Ref No: **RGS / HDMATH / 09 25 \_\_\_\_\_\_\_** (for office use only)



**Rathmore Grammar School**

**Kingsway, Finaghy**

**Belfast BT10 0LF**

**Tel: (028) 90610115**

**APPLICATION FOR THE POST OF:**

**Head of Mathematics**

**(Permanent, Full-time)**

|  |
| --- |
| **Please ensure that you do not exceed the 300 word limit when specified.**  **In the interests of equality for all applicants if the word count limit is exceeded your application will not be considered.**  **You must note the word count at the conclusion of each response.**  **CV’s must not be included and will not be considered.** |

**PART I**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1. PERSONAL DETAILS** | | | | |
| Title: |  | | | |
| Surname: |  | | | |
| Forename(s): |  | | | |
| Teacher Reference No: |  | | | |
| National Insurance No: |  | | | |
| Are you registered with the General Teaching Council for N. Ireland? | | |  | |
| Registration No: |  | Registration Date: | |  |
| Correspondence Address: |  | | | |
| Postcode: |  | | | |
| Home Telephone No: |  | | | |
| Work Telephone No: |  | | | |
| Mobile Telephone No: |  | | | |
| Email Address: |  | | | |

**EDUCATION AND QUALIFICATIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates | Subjects at GCSE level  or equivalent | Grades | Subjects at A-Level  or equivalent  (For Leaving Cert specify H or O level) | Grades |
|  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Universities / Colleges | Dates | **Primary Degree / Diploma / Certificate**  (unless specified below under Professional Teaching Qualification) | | | | | | | |
|  |  | Title | Class & | | Subjects Studied in Each Year of Course | | | | |
|  |  | incl Hons | Division | | Main | | | | Subsidiary |
|  |  |  |  | |  | | | |  |
| Universities / Colleges | Dates | **Professional Teaching Qualification** | | | | | | | |  |  |
|  |  | Title | | Class & | | Target | Subject Methods | | |
|  |  | incl Hons | | Division | | Age Range | Main | Subsidiary | |
|  |  |  | |  | |  |  |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| Universities / Colleges | Dates | **Post-Graduate / Other Qualifications, Courses, etc** | |
|  |  | Title & Classification | Subjects |
|  |  |  |  |

**TEACHING PRACTICE** (during professional training if qualified within the last three years)

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Address of School | Dates | Subjects Taught | Levels Taught |
|  |  |  |  |

**TEACHING EXPERIENCE** (most recent first and all breaks in service must be accounted for)

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Address of School | Dates of employment | Subjects Taught | Levels Taught |
|  |  |  |  |

**SUBJECTS OFFERED** (Please indicate the subjects you are prepared to teach and to what level)

|  |  |
| --- | --- |
| Subjects | Level |
|  |  |

**IN-SERVICE AND OTHER TRAINING COURSES**

(Please give details of relevant courses attended, including provider, dates and brief description of course.)

|  |
| --- |
|  |
| **(Maximum 300 words) Word count ( )** |

**EXTRACURRICULAR ACTIVITIES**

(Please outline your involvement in extracurricular work to date and/or how you would contribute to the extracurricular life of Rathmore and activities relating to the Mathematics department, if appointed to this position.)

|  |
| --- |
|  |
| (**Maximum 300 words) Word count ( )** |

**PART II**

**The following section asks you to demonstrate fully how you meet the essential and desirable criteria for this post as specified in the Person Specification.**

|  |
| --- |
| **Essential Criterion**  A teaching qualification, recognised by the Department of Education for Northern Ireland which has prepared the applicant to teach Mathematics to A-Level standard in a Post-Primary school. |
| **Essential Criterion**  An Honours Degree (minimum 2:2) or higher in Mathematics or a related degree. |
| **Essential Criterion**  Initial teacher training geared to the teaching of Mathematics at Post Primary level or experience of teaching Mathematics to A-Level in a Post Primary. |
| **(Maximum 300 words) Word count ( )** |
| **Essential Criterion**  Minimum of 5 years’ experience teaching Mathematics to A-Level. |
| **(Maximum 300 words) Word count ( )** |

|  |
| --- |
| **Essential Criterion**  A recent proven track record in teaching with a full range of GCSE, AS and A2 results (please include some benchmarked data of your personal results). |
| **(Maximum 300 words) Word count ( )** |
| **Essential Criterion**  A good knowledge of appropriate teaching methodologies, of the N. Ireland curriculum, curriculum development and relevant examination syllabi. |
| **(Maximum 300 words) Word count ( )** |
| **Desirable Criterion**  An Honours Degree (minimum 2:1) or higher in Mathematics or a related degree. |
| **Desirable Criterion**  A good GCE profile. |

|  |
| --- |
| **Desirable Criterion**  Ability and/or experience to teach an additional subject to at least GCSE level. |
| **(Maximum 300 words) Word count ( )** |
| **Desirable Criterion**  Examining and moderation experience in the CCEA GCE Mathematics / Further Mathematics specifications. |
| **(Maximum 300 words) Word count ( )** |

**PART III: OTHER RELEVANT INFORMATION IN SUPPORT OF YOUR APPLICATION**

|  |
| --- |
|  |
| **(Maximum 300 words) Word count ( )** |

**REFERENCES**

|  |  |
| --- | --- |
| Please give details of two persons who have consented to give references, both of whom should be able to comment on your professional work as a teacher. If you are currently or have recently been in employment as a teacher a reference will normally be required from your Principal and Head of Department. If you are a PGCE student a reference will normally be required from your main course Tutor and the Principal of one of the schools where you have done your teaching practice. | |
| **Referee 1** | |
| Name |  |
| Occupation |  |
| Address  (including Postcode) |  |
| Telephone No |  |
| Email address |  |
| **Referee 2** | |
| Name |  |
| Occupation |  |
| Address  (including Postcode) |  |
| Telephone No |  |
| Email address |  |

**PERSONAL RECORD – CHILD PROTECTION STATEMENT**

|  |
| --- |
| **This post is subject to the Provisions of the Protection of Children and Vulnerable Adults (NI) Order 2003 and to The Education (Prohibition from Teaching or Working with Children) Regulations (Northern Ireland) 2006. The Regulations refer to certain roles that involve working with children or vulnerable adults.**  **Is there any reason why you cannot work in Regulated Activity?**  (Please delete as appropriate) YES / NO  **Is there any reason why you would not be suitable to work with children?**  (Please delete as appropriate) YES / NO |
| A criminal record will not necessarily be a bar to an applicant obtaining a position and any Disclosed Information will not be used unfairly. An AccessNI Enhanced Check will be requested for applicants. The AccessNI Code of Practice is available to applicants on request.  **Have you been convicted of any criminal offence or been subject to a police caution?**  (Please delete as appropriate) YES / NO  If **YES** please give details (include nature of offence, date of Conviction and sentence).  NB - This post is exempt from the provisions of the Rehabilitation of Offenders Order 1979. You must therefore disclose information about all convictions. |
|  |

**DECLARATION**

|  |
| --- |
| a) The foregoing particulars are complete and correct to the best of my knowledge and belief.  b) I have not canvassed any member of the Board of Governors or sought anyone to canvass on my behalf.  A candidate found to have knowingly given false information, or to have suppressed any material fact, will be liable to disqualification or, if appointed, to dismissal. |
| **Candidate Signature**: |
| **Date**: |

|  |
| --- |
| **CLOSING DATE FOR APPLICATIONS:**  **4.00 pm** on **Wednesday 24 September 2025**  Completed application forms should be e-mailed to [lmcallister024@c2kni.net](mailto:lmcallister024@c2kni.net)  **Or**  sent by post to: The Principal  Rathmore Grammar School  Kingsway  Dunmurry  Belfast  BT10 0LF.  **Receipt of application forms submitted by email will be acknowledged by return email. Should any applicant not receive confirmation of their application having been received, the onus is on the applicant to contact the School to ensure application has been received by the closing date and time.**  Applicants who submit forms electronically will be asked to sign their application if invited for interview.  **Please note that, if shortlisted, interviews will be held**  **as soon as possible thereafter. Candidates will be informed by email.** |

|  |
| --- |
| If submitting the application form by email, please ensure that **the Employment Monitoring Form is attached as a separate document within the email.**  **Or**  If sending the application form via post, please ensure that **the Employment Monitoring Form is enclosed in a separate envelope addressed to the Monitoring Officer**. |

Rathmore Grammar School is committed to appointing the best person for the job, irrespective of religious belief, gender or disability.