



Acorn Integrated Primary School Nursery and Playgroup

From little Acorns great Oaks will grow

Appointment of Principal

Group 3 Enrolment

194 Pupils in Primary, 26 in Nursery and 25 in Playgroup

Salary Range (Pts 12 - 19)

Candidate Information Pack

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Section 1 - Background and Context

Our current Principal is stepping down to take retirement.

The Board of Governors at Acorn Integrated Primary School are dedicated to appointing a new Principal who can lead our school through the next phase of its development, ensuring continuity with the past yet looking for new opportunities to build on our successes and above all ensuring that our integrated ethos continues to inform all that we do.

Section 2 - Information regarding the School

Acorn Integrated is an all ability, co-educational primary and nursery school located in Carrickfergus. The school has a current population of around 245 pupils which equates to a single intake from Year 1 to Year 7, a 26 place nursery and 25 place playgroup. The school takes pupils from the immediate locality and up to a 6-mile radius from the school.

Our school has a great reputation within the local community. We are a diverse school community made up of children, staff and parents from both of the main faith/cultural traditions in Northern Ireland as well as those from other or non - faith backgrounds and ethnicities. Our school is all ability and inclusive of all socio-economic backgrounds.

We have 9 teachers and a support staff of 25 to include classroom assistants, administrative and facilities staff.

We are a Grant Maintained Integrated School which means we manage our own delegated budget, we are the employer of our staff and directly pay the non-teaching staff. Our governors are also ultimately responsible for the Health and Safety in our school.

Our Integrated Ethos

Acorn Integrated Primary School provides a learning environment where children and young people from Catholic and Protestant backgrounds, as well as those of other faiths and none, can learn with, from and about each other. The promotion of equality and good relations extends to everyone in the school and to their families regardless of their religious, cultural or social background. Integrated education is value-driven and child-centred. It is delivered through a holistic approach with an emphasis on developing every aspect of a child's or young person's potential.

Our ethos is informed by the Northern Ireland Council for Integrated Education (NICIE) Statement of Principles. The core principles enshrined in this document are: Equality, Faith and Values, Parental Involvement and Social Responsibility.

As an integrated school we aspire to achieving a religious balance within our pupil population and within our staff team. Our school is usually over-subscribed and in line with the religious balance recommended for integrated schools, we allocate places on the basis of 40% Roman Catholic, 40 % Protestant and 20% Others.

Section 3 - Job Description

The following job description illustrates the role and responsibilities of a Principal within the Grant Maintained Integrated sector and as such will reflect the unique nature of our sector.

Integrated Education	In conjunction with Governors, staff, parents and the wider community, the Principal will ensure that the principles and practice of integrated education are delivered and developed in all areas of provision.
Management	<p>The Principal will, in association with the Board of Governors, be responsible for formulating and developing the aims of the school, and for devising policies for their implementation.</p> <p>The Principal will be responsible for the internal organisation and management of the school. Using a consultative approach where appropriate, the Principal will organise any meetings needed for decision making and information provision.</p> <p>The Principal will endeavour to achieve and maintain the enrolment targets agreed with the Board of Governors.</p> <p>The Principal will be responsible for deploying and managing all teaching and non-teaching staff and allocating duties to them consistent with their terms and conditions of employment.</p> <p>The Principal will be responsible for an equitable provision of cover for absent staff.</p> <p>The Principal will be conversant with legislative developments relating to all aspects of the school's work, will communicate them to Governors, staff and parents and implement them, as appropriate.</p> <p>The Principal will attend all Board of Governor meetings, unless prevented by illness or other unavoidable cause. Attendance at subcommittee meetings may also be required, as appropriate.</p> <p>The Principal will ensure that details of meetings are recorded and that outcomes are actioned and/or referred to the Board of Governors, as appropriate.</p>

<p>People & Culture</p>	<p>The Principal will identify all recruitment and promotional needs within the school for teaching and non-teaching staff and bring the relevant recommendations to Governors. The Principal will act in accordance with the agreed religious balance, established by the Board of Governors.</p> <p>The Principal will be responsible for managing all staff, and ensuring that proper standards of professional performance and conduct are maintained, taking any necessary measures in accordance with school policy.</p> <p>In accordance with the School Development Plan and the Staff Development Policy, the Principal will take the lead in identifying developmental needs, including his/her own needs.</p> <p>The Principal will ensure that staff development contributes to the school's integrated ethos, as appropriate.</p> <p>The Principal will ensure that all staff participate in current performance review schemes.</p>
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<p>Curriculum</p>	<p>The Principal will be responsible for:</p> <ul style="list-style-type: none"> • Developing and reviewing the School Development plan to achieve the goals agreed with the Board of Governors. This will entail:- • Organising and implementing the curriculum in accordance with the Curriculum Policy agreed with the Board of Governors. The Principal will take into account the needs, aptitudes and stages of all the pupils, the financial resources available and the School Development Plan, to ensure that the curriculum is effectively delivered within the terms of statutory requirements; • Ensuring high quality teaching and learning experiences for all pupils, so that they may realise their full potential and achieve suitably high standards in academic or creative pursuits; • Monitoring, evaluating and keeping under review curricular policies and developing effective assessment measures. <p>The Principal will ensure that assessment data is recorded, collated and analysed, to enable benchmarking, target setting and evaluation to take place and that the Board of Governors are updated at regular intervals</p> <p>The Principal will maintain and promote the inclusive nature of the school, responding to the needs of all pupils and encouraging excellence at all levels of ability.</p> <p>The Principal will engage in, promote and facilitate a self and peer assessment process throughout the school and with its stakeholders to encourage self-directed improvement and enhance the school community.</p>
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<p>Pastoral Care</p>	<p>The Principal will maintain, promote and further develop the school's child-centred policy for pastoral care, as agreed with the Board of Governors.</p> <p>The Principal will ensure adherence to Child Protection legislation at all times.</p>
<p>Discipline</p>	<p>The Principal will ensure that the school policy on discipline is consistently implemented.</p> <p>The Principal will promote respect for self and others.</p> <p>The Principal will encourage and celebrate positive behaviour, and ensure that expected standards are known and adhered to throughout the school.</p> <p>The Principal will bring cases warranting consideration to the attention of the Board of Governors.</p>
<p>Finance</p>	<p>The Principal will be responsible for allocating, controlling and accounting for financial and material resources deemed by the Board of Governors to be under his/her control.</p> <p>The Principal will be responsible for ensuring in conjunction with the school administrator that the school administration is carried out effectively and liaise with the school administrator, the Governors' Finance Committee, auditors and other external agencies, as appropriate.</p> <p>The Principal will be responsible for the effective and efficient management of the administrative functions within the school</p> <p>The Principal will exercise an equivalent level of control and accountability in respect of all non-delegated funds.</p>
<p>School Premises</p>	<p>The Principal will responsible for ensuring that the buildings and school grounds are secure, and carry out periodic inspections with designated Governors.</p> <p>The Principal will report or action maintenance requirements, in accordance with his/her remit agreed by the Governors.</p> <p>The Principal will be responsible for ensuring that any use of the school's premises by a third party is appropriate and managed effectively.</p> <p>The Principal will be responsible for ensuring effective liaison with architects, builders, planners and DE officials concerning school maintenance issues and building programmes.</p>

Health and Safety	The Principal, in conjunction with Governors, will be responsible for complying with legislation relating to the health and safety of pupils, staff and visitors.
School Meals	The Principal will oversee the work of catering staff, and ensure the effective supervision of pupils during the lunch period.
Communication	<p>The Principal will ensure effective communication with staff, pupils [including the Student Council], parents [including the Parents' teachers Association], the Board of Governors and external agencies.</p> <p>The Principal will endeavour to promote the school within the local community and celebrate its successes.</p> <p>The Principal will develop and maintain effective links</p> <ul style="list-style-type: none"> • With the local community and further afield. • local other schools and principals • within the Integrated school sector <p>The Principal will ensure that parents are informed regularly about the curriculum, their children's progress and other matters relating to the life of the school and its aims.</p> <p>The Principal will promote the ethos of Integrated Education when possible to the wider community</p>
Representation	<p><i>The Principal or his/her representative will represent the school on public and professional occasions, including events organised by the Northern Ireland Council for Integrated Education (NICIE).</i></p> <p>The Principal will provide feedback from these meetings as appropriate.</p>
Equal Opportunities	<p>The Principal will adhere to the school Equal Opportunities policy agreed with the Board of Governors.</p> <p>The Principal will endeavour to maintain within the school community the religious balance advocated in NICIE's Statement of Principles.</p>

The Principal may be expected to carry out other reasonable duties, as the occasion requires. This job description may need to be reviewed, in consultation with the Principal, to meet the changing needs of the school and statutory requirements.

In addition to all of the above a successful candidate will be able to demonstrate relevant experience, knowledge and skills associated with the following key areas.

Shaping the Future

- Keep abreast of and anticipate educational trends;
- Think strategically to build and communicate a shared coherent vision;
- Create an ethos and provide direction, which promotes a culture of high expectation, successful learning and achievement;
- Inspire, challenge, motivate and empower others to carry the vision and ethos forward;
- Model the values and ethos of the school.
- Ensure that the school's integrated ethos continues to inform our future direction.

Leading and Managing Staff

- Provide high quality leadership to secure improvement;
- Collaborate and network with others within and beyond the school;
- Foster a culture of shared/ distributed leadership;
- Develop, empower and sustain individuals and teams;
- Support the development of an open, fair, equitable culture and manage conflict effectively;
- Support and challenge performance in order to raise standards;
- Work with others to lead professional development for all staff within the context of the school's development plan in order to support effective teaching and learning.

Leading Learning and Teaching

- Cultivate enthusiasm for and commitment to the learning process;
- Lead and manage the development of an effective learning and teaching culture;
- Lead and manage the self-evaluation process; work with staff and others to analyse a range of data, interpret outcomes and plan for improvement;
- Ensure effective implementation of the NI Curriculum, share good practice and work with others to challenge and address pupil under-achievement.

Developing the School in the Community

- Lead and manage the development and promotion of a positive image of the school within the local community and beyond;
- Develop and maintain strong and effective relationships with parents and the local and wider community;
- Ensure effective channels of communication are in place between the school and the local and wider community;
- Listen to, reflect and act on community feedback;
- Recognise and lead others to ensure that strategic planning takes account of the richness and diversity of the school's communities and community feedback;
- Work closely with other relevant statutory and voluntary agencies to enhance the education of all pupils.

Managing the Organisation

- Prioritise, plan and organise themselves and others;
- Think creatively to anticipate and solve problems;
- Make sound decisions based on a range of informed judgments;
- Establish and maintain appropriate structures and systems;
- Lead and manage the development and implementation of the School Development Plan;
- Delegate tasks and monitor their implementation;
- Manage resources efficiently and effectively: human, physical and financial.
- Work with the school administrator to ensure that the school is financially well managed and in compliance with DENI accounting requirements.

Ensuring Accountability

- Create and develop a culture in which all Governors and staff recognise that they are accountable for the success of the school;
- Combine the outcomes of regular self-evaluation, ETI inspection evidence and other external evaluations in order to develop the school;
- Lead and manage the process of monitoring and evaluating effectively school outcomes, policies and procedures;
- Work with the leadership team and others to recognise and disseminate effective practice and challenge and address unacceptable performance;
- Work closely with and provide effective reports to Governors on the school's progress and development.

Conditions of Service

The Conditions of Service for this post will be in accordance with the Regulations of the Department of Education for Northern Ireland.

Section 4 - Person Specification

The Board of Governors reserves the right to enhance the essential criteria if necessary in order to facilitate a manageable shortlist.

Applicants must be registered with the General Teaching Council for Northern Ireland (GTCNI) upon taking up employment.

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. Please note only post-qualification teaching experience will be considered.

Primary Principal - Person Specification

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<p>The criteria that will be applied at shortlisting is as follows:</p> <p>Applicants must at the closing date for applications:</p> <ul style="list-style-type: none"> • Hold a teaching qualification which meets the requirements for recognition to teach in grant-aided schools in Northern Ireland. * <p>*Candidates will be expected to have a GTCNI number by the date of appointment.</p>	<p>Preference may be given to those applicants who:</p> <ul style="list-style-type: none"> • Have successfully completed an additional relevant post graduate (or equivalent or higher) qualification in primary education i.e. MEd/PQH.
EXPERIENCE	<p>The criteria that will be applied at shortlisting is as follows (please note that experience must be accrued by the closing date for receipt of completed applications):</p> <ol style="list-style-type: none"> 1) Have a minimum of 8 years' post qualification teaching experience in primary education and / or equivalent experience in an affiliated educational body working in an area that relates to the primary sector, within the past 13 years. 2) Currently hold or have held for a minimum of 4 years, AND within the last 9 years*: <ul style="list-style-type: none"> • A post of Principal or Vice-Principal; and/or • A post within the primary sector which attracts 1 management point. <p>*The above promoted posts may be in an acting capacity.</p>	<p>Preference may be given to those applicants who:</p> <ol style="list-style-type: none"> 1) Can demonstrate experience in managing the financial resources of a primary school. 2) Have recent and relevant experience of working in the integrated sector.

<p>EXPERIENCE (Continued)</p>	<p>3) From your experience demonstrate:</p> <p>Evidence of how your leadership has led to school improvement.</p> <p>Evidence of having held a role in strategic planning and/or organisational management.</p> <p>Evidence of building a professional learning community within a school or other organisation.</p>	
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	ESSENTIAL
KNOWLEDGE	<p>The successful candidate must be able to demonstrate extensive knowledge and understanding of:</p> <ul style="list-style-type: none"> • The integrated education ethos and culture • The NI Primary Curriculum and current policies and procedures; • Current educational developments and the ability to evaluate and respond to new educational challenges and manage change effectively; • Effective classroom pedagogy and how to ensure high standards of teaching, learning and achievement throughout the school; • Effective data management; • Effective organisational management including the appropriate deployment of resources; • Effective financial management;
SKILLS	<p>The successful candidate must demonstrate, evidenced by professional experience, the ability to:</p> <ul style="list-style-type: none"> • Promote, achieve, monitor and evaluate high standards of learning and achievement throughout the school; • Develop effective partnerships between the school and the local community; • Communicate effectively orally and in writing; • Organise and prioritise workload effectively; • Deal with staffing matters in accordance with policies and procedures; • Work with the school administrator and Board to ensure that the school's finances are effectively managed. • Effective decision making • Conflict Resolution and dealing with difficult people • Problem solving • Managing performance and • Manage time effectively.
PERSONAL QUALITIES	<p>The successful candidate must demonstrate:</p> <ul style="list-style-type: none"> • Vision; • A commitment to the ethos and core values of integrated education; • Enthusiasm and energy; • Assertiveness and confidence; • A caring child-centred approach; • Integrity; • Advocacy and empathy; • Discretion; • An ability to cope under pressure with <ul style="list-style-type: none"> ○ Tact and diplomacy ○ Decisiveness

Section 5 - Selection Process Timetable

Closing date for completed applications	Monday 14 th March 2022
Stage 1 interviews	31 st March 2022
Stage 2 interviews (if required)	5 th March 2022

Shortlisted candidates wishing to discuss any aspect of the appointment should contact:

Principal, Acorn Integrated Primary & Nursery School

Section 6 – Candidate Information

Application Form

Application forms and information packs can be downloaded from the school web:

<http://www.acornips.com>

Please complete and return your application form and Equal Opportunities Questionnaire by post/hand delivering to the school, marked as follows:

Application for the Post of Principal
Acorn IPS
110 Victoria Road
Carrickfergus
BT38 7JL

Completed applications can also be emailed to: snicholl802@c2kni.net

Forms must be received 12 noon on the Monday 14th March 2022. Late or faxed application forms will not be accepted.

Canvassing

Any applicant who is found to have approached a panel member regarding a post with a view to seeking favourable treatment will be disqualified.

Equal Opportunities

Acorn IPS is fully committed to the promotion of equality of opportunity in employment to all. We aim to select the best person for the job and all recruitment decisions will be made objectively.

Issuing of Correspondence

All correspondence regarding the selection process will be forwarded to you via e-mail where an e-mail address is provided on your application form. It is important that the e-mail address you supply on your application form is your preferred e-mail address for receipt of correspondence.

References

This appointment will be subject to satisfactory references being received. One reference should be from a person who is able to comment on your suitability to work with children/young people in an educational setting.

Disclosure of Criminal Background

As this post involves 'regulated activity' under the Safeguarding Vulnerable Groups (NI) Order 2007 we will require documentary evidence of your Enhanced Disclosure of Criminal Background check. If you do not have this **please note that you WILL be expected to meet the cost of an Enhanced Disclosure Certificate, which is currently £33. Details of how to make payment will be sent to you at the pre-employment stage.**

Further information can be accessed on www.nidirect.gov.uk/campaigns/accessni-criminalrecord-checks or www.justice-ni.gov.uk/articles/about-accessni

Privacy Notice

You will receive a privacy notice as part of the application pack. This outlines how we manage the information that you share with us in applying for this post and is in accordance with GDPR.

Further Information on the school can be found on the school website: www.acornips.com