



Abbey Christian Brothers' Grammar School, Newry

**Application for Post as Teacher of Religious Studies to A Level with the ability to offer an additional subject to GCSE
Full Time Permanent**

Please read the following carefully:

1. The form should be completed in typescript or black ink minimum font point 10.
2. Emailed applications will be accepted via ctrainor560@c2ken.net
3. Posts involving working in Educational Establishments are subject to the Provisions of the Protection Of Children and Vulnerable Adults (NI) Order 2003.
4. On taking up a post, the applicant must be a Registered Teacher with the GTCNI.
5. Only applications which contain all the information which has been sought will be considered.
6. Canvassing will disqualify.
7. Completed applications must be returned by **12 Noon on Friday 28th February 2025**.
8. Applications received after this time will not be considered.
9. Interviews will take place **w/c 10th March 2025**.
10. All communications regarding the interview process will take place via email communication.

- **The content and format of this form must not be changed in any way**
- **Additional pages must not be added**
- **Curriculum Vitae will not be accepted**
- **Failure to adhere to these rules will result in disqualification**

Please do not remove this page. Please sign below to indicate that you have read and followed the above instructions.

Signature of Applicant: _____ Date: _____



Abbey Christian Brothers' Grammar
77a Ashgrove Road
Newry
Co Down
Tel: 028 30263142

Please complete in full, in black ink or typescript using a minimum of Arial font, Point 10. No additional information, pages or C.V. will be accepted.

REF:
Date and Time Received:

**Application for Post as Teacher of Religious Studies to A Level with the ability to offer an additional subject to GCSE
Full Time Permanent**

Section 1: Personal Details

Title: Dr/Mr/Mrs/Miss/Ms/Other	Forenames:	Surname:	
Date of Birth:	Preferred Name:	Former Name:	
National Insurance Number:	GTCNI Number:	TR Number:	
Address:		Home phone number:	
		Work number:	
		Mobile number:	
		Email address:	
Are you eligible for employment in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<i>If no, please provide details:</i>			
Do you hold a current driving licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do you have endorsements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<i>If yes, please provide details:</i>			
What class of vehicle are you licenced to drive?			
Are you related to any person at Abbey Christian Brothers' Grammar Newry?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<i>If yes, please provide details:</i>			
Where did you learn about this vacancy?			

Section 2: GCSE/A' Level/University/Professional - Qualifications

Please start with the most recent.

Name of school/college/university	Dates of attendance	Examinations						
		Subject	Result	Date	Awarding body			
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Section 3: Teacher Professional Learning

Please provide details of continuous professional development in the last five years.

Dates		Training/Development Activity
From	To	

Section 4: Employment Experience

Which additional subject(s) are you qualified to teach/have experience teaching to GCSE? (Please indicate key stage)

Current/Most Recent Employment

Name and address of employer:

Current/most recent job title:

Brief description of duties and responsibilities:

Date commenced employment:

Date employment ended (if applicable):

Salary on leaving:

Reason for seeking other employment:

Previous Employment History and / or Activities since leaving Secondary Education

Dates		Name and Address of Employer	Position Held	Reason for Leaving	Salary Points
From	To				

Please detail dates and reasons for any absences in the last 3 years

Section 5: Essential Criteria

Please complete the following demonstrating how you meet each of the criteria listed.
Please note when typing in the boxes they will expand to accommodate your entries.

<ul style="list-style-type: none"> • Qualified teacher as recognised by the Department of Education • Registered or eligible for registration with GTCNI • Honours Degree (2:2 minimum in a related discipline) 	
<ul style="list-style-type: none"> • Experience of teaching to Religious Education GCSE and A Level • Experience of teaching an additional subject(s) at minimum of KS3 • Experience of effective learning techniques. • Experience of using e-technologies to enhance Learning and Teaching • Experience of delivering pastoral care • Knowledge of current educational issues • Willingness to deliver extra-curricular activities • Knowledge of Edmund Rice Ethos • Demonstrate strategies to ensure effective learning including target setting, monitoring and evaluation 	
<ul style="list-style-type: none"> • Demonstrate effective strategies to maintain motivation and discipline in the classroom • Evidence of ability to develop individual learning plans for pupils • Demonstrate effective strategies for the pastoral care of pupils 	
<ul style="list-style-type: none"> • Demonstrate a caring, pastoral and child-centred approach • Commitment to life-long learning 	

<ul style="list-style-type: none"> • Approachability • High standards of personal and professional presentation, including oral and written communication • Ability to work within a team • Organised, reflective and able to manage workload • Initiative, flexibility and creativity 	
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Desirable Criteria	
<p>Please complete the following demonstrating how you meet each of the criteria listed. Please note when typing in the boxes they will expand to accommodate your entries.</p>	
<ul style="list-style-type: none"> • Have completed Beginning Teacher/Induction • Further award bearing course in education • Other relevant qualifications 	
<ul style="list-style-type: none"> • Experience of teaching an additional subject at GCSE • One year's experience of teaching Religious Education to A/S level • Experience of successfully delivering a full cycle of A/S to A2 Religious Education • Knowledge of Curriculum Development • Experience of delivering a programme of extracurricular activities • 	
<ul style="list-style-type: none"> • Demonstrate ability to build effective working relationships <ul style="list-style-type: none"> • Willingness to develop departmental extra-curricular programme 	
<ul style="list-style-type: none"> • Evidence of creativity • Evidence of high levels of self-management skills • Flexibility and adaptability in meeting challenges 	

The Board of Governors reserves the right to apply enhancement criteria should shortlisting require it.

Other experience relevant to this application

Section 6: Criminal Record

An offer of employment is conditional upon the school receiving an Enhanced Disclosure from AccessNI which the school considers to be satisfactory. It is unlawful for the school to employ anyone who is barred from working with children, and it is a criminal offence for any person who is barred from working with children to attempt to apply for a position. If you are successful in your application, you will be required to complete an online Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or code of practice published by AccessNI.

This position is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings, including those which would normally be considered "spent" under the Act, must be declared.

If you have a criminal record, this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the school's objective assessment procedure.

Have you been convicted by the courts of any criminal offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there any relevant court action pending against you?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever received a caution, reprimand or final warning from the police?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If answering "YES" to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "Confidential" with your application form.

Section 7: References

Please supply the names and contact details of two people who we may contact for references. **One of these must be your current or most recent employer.** Neither referee should be a relative or someone known to you solely as a friend. The school reserves the right to take up references from any previous employer. Abbey Christian Brothers' Grammar School will request references for all shortlisted candidates before interview.

Referee 1 – Professional

Name:

Organisation:

Address:

Telephone number:

Email address:

Relation to you:

Occupation:

Referee 2 – Character

Name:

Organisation:

Address:

Telephone number:

Email address:

Relation to you:

Occupation:

Section 8: Recruitment

It is the school's policy to employ the best qualified personnel, to provide equal opportunity for the advancement of employees, including promotion and training, and not to discriminate against any person because of his/her race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A copy of the school's Child Protection/Safeguarding Policy can be found on the school's website www.spgs.co.uk and is available for download. Please take the time to read it as it may be referred to during any interview that you might be invited to attend.

If your application is successful, the school will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed as confidential waste after six months. This information will not be disclosed to a third party unless we are required to do so by law.

Section 9: Declaration

1. I confirm that the information I have given on this application form is true and correct to the best of my knowledge.
2. I confirm that I am not disqualified from working with children or subject to sanctions imposed by a regulatory body.
3. I understand that providing false information is an offence which could result in my application being rejected or (if false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
4. I consent to the organisation processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.
5. I am not suffering from any disability which would prevent me from carrying out the duties of this post.

6. I consent to the organisation making direct contact with the people specified as my referees to verify the reference.

Signed:	
Date:	

A candidate found to have given false information, or to have suppressed any material fact, will be liable to disqualification or, if appointed, to dismissal. **Canvassing will disqualify.**

When completed, this form should be returned **by 12 Noon on Friday 28thth February 2025** to:

e-mailed applications will be accepted at - ctrainor560@c2ken.net

Please submit the Fair Employment Monitoring Questionnaire in an envelope marked Confidential with your completed application form.



ABBEY CHRISTIAN BROTHERS' GRAMMAR SCHOOL IS AN EQUAL OPPORTUNITY EMPLOYER

EQUAL OPPORTUNITIES MONITORING QUESTIONNAIRE

APPLICANTS FOR TEACHING RELATED POSTS

The Board of Governors of Abbey Grammar School is committed to equality of opportunity for all applicants to teaching posts regardless of their gender, marital status, disability or race. The Board of Governors selects those eligible and suitable for employment and advancement solely on the basis of merit and is monitoring its activities to ensure that its equal opportunities policy is implemented effectively. The monitoring of activities compares the recruitment and career progression of job applicants. Your co-operation in completing the section below would assist the Board of Governors in working towards equality of opportunity throughout the teaching profession.

Part 1

Please complete the following:

Post Title:

DOB:

National Insurance No:

TR NO:

Part 2

Please tick boxes as appropriate:

Marital Status: Single Married Other

Gender: Male Female

Family Status:
No Caring Responsibilities Care for Other Relatives
Care for Children Other

I am a member of the:

Roman Catholic community: Protestant community: Neither Protestant nor Roman Catholic:

Part 3

Have you any mental or physical disability as defined below: Yes No

"A person has a disability if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities" (Disability Discrimination Act 1995)

Part 4

Ethnic Origin: White Indian Chinese Member of Irish Travelling Community
Pakistani/Bangladeshi Afro-Caribbean Other

Access to the information you provide will be strictly controlled and will not be available to any other persons. Monitoring will be by the use of statistical summaries of information in which the identity of individuals will not appear. The information will not be available for any purpose other than equal opportunities monitoring.

This sheet will be removed from your application form in the School and used for the above monitoring purposes only.

