Ref. ICT and Computing Post (Jan. 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: ICT DEPARTMENT**

The ICT & Computing Department aims to provide a caring environment in which pupils can realise their full potential and pursue excellence in all their activities through our curricular and co-curricular provision. We want our pupils to become confident in their use of ICT and their ability to apply these skills in any chosen career path in a changing world.

The Department currently comprises the Head of Department and a full-time teacher, along with a number of teachers from other departments offering a range of courses. The Head of ICT & Computing is responsible for all aspects of curriculum provision at Key Stage 3, GCSE and A-Level. Currently at Key Stage 3, all pupils study Digital Technology in Years 8 – 10, while at GCSE, pupils study CCEA Digital Technology (Multimedia Route and Programming Route). At A-Level we currently offer CCEA Digital Technology and WJEC Computer Science.

The ICT & Computing Department is actively involved in the co-curricular life of Ballymena Academy with each member of staff taking responsibility for the development of the department co-curricular programme which includes the Coding Club. In addition, our school has achieved the CyberFirst Bronze Award and plans are in place to obtain Silver and Gold respectively. CyberFirst support the Department in the delivery of its co-curricular programme.

ICT provision in Ballymena Academy is well resourced – there are eight rooms in the Computer Suite with 194 networked PCs, all linked to the C2k network. Plans are in hand to extend this provision over the next number of years to meet the growing demand for ICT & Computing within the school.

A full-time ICT Technician supports the work of the Department which plays an important role in the academic and wider life and work of the school.

**BALLYMENA ACADEMY**

**TEACHER OF ICT AND COMPUTING**

**(Full-Time – Permanent)**

**This post is available from 1st September, 2025.**

**JOB DESCRIPTION**

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| **Post Title:** | Teacher of ICT and Computing |
| **Reports to:** | Head of ICT and Computing Department and then to Vice-Principal (Teaching and Learning) / Principal. |
| **Status:** | Permanent (Full-Time). [Schedule 2 of the Teachers’ Terms and Conditions of Service Regulations (N.I.) (1987) apply.] The post is on the Teachers’ Pay Scale and the successful applicant will be placed at the appropriate point for experience and/or progress on the Main/Upper Pay Scale.  This post is available from 1st September, 2025. |

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| **Responsibilities:** | - As identified in the 1987 Terms and Conditions of Service.  - To undertake a share of class teaching, following planned schemes of work and assessment to which you may be asked to contribute.  - To teach the specified subjects, as required, and Learning for Life and Work, or another appropriate subject, if required to do so.  - To work as a member of the departmental team, making an active contribution to the development of their subject(s) and to improving pupils’ standards of learning.  - To assess, record and report on the development, progress and attainment of pupils according to the school’s and departmental assessment policy.  - To contribute to the continued development and use of ICT/new technologies in order to enhance the quality of teaching, pupil learning and learning support.  - To attend Parents’ Consultations for those classes which you teach.  - To implement the policies of Ballymena Academy and uphold the school’s reputation in the wider community.  - To carry out assigned pastoral duties and uphold the school’s caring ethos.  - To make a significant contribution to the co-curricular life of the ICT and Computing Department and of the school. |

**PERSON SPECIFICATION**

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| **ESSENTIAL REQUIREMENTS** | **EVIDENCED BY** |
| **Qualifications**  **By date of appointment:**  Be a qualified teacher, as recognised by the G.T.C. of Northern Ireland  Have an Honours Degree (2.2 or above) in a suitable subject  Have a qualification to teach ICT and Computing | **Application Form** |
| **Experience**  **By date of appointment:**   * Have recent experience of teaching ICT and/or Computing to GCSE in a post-primary school (including Teaching Practice) | **Application Form** |
| **Skills and abilities**   * Ability to be a strong classroom leader and an effective manager of the learning environment. * Ability to use a range of strategies and approaches to motivate pupils and to support their learning. * Ability to integrate use of ICT/new technologies in order to enhance the quality of teaching, pupil learning and learning support. * Ability to be an effective team member. * Ability to demonstrate genuine pastoral concern and respect for young people and to give practical expression to this school’s caring ethos in day-to-day work. * Ability to deal with change and challenge. * Be willing to make an active contribution to the school’s co-curricular programme. | **Application Form and Interview** |
| **DESIRABLE REQUIREMENTS** | **EVIDENCED BY** |
| **Experience**  **By date of appointment:**   * Have recent experience of teaching ICT and/or Computing to GCSE in a post-primary school (including Teaching Practice) | **Application Form** |
| **Qualifications/Experience**   * Have recent experience of teaching ICT and/or Computing to Advanced Level in a post-primary school (including Teaching Practice) * Have qualifications, training and/or relevant experience to assist with the school’s co-curricular programme in Drama, Music or Sport. * Hold a grade (A\* - C) in ICT/Digital Technology and/or Computing at Advanced Level (or an equivalent qualification in another jurisdiction). * Have demonstrated experience of suitability to teaching an additional subject in the Ballymena Academy Curriculum (excluding Learning for Life and Work) | **Application Form** |

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 is scheduled to take place on **Wednesday, 5th March OR Monday, 10th March, 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/Subject, 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 candidates 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 and that it has no part in the appointment procedure. 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.

Shortlisted applicants receive all relevant details.

**Appointment Schedule**

**Post advertised : Thursday, 30th January, 2025.**

**Applications close : 12.00 Noon – Wednesday, 12th February, 2025.**

**Shortlisting process : Wednesday, 19th February, 2025.**

**Shortlisted applicants**

**informed per Telephone/**

**E-mail/Letter : Friday, 21st February, 2025.**

**Appointment procedure : Wednesday, 5th March OR**

**Monday, 10th March, 2025.**

**Ratification by**

**Board of Governors : Monday, 31st March, 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.