Ref. HOD – TECHNOLOGY AND CONSTRUCTION (March 2025)

**BALLYMENA ACADEMY**



*Ballymena Academy Cares for the Individual and Inspires*

*Learning and Achievement*

Ballymena Academy, established in 1828, is a successful and forward-looking, co-educational, non-denominational Voluntary Grammar School with an enrolment number of 1200 pupils. The Board of Governors is the employing authority and the school is funded directly by the Department of Education. There are over 80 members of the teaching staff and additional appropriate support staff.

The school is committed to the pursuit of excellence in a learning environment which is always welcoming, caring and inspiring. It has earned its reputation for high standards of academic attainment, with our young people achieving excellent examination results which are well in excess of N.I. Grammar School averages at GCSE and ‘A’ Level. The school is placed regularly in the top 100 state schools in the U.K. in the Sunday Times Good Schools’ Guide. Such academic strength is built on a caring ethos, recognised pastoral strengths and a commitment to self-evaluation and continuous improvement. The school was the first school in Northern Ireland to receive the Prospects Gold Standard Award for excellence in Careers Education, Information and Guidance and subsequently has received re-accreditation at the Gold Level. Since June 2021, the school has been recognised as a “Take 5” school, one of a small number in N.I., having demonstrated that the “Take 5 Steps to Well-being” message has been embedded into the school culture. The focus is to realise the Mission Statement: ‘Ballymena Academy Cares for the Individual and Inspires Learning and Achievement’.

In the most recent Full Inspection of the school, School Inspectors commented positively on aspects of the school such as:-

* the encouragement and assistance given by staff to support learning
* pupils’ motivation, maturity and engagement
* the high standards attained by pupils at GCSE and GCE
* the staying-on rates from Year 12 to Year 13, and from Year 13 to Year 14, as well as the progression to

further and higher education

* the provision of a broad and balanced curriculum at all Key Stages
* the extensive co-curricular programme

The caring ethos is evident in the support provided by a dedicated staff, and the insistence that respect for the individual and care for the well-being of each pupil are at the heart of this school community in which there is a strong emphasis on co-curricular involvement. ‘Learning’ is broadly interpreted to include the various subjects and co-curricular activities, developing skills relevant to adult and working life and enabling young people to acquire knowledge and understanding to make decisions about educational and employment pathways.

The school, in common with all selective schools in N.I., is now using the assessment provided by the Schools’ Entrance Assessment Group (SEAG) in its admissions process. As with all other post-primary schools, Ballymena Academy is living through a period of significant financial austerity, seeking to uphold high standards whilst planning for a future that will be characterised by further change. The determination is that the quality of the educational service provided will not be impaired.

Ballymena Academy has recently been named on the list of schools to benefit from a Major Works Programme which will result in a significant upgrade of our facilities. The buildings are effectively maintained, however, and will continue to provide serviceable accommodation in the interim; additionally, the school has undertaken some self-funded capital development projects including the construction of a fitness suite, floodlit multi-use synthetic surfaces and an additional ICT Suite, which was opened in 2024. There have also been a number of successful school-based initiatives, relating to curriculum and staff development. As a consequence, as it approaches its bicentenary in 2028, the school is exceptionally well-positioned to continue to provide a safe, caring and creative environment in which pupils can enjoy their education, achieve their potential and equip themselves to meet the needs of an ever-changing society.

Detailed information about the school can be found in the school website [www.ballymenaacademy.org.uk](http://www.ballymenaacademy.org.uk) including a comprehensive review of school activities in the school magazine “The Braid” and the Board of Governors’ Annual Report to Parents.

**CURRICULUM PROVISION:**

**Department of Technology and Construction (with Engineering and Environmental Technology)**

The goal of the department is to provide an innovative curriculum that addresses the needs of pupils while achieving the best possible outcomes based on their abilities. This is achieved through building knowledge and understanding of the technological world we live in and developing skills in areas, including problem-solving and practical tasks. The curriculum is designed to be delivered in a way that is interesting, enjoyable and engaging for all year groups. Pupils also have the opportunity to enjoy these subjects through other activities, including the IET Faraday Challenge and STEM competitions.

There are four full-time teachers in the department and this team is supported by part-time teachers in Construction, Engineering and Environmental Technology. Our full-time technician is dedicated to preparing materials and equipment for classes and assisting all teachers, including the Head of Department, as required. The Technology Suite is composed of two System rooms, two Manufacturing rooms and two Planning rooms (one of which is used as a computer room). An additional computer room is used to accommodate classes in Construction, Engineering and Environmental Technology.

At Key Stage 3 all pupils study Technology and Design for 70 minutes per week. In Years 11 and 12 GCSE Technology and GCSE Construction run annually while, occasionally, Occupational Studies (Engineering and Engineering Services) has been offered.

In Sixth Form, the provision includes: ‘A’ Level Technology and Design, ‘A’ Level Environmental Technology, BTEC Extended Certificate in Construction, BTEC National Diploma in Construction and the Built Environment, BTEC Extended Certificate in Engineering.

Staff normally teach a range of classes from the above options.

Within the departmental team, robust support is offered to colleagues within the department, fostering continuous professional development and promoting high-quality teaching practices. A proactive, forward-thinking approach to both teaching and leadership exist within the department. Furthermore, the department nurtures strong ties with local industry, seamlessly integrating these industry links into teaching and learning where relevant.

**BALLYMENA ACADEMY**

**HEAD OF DEPARTMENT – TECHNOLOGY AND CONSTRUCTION**

**(and related subjects)**

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| **Job Title:** | Head of Department – Technology and Construction (and related subjects) |
| **Reporting to:** | The Vice-Principal (Curriculum) and the Principal. |
| **Status:** | Permanent [Schedule 2 of the Teachers’ (Terms and Conditions of Service) Regulations (NI) 1987 apply.] |
| **Salary:** | This post carries three Teaching Allowances and is available from 1st September, 2025. |
| **Terms and**  **Conditions:** | Appointment is made subject to the understanding that the post-holder continues to fulfil the role, discharge the responsibilities and carry out the key tasks to an acceptable standard. |
| **Role:** | * Upholding the caring ethos and academic standards of Ballymena Academy. * Sustaining and enhancing high-quality provision and learning in Technology Design, Construction and related subjects, as classroom teacher, subject leader and active provider of co-curricular activities. * Leading and managing the delivery of all aspects of Technology and Design, Construction and related subjects. |

**Responsibilities:**

In addition to responsibilities as detailed in the 1987 Regulations and the duties incumbent on all teachers, the Head of Department will focus on development in five key areas:-

* development and strategic direction of Technology and Design, Construction and related subjects (including Engineering and Environmental Technology)
* learning, teaching and assessment
* leading and managing staff
* efficient and effective deployment of resources
* co-curricular activity within the Department.

**Post Description – Key Tasks:**

The following list is not definitive, nor should it be allowed to restrict the post holder’s initiative or to inhibit a proactive approach. All responsibilities and key tasks are subject to review and amendment. The content of this Job Description may also be altered in light of the changing needs of the school and young people. It is important that the post holder shows flexibility and a willingness to adapt and to carry out such other reasonable related tasks as the Principal may from time-to-time require.

1. **Strategic direction and development of the Department**

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|  | 1.1 | implement school policies and procedures |
|  | 1.2 | keep abreast of learning and teaching developments in Technology and Design, Construction and related subjects, anticipate likely developments and plan for change |
|  | 1.3 | co-ordinate and develop a programme of activities linked to the wider work of the school and the subject during and beyond the school day |
|  | 1.4 | monitor all aspects of education within the Department and the contribution of teachers within the team |
|  | 1.5 | attend meetings and actively participate in the work of the Head of Department/Head of Subject Committee; this includes contributing to and implementing whole school initiatives |
|  | 1.6 | inform Governors and the Senior Leadership Team of the work undertaken within the Department and of planned developments. |

1. **Learning, Teaching and Assessment**

2.1 as an enthusiastic, well-organised and highly competent practitioner, to teach Technology and Design to ‘A’ Level and/or BTEC Construction and carry out associated duties. (This may necessitate teaching related subjects, including Engineering, if required)

2.2 set and uphold high standards for pupils’ work, attainment and behaviour; work with colleagues to improve standards, address the learning needs of all pupils

2.3 produce agreed schemes of work and other materials for each year group and keep these learning programmes under review to ensure that all statutory Curricular requirements are met

2.4 provide an assessment structure which enables fair and accurate reporting on pupil progress and which satisfies, as appropriate, the requirements of external examinations, including Controlled Assessment and other Teacher Assessed components

2.5 carry out administrative tasks

2.6 set targets: monitor and evaluate standards of learning and achievement, take steps to secure or consolidate improvement in standards, including results in public examinations

2.7 ensure there is clarity about assessing, recording and reporting progress; that such arrangements are in keeping with school requirements and are applied consistently.

2.8 liaise with individuals, external agencies and bodies and assist student teacher placements whenever possible

2.9 contribute on a regular basis to school functions and events as required

2.10 be available for consultation and advice should there be parental concern about a pupil’s progress or about the teaching and assessment of Technology and Design, Construction and related subjects in general

2.11 integrate ICT/new technologies, including Google Classroom, to support learning and teaching

2.12 make an active and agreed contribution to the school’s Co-curricular programme

1. **Leading and Managing Staff**

3.1 provide leadership for learning by:

* working with colleagues to sustain an ethos of teamwork and mutual support in monitoring standards and securing improvements
* developing a learning culture; enabling staff to learn from each other – including reciprocal classroom observation – and about best practice in other schools; providing effective teaching and learning materials
* being a good professional role model, particularly for key features such as thorough preparation, attendance and punctuality to class, effective curriculum delivery and classroom management, pastoral concern for pupils and colleagues, marking and return of pupils’ work, recording and reporting progress
* keeping the focus of regular departmental meetings on classroom practice
* liaising with Teacher Tutor and others about ITT placements; working with Beginning and EPD Teachers
* ensuring that classes of absent colleagues are provided with relevant work

3.2 convene and lead meetings to develop co-operation in which tasks can be shared as a team

3.3 monitor the work of teachers in the department, including reciprocal ‘classroom’ observation for subject specialists

3.4 monitor the work of the Technology technician and liaise with them in the management of practical and workshop activities

3.5 carry out tasks associated with the school’s referral procedures

3.6 organise, attend and contribute to relevant meetings and interviews with parents and others – including, on occasion, those outside school hours

3.7 facilitate professional development and in-service activities for departmental colleagues - including any Performance Review or other approved programme

3.8 undertake such other reasonable tasks as the Principal may, from time-to-time require, in the interests of the safe and efficient functioning of the school.

**4. Efficient and Effective deployment of Resources**

4.1 keep an up-to-date inventory of all stock and equipment available to the department

4.2 oversee use of rooms and resources; exercise careful stewardship of the premises and property of Ballymena Academy

4.3 ensure that resources are kept safely and are accessible to all who need to use them

4.4 manage the annual budget and any other available funds to meet agreed priorities

4.5 discharge all obligations with regard to Health and Safety, including those pertaining to the use of workshops and to co-curricular activity during and outside school hours, on and off site

4.6 liaise with maintenance supervisor and others as required

**PERSON SPECIFICATION**

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| **ESSENTIAL REQUIREMENTS** | **EVIDENCED BY** |
| **Qualifications**  **By date of appointment:**   * Be a qualified teacher, as recognised by the Department of Education   (N.I.)   * Have an Honours Degree (2:2 or above) in a suitable subject. * Have a qualification which has prepared the applicant to teach   Technology and Design to ‘A’ Level and/or BTEC Level 3 Construction.   * Hold an accredited workshop competency qualification. | **Application Form** |
| **Experience**  **By date of appointment:**   * Have demonstrable experience (minimum of 3 years) of teaching Technology and Design in a Post-Primary School. * Have demonstrable experience (minimum of 3 years) of teaching Technology and Design at ‘A’ Level and/or BTEC Level 3 Extended Certificate in Construction. | **Application Form** |
| **Skills and abilities**   * Be a well-qualified, appropriately experienced and enthusiastic teacher, able to frame and articulate a vision for Technology and Design, Construction and related subjects in a changing educational world. * Be able to provide evidence of strong and effective leadership skills * Have practical skills in integrating ICT into teaching and coaching and using it as an administrative and communication tool. * Show evidence of high-quality organisational communication and interpersonal skills and have earned respect through commitment, proficiency and support for others. * Be self-motivated and transmit enthusiasm for the subject to young people who respond positively and seek to improve their own standards. * Combine personal qualities and professional attributes in providing effective leadership for colleagues to bring about continuous improvement. * Ability to deal with change and challenge. * Have evidence of ongoing commitment to co-curricular activities and identify the area in which they will sustain that commitment in Ballymena Academy. | **Application Form**  **and Interview** |
| **DESIRABLE REQUIREMENTS** | **EVIDENCED BY** |
| **Qualifications/Experience**   * Have recent experience of teaching Technology and Design at GCSE Level. * Have recent experience of teaching Construction at GCSE Level. * Have recent experience of teaching BTEC Level 3 Extended Certificate in Engineering and/or GCE Environmental Technology. * Have qualifications, training and/or proven relevant experience to assist the school’s co-curricular programme in Sport, Music or Drama * Have demonstrable experience of leadership and management of pupils and/or staff in a school setting. * Hold a grade (A\* - C) in Technology and Design at Advanced Level (or an equivalent qualification in another jurisdiction). * Have a strong academic background as evidenced by good ‘A’ Level, or equivalent, grades. |  |

Essential and/or desirable criteria may be further enhanced for shortlisting purposes. Applicants should ensure the application form is completed carefully and accurately.

All appointments to Ballymena Academy are subject to the provisions of the Protection of Children and Vulnerable Adults (NI) Order 2003, and the Rehabilitation of Offenders (Exceptions) Order (NI) 1979. Applicants must disclose any convictions, spent or unspent or any charges outstanding. A security check is carried out. This appointment procedure is in keeping with Department of Education regulations on Child Protection.

The appointment process will take place on **Wednesday, 2nd April or Thursday, 3rd April, 2025.**

The Job Description may be subject to amendment or modification from time to time, following consultations with the holder of the post, to meet the changing needs of the school.

**Additional information for Applicants**

Ballymena Academy prioritises learning and the interests of all pupils. The teacher’s role is central to all aspects of this school and teaching appointments are of key importance to Ballymena Academy’s continued success.

The time and effort required to conduct the appointments procedure fairly and effectively is an investment which this school makes willingly.

Shortlisted applicants are normally invited to visit the school, to meet the relevant Head of Department and Vice-Principal, to tour the school and to ask for clarification on matters pertaining to the post for which application has been made. Further details will be provided to shortlisted applicants in due course. Governors appreciate that applicants travelling from a distance or those with other commitments might not be able to take up such an invitation. The school website [www.ballymenaacademy.org.uk](http://www.ballymenaacademy.org.uk) is a very useful source of up-to-date information and gives a flavour of this school’s life and work.

**Appointment Schedule**

**Post advertised : Thursday, 6th March, 2025.**

**Applications close : 12.00 Noon – Tuesday, 18th March, 2025.**

**Shortlisting process : Friday, 21st March, 2025.**

**Shortlisted applicants**

**informed per Telephone/**

**E-mail/Letter : Monday, 24th March, 2025.**

**Appointment procedure : Wednesday, 2nd April OR Thursday, 3rd April, 2025.**

**Ratification by**

**Board of Governors : Monday, 28th April, 2025.**

**RETURNING YOUR APPLICATION FORM**

Completed Application Forms should be e-mailed to [mbrown783@c2kni.net](mailto:mbrown783@c2kni.net) and must be received by **12.00 noon** on the closing date. Late, or faxed, Application Forms will not be accepted. Applications must be signed and digital signatures are acceptable.

It is the responsibility of the applicant to ensure that the application is received by the closing time/date and that the application form is completed accurately, as the information provided will be used in the shortlisting process.

Please ensure that when e-mailing the Application Form that the subject line is completed with the Job Title as indicated on the Application Form.

**WE ARE AN EQUAL OPORTUNITIES EMPLOYER**

**Privacy Notice**

The data contained in this application form will only be used for the purpose of progressing this application for employment. The sensitive personal data on the attached monitoring form will only be used to comply with the requirement of statutory legislation.

The company will not share any of the information provided in your application with any third parties for marketing purposes or store any of your information outside of the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

We will use the contact details you provide to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for. You do not have to provide what we ask but it might affect your application if you don’t.

We do not collect more information that we need to fulfil our stated purposes and will not retain it for longer than is necessary.