local community and beyond
• The ability to be an effective listener with the ability to assimilate the views of staff, Governors and parents
• Be committed to personal professional development
• Demonstrate confidence in the presentation of curricular issues to parents in a clear and meaningful manner.

In partnership with the Principal, the Vice Principal will have responsibility for;

• The design, development and implementation of the curriculum.
• The leadership and overview of whole-school organisational issues such as:
  - Teaching and Learning
  - Pupil assessment
  - Curriculum Development
  - Pupil records and reports (including IEPs and Pupil Profiles)
• Co-ordinate the planning, preparation and implementation of options at Key Stage 4
• Overseeing the Administration and Management of ICT provision across the Service

Additional Responsibilities

• To take a key role in managing progression routes and accreditation for pupils in Key Stage 4
• To support, monitor and report to the Principal on the educational progress of Looked-After Children within the Service
• To act as a member of the Senior Management Team
• To coordinate curriculum development in accordance with the school development plan including the development of the post primary and vocational curriculum
• Act as the Designated Teacher for Child Protection
• To oversee school policy on assessment, record keeping and reporting
• To advise the Principal on personnel matters
• Other duties as required by the Principal and as identified by on-going review of
  the school management structure.

NOTE

While it is initially envisaged that the post will include the above responsibilities, these
will be reviewed annually and may be changed, after consultation in the light of the
developing needs of the school and may include a level of teaching duties.

The Vice Principal is a key member of the Senior Management Team and the Board of
Governors wishes to appoint a person who will not only be a good classroom teacher but
who will have energy, enthusiasm, interpersonal skills and leadership potential to:

a) motivate people;

b) support the Principal and staff in enhancing and implementing the school’s plans for
   future development;

c) contribute fully to the life of the Service to enable it to meet the educational needs of
   its pupils and in partnership with parents.

Professional Duties

The Board requires a Vice Principal to carry out his/her professional duties in
accordance with the Terms and Conditions of employment of Vice Principals as stated in
Schedule/Regulation 4 of the Teachers (Terms and Conditions of Employment
Regulations (Northern Ireland 1997) copy attached.

Terms and Conditions of Service

The main terms and conditions of employment are those for Teachers in accordance
with the Teachers (Terms and Conditions of Employment) Regulations (NI) 1987.

General Conditions of Services

Appointments are subject to: -

(a) the Contracts of Employment and Redundancy Acts 1975 as amended and in
    particular the statutory provisions relating to termination of employment and the
    period of notice;

(b) the provisions of the Teachers Superannuation Act (NI) for the time being in
    force;

(c) production of satisfactory evidence of health;

(d) sickness and maternity benefit regulations as incorporated in the Department of
    Education, details of which are available on request from the Human Resources
    Department.
Canvassing and Referees

Canvassing directly or indirectly will entail disqualification. Referees should not include any officer or member of the Western Education and Library Board.

Arrangements for Appointment:

Closing Date : Noon 22 April 2009
Shortlisting : Monday, 27 April 2009
Interview by Board of Governors : Friday, 15 May 2009
Interview by the Teaching Appointments Committee : to be decided

APPLICANTS ARE ADVISED THAT AT INTERVIEW THEY WILL BE REQUIRED TO MAKE A SHORT PRESENTATION ON A TOPIC RELATED TO THE POST

APRIL 2009