



CLC | Carrickfergus Learning Community



Carrickfergus Area Learning Community Co-Ordinator

Part-Time, Fixed Term Contract

(Appointment will be by fixed term contract for one year with possible extension, subject to funding.)

Closing date:
Friday 25th October 2024, 12noon

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JOB DESCRIPTION

**FAXED, EMAILED OR LATE
APPLICATION FORMS WILL
NOT BE ACCEPTED.**

Carrickfergus Area Learning Community Co-Ordinator

Duration:

Part time, Fixed term contract

(Appointment will be by fixed term contract for one year
with possible extension, subject to funding.)

Required from:

As soon as possible

Remuneration:

£175 per day pro rata

Employed by:

Carrickfergus Learning Community

Be Responsible to:

Carrickfergus Learning Community

Report to:

ALC Steering Committee

Line Management:

Chairperson of the ALC Steering Committee

1. Job Purpose

This post is being advertised by the Carrickfergus Learning Community (consisting of Carrickfergus Academy, Carrickfergus Grammar School, and Ulidia Integrated College).

The aim of the Learning Community is to facilitate all education partners in the Carrickfergus Learning Community in meeting the requirements of the Entitlement Framework through 6th Form Provision.

The partners are engaged in a collaborative process to deliver A Level and Vocational post 16 courses to students from all three schools by creating common timetable arrangements and appropriate support structures to sustain the programme. This role involves effective management and administration of the programme including monitoring, evaluation, logistic and financial issues, promotion, and staff development.

Other appropriate tasks in support of the work of the Area Learning Community may be delegated to the Co-ordinator at the discretion of the ALC Steering Committee.

2. Criteria

The panel reserve the right to enhance the criteria in order to facilitate a manageable shortlist.

Essential Criteria	<ul style="list-style-type: none">EC 1. To be qualified teachers as recognised by the Department of Education to teach in grant-aided schools;EC 2. To have had at least 5 years teaching experience in a mainstream post primary school in the last 10 years;EC 3. To have had experience of working in a relevant leadership post related to staff school improvement or curriculum development. Employment in an advisory or support role within the education service will be taken into account under this criterionEC 4. To have experience in the use of a range of relevant ICT applications.
Desirable Criteria (not in order of preference)	<ul style="list-style-type: none">DC 1. To have held a post relevant to 6th form study (e.g. Head of 6th form or senior leadership post)DC 2. To have experience leading large group presentation or training events

3. Main Duties & Responsibilities

The duties of the Carrickfergus Learning Community Co-ordinator are to facilitate collaboration between education partners.

This entails:

To support the delivery of the Entitlement Framework within the Carrickfergus Learning Community and to develop and manage all aspects of its outworkings as requested by the relevant Principals.

The person will:

- Assist with the development of outstanding curriculum provision within the ALC.
- Take responsibility for the management of specific programmes, including associated administration, monitoring, review and evaluation. This includes assisting with the local Careers Convention.
- Co-ordinate the Steering Group and the Co-ordinators' Group, and liaise with sub-committees such as Careers (CEIAG), Time-tablers or any other group that meet.
- Write, monitor, review, evaluate the CLC's Implementation Plan and report to Principals on its progress at regular intervals during the year.
- Meet with the Chair of the CLC when appropriate.
- Liaise with Entitlement Framework (CLC) Co-ordinators from every school to ensure the organisation and development of all timetabled collaborations within the ALC.
- Organise events at the request of CLC Principals.
- Act as a conduit between external organisations, both Governmental

Departments and NGOs, and the CLC, dealing with their CLC related queries and reporting as appropriately to the SG.

- Seek out and report on all data and information impacting on the work of the CLC.
- Participate as required in ALC-wide activities.
- Have a working knowledge of Learning Community administration;
- Manage CLC finances – monitor CLC budget and report to the SG at regular intervals. Liaise with the Bursar in UIC in the management of finances.
- Produce, review and evaluate materials and resources to enable students to consider studying in the CLC.
- Co-ordinate Induction processes and develop, review and evaluate resources to ensure the smooth transition for students into CLC study.

4. Person Specification

Qualifications and Experience

Essential:

Applicants must, at the closing date for applications:

- be qualified teachers as recognised by the Department of Education to teach in grant-aided schools.
- have had at least 5 years teaching experience within the phase relevant to the post primary phase.

Desirable:

- have had at least 2 years' experience working in a post related to staff, school improvement or curriculum development, equivalent to two teaching allowances. Employment in an advisory and/or support role within the education service will be considered under this criterion.
- have experience in the use of a range of relevant ICT applications.

Knowledge, Skills and Personal Qualities

- (a) have the ability to promote the aims and aspirations of the Carrickfergus Learning Community;
- (b) have comprehensive knowledge of current educational developments in relation to the Entitlement Framework;
- (c) have the ability to work effectively with inter-agency teams;
- (d) possess good presentation, written and oral communication skills;
- (e) have good interpersonal skills;
- (f) be a team player with pro-active and flexible approach.

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 above criteria in order to effect a manageable shortlist.

Applicants must have access to transport in order to meet the requirements of the post in full.

Base

To be agreed with the Carrickfergus Learning Community and will include working from home.

General Conditions of Appointment

The appointee will continue to be paid under teachers' terms and conditions of employment.

Canvassing and Referees

Canvassing directly or indirectly will entail disqualification. Referees asked for on the application form should not include any officer or member of the Education Authority.

Posts involving work in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007

Terms and Conditions

Teachers' (Terms and Conditions of Employment) Regulations (Northern Ireland) 1987 and 1988 shall apply.

Further information is available on the DE website: www.educationni.gov.uk/publications/teachers-salaries-and-conditions-service

The job description and allocation of responsibilities may be amended by agreement from time to time.

Fixed term posts

Please note that the post availability indicates how long a post will be vacant at the time of going to press and does not necessarily indicate the commencement date of any contract. Fixed Term contracts may be subject to extension or may be reduced for any valid reason unless otherwise indicated. Certain circumstances may arise where the successful candidate will not be employed for the full period of availability e.g. Due to incomplete pre-employment checks at the commencing availability date.

Where a post is available for a full 12 month period and due to unforeseen circumstances it is not possible for the successful candidate to commence their contract at the availability date stated, the period of employment will be reduced and the teacher will be paid on the hourly rate for teachers.

Fixed Term teachers employed for less than a 12 month period will be paid on the hourly rate for teachers.

Disclosure of criminal background

If you have been appointed for a post that involves 'regulated activity' under the Safeguarding Vulnerable Groups (NI) Order 2007, the Education Authority will be required to undertake an Enhanced Disclosure of Criminal Background. 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-criminal-record-checks or www.justice-ni.gov.uk/articles/about-accessni

References

This appointment will be subject to satisfactory references being received. One reference, preferably both, should be from a person who is able to comment on your suitability to work with children/young people in an educational setting. Ulidia Integrated College will seek references from present/previous employers for posts involving 'regulated activity'.

It is essential that you fully describe in the application form how you meet the criteria sought.

Please provide detailed information against each requirement, providing dates and ensuring that where requirements are time bounded (e.g. 1 year within the last 5 years) you provide detail and dates that fully satisfy the requirement. It is not appropriate to simply list the various posts that you have held. Assumptions will not be made from the title of your post.

Canvassing will disqualify.