

CANDIDATE INFORMATION PACK

Teacher of English to A2 Level

FROM SEPTEMBER 2025



TABLE OF CONTENTS

College Information and Ethos

College History and Heritage

Job Description

Personnel Specification

Recruitment process

College Information and Ethos

St Malachy's College is an all-boys Catholic Grammar College founded in 1833. The College is situated in North Belfast and successfully brings together boys from an extensive catchment area and from varied backgrounds. We offer a full, broad and balanced curriculum. We also offer a full and holistic education for our pupils, providing them with the opportunity to develop their gifts and be equipped with the necessary skills and Christian values to be successful in the world. The current staff consists of a Principal, two Vice Principals, 62 full-time and 8 part-time teachers. The College also has a large Special Educational Needs Department and the total number of teaching and support staff is 163. Total enrolment for the current year is 1210 pupils.

We are adept at marrying the beauty and strength of tradition with current and future trends and needs. Therefore, our building programmes and refurbishments reflect our thinking. The external appearance of our building reminds us of our history, traditions and values. When you enter the College you will see a stimulating and modern environment with state-of-the-art resources and facilities. These are continually being updated and renewed, and we have even more exciting plans in place. We have recently attracted investment from external agencies to successfully complete the building of a Creative Digital Technology Hub (CDTH), providing our pupils and other learners from North Belfast with new and exciting learning experiences and opportunities. When you visit the hub you will see our young people being skilled for future careers through coding, robotics, artificial intelligence and virtual reality. We will ensure that our students will use this vehicle to continue to be first class problem solvers, creative innovators, effective team players, strong leaders, outstanding managers of information and excellent communicators. Coding, artificial intelligence, robotics, gaming, augmented and virtual reality will be a feature on the curriculum menu! We are confident that our work here will attract further interest and investment so that we can build a major hub on our old seminary site which will serve North Belfast and beyond, forging stronger links with our universities and industry. We are confident that our latest Creative Hub and the impact it makes will lead to an even bigger building project in the near future.

The ethos of St Malachy's College is encapsulated in its Mission Statement and Motto:

"St Malachy's College, as a Catholic School, is dedicated to provide academic excellence in the context of a Christian community ethos. It seeks to preserve its traditions of spirituality and learning, so that all pupils and staff can experience continuity in achievement and further their own spiritual, educational and personal growth in a pleasant, interesting and stimulating environment."

The College Motto "Gloria Ab Intus", Glory from Within, illustrates that the fundamental ethos is that of formative and holistic education. For over 190 years, the College, as the oldest Catholic post primary school in Ulster, has formed thousands of good men including many great and influential leaders in a wide variety of disciplines. The mission statement of St Malachy's College charges us with the responsibility of preserving our traditions of spirituality and learning whilst always looking forward to ensure that our environment remains a stimulating one. Since its foundation, pupils from St Malachy's have played a vibrant and active part in events which shaped the history of these islands. This is something which can be both celebrated and commemorated in the years to come.

The College ethos is strengthened by the links with our Parent Group, Friends of St Malachy's College and with our Alumni, most significantly the St Malachy's College Old Boys' Association. These links enhance and develop the history and heritage of the College as a community that spans the generations and passes on core values. We believe that our past pupils can play a significant role in helping to skill our boys in ways that will help them develop into good men who can thrive in adult life.

The Catholic Christian ethos of the College is reflected in the school motto: 'Gloria ab Intus'. This reminds us all of the importance of 'Glory from within' and we, through our work, endeavour to honour Bishop Crolly and the founders of the College. Our Mission is based on 5 Key Principles or "Pillars" which identify us as a Catholic College inspired by the spirit and message of Jesus Christ. These are:

Welcoming and Inclusive/Reflective and Worshipping/Gospel Inspired/Person Centred/Life-affirming.

St Malachy's, as a Catholic school seeks through its ethos to recognise and respect the uniqueness of all individuals, to enable them to reach their full potential and to help create the world as God intends it to be (John Paul II). The College works in partnership with priests and local parishes to create and sustain a vibrant sense of spiritual awareness in our pupils. Fr M Spence, the Spiritual Director, celebrates Mass each Friday morning in the College Chapel throughout the school year and Deacon Dowd leads morning prayer before the beginning of the school day from Monday to Thursday.

Pupils actively participate in assemblies, collective worship, retreats, fundraising for charity and community work. The Ethos of the College is captured in the annual Mass to commemorate the feast of St Malachy when the entire College community walks to St Patrick's Church in Donegall Street where Mass is celebrated and each year, a group of senior boys is commissioned as Extraordinary Ministers of Holy Communion.

"Here at the College, there are fantastic facilities and resources available which enable us to excel in all aspects of College life such as sport, music, arts and academia. In sixth form friendships continue to grow and prosper between the students and staff which create a feeling of togetherness. As senior students we take pride in honouring the legacy of this prestigious College."

Head Boy



College History and Heritage

St. Malachy's College is built on land which once belonged to the famous McCabe family. Thomas McCabe was an important figure in late 18th century Belfast. He was a watch maker, land owner, industrialist and anti-slavery campaigner. Regarded as a strong liberal voice and an advocate of Penal Law reform, he was also a founder member of The Society of United Irishmen. His son, William Putnam McCabe was an adventurous leader in the insurrection of 1798. William is buried in Paris while his father is buried opposite the gates of the College in Clifton Street Graveyard.

Thomas's estate was called Vicinage and his home was known as Vicinage Mansion although it was quite a modest farm house situated at the top of a lane called the Cross Loaning. It had an uninterrupted view of Belfast Lough and the growing town. The well of Vicinage's farmyard can still be seen beneath the floor of the Drama Studio. At the time this house was entirely surrounded by fields extending up to the Deer Park and Cave Hill. Its nearest neighbours were the workhouse and to the north a lonely farm dwelling called Solitude.

When St. Malachy's opened its doors on the 3rd November 1833, the new College was the culmination of the efforts of Bishop William Crolly, the pioneer of Catholic education in Belfast. A few years earlier, in 1828, Donegall Street National School had been opened beside St. Patrick's Church. It was to a room in this building that the first students of the new College walked each morning from their lodgings in Vicinage. This 'walk' is celebrated each year on St. Malachy's Day as our students and staff make their way to Mass in St. Patrick's.

The main buildings of St. Malachy's as we know them were constructed and ready for use in 1868. These took the place of the old Vicinage Mansion which was demolished, apart from a 'kitchen wing' which was retained for a few years. All classes in the Donegall Street School ceased. The Christian Brothers who had come to Belfast in 1866 were given the 'wing' of the new building facing Crumlin Road as a residence.

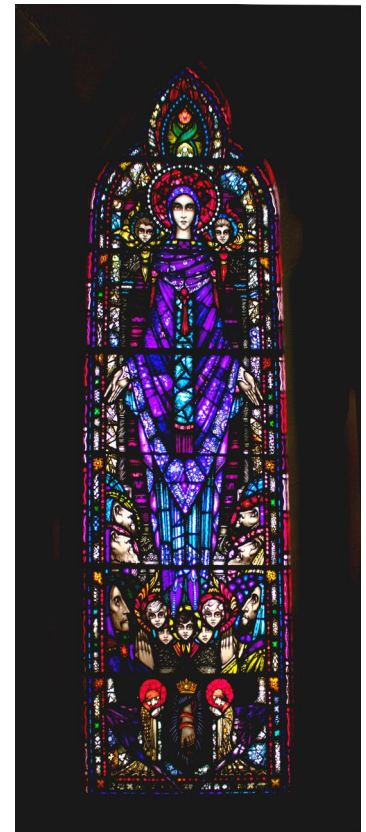
The distinctive tower above the main entrance and the Chapel wing were added in 1882. During this decade, when Dr Henry was President, students were allowed to read for university degrees (following the Royal University Act of 1879) and as many as 35 began a university course in 1886.

A succession of scholarly and inspiring priests guided the College into the 20th century. Fr. John McCaughan's years (1924-1931) as President saw the launch of The Collegian magazine (1925) and the formation of the Old Boys' Association (1926). His interests in music and competitive sport encouraged a surge in extracurricular activity. A victorious Gaelic Football team secured the prestigious MacRory Cup for the first time in 1929. Swimming, water polo and tennis competitions were entered for the first time.

When Dr Hendley organised the centenary celebrations in 1933 some of Ireland's leading men were in attendance including former student, Eoin MacNeill, founder of the Gaelic League and one of the architects of the Irish Free State. To mark the centenary of the College a High Mass was celebrated with Cardinal MacRory and several Bishops presiding. A very special gift was presented by priests who had been students and teachers. The renowned 'Harry Clarke' stained glass windows, painted by Richard King were installed in the Chapel.

The arrival of the new millennium marked a major watershed in the history of St. Malachy's. When Fr McKeown became an auxiliary Bishop, the College Board turned to award-winning coach and Vice-Principal Dr John Morrin to be the first lay principal of St. Malachy's. The College achieved specialist status in music. The 175th anniversary was marked with a splendid concert and a new statue of St Malachy was presented by the Old Boys' Association.

'Coming home' was how Mr Paul McBride described his appointment as 18th Principal of St. Malachy's College in 2014. The first 'Malachian' in more than half a century to hold the post, Mr McBride, a North Belfast native, brought a wealth of experience to his post and a clear set of priorities with academic success, a strong pastoral dimension and reinforcement of the College ethos to the forefront. From April 2025, Mrs Deirdre McCusker will move from her role as Pastoral Vice Principal to take up the position of 19th Principal of the College.



JOB DESCRIPTION - TEACHER OF ENGLISH to A2

(Full Time – Permanent Post)

ENGLISH DEPARTMENT

The English Department in St Malachy's College has six permanent full-time members of staff. Department members also teach Drama as required.

At Key Stage 3 the classes are unstreamed and there are six classes in each year group. Years 8, 9 and 10 have six periods of English per fortnight (*Periods are 50 minutes*). Although there is a discrete Drama Department, all English teachers assume responsibility for Drama at Key Stage 3.

At Key Stage 4, pupils take both GCSE English Language and English Literature. All 6 classes have 9 periods per fortnight. GCSE results in both Language and Literature are consistently excellent.

At Key Stage 5, CCEA English Literature is an option choice and the boys perform to a high level.

1 DUTIES

1.1 English Department

The successful applicant will be a member of the English faculty and the English Department, under the direction of the Head of English. She/He should be prepared to interact continuously and collaboratively with other members of the Department, as a part of a team with a common aim. She/He will also be expected to indicate a commitment to the pupils within these Departments. To achieve this, the successful applicant must:

- Undertake the teaching of pupils in year groups 8-14 English, as arranged through the Head of Department, Vice Principal (Curriculum) and agreed by the Principal;
- Contribute to the development, review and updating of departmental resources, policies and practices;
- Carry out consistently College and Departmental policy;
- Seek opportunities and encourage pupils to participate fully in Literacy-related competitions and activities;
- Keep abreast of developments in academic subjects (in particular) and curriculum (in general);
- Engage fully with Head of Department in the ongoing development of these subject areas in the school:
 - use of Digital Technology and Skills to enhance the learning and teaching in the classroom and remotely (when required);
 - involvement in cross department curriculum collaboration to enhance learning;
 - teaching and assessment of Thinking Skills, Personal Capabilities and Cross Curricular Skills.
- Undertake any professional development or training required to discharge the responsibilities of this post;

- Take an active part in extra-curricular activities and educational visits including those of a residential nature if required;
- Help in the organisation of Departmental Clubs and Societies, Support Classes and other events;

As a subject teacher, She/He will be required to:

- Take responsibility for the general welfare and academic and personal development of the pupils;
- Prioritise the safety and well-being of all pupils, adhering to the College's safeguarding policies and procedures;
- Assist in the daily running of the College and for supervisory duties before, during and after school;
- Work within the administrative structures in the College in co-operation with those in positions of responsibility in these areas;
- Participate in appropriate meetings with colleagues, parents (including Open Nights and Transfer events) and outside bodies as relevant to duties;
- Complete pupil reports;
- Maintain appropriate pupil records – assessment, attendance, pastoral;
- Ensure high academic standards in the classroom;
- Have high expectations of behaviour, and work within established frameworks for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly;
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them;
- Work closely with the Pastoral Teams to identify and respond to any concerns about pupil welfare or protection;
- Operate Assessment for Learning under the guidance of the Heads of Departments;
- Assume responsibility for the safety of pupils during class time by arriving punctually to class, checking that all pupils are present and ensuring pupils remain in class until the end of the period;
- Be familiar with the procedures for emergency evacuation of the College;
- Contribute as required to the Careers Education programme within the College, including the writing and reviewing of UCAS references;
- Undertake the teaching of Learning for Life and Work, and other subjects as appropriate to qualifications / experience;
- Have a working knowledge of Microsoft 365, G Suite and iPad technology;
- Be competent in using Google Classroom, or a similar online platform.
- Undertake any other duties which may reasonably be requested by the Principal or her deputies.

1.2 Other Areas Of Responsibility

(a) Pastoral Care

She/He will be involved in the Pastoral Care programme of the College, in accordance with the entire range of Pastoral policies, having responsibility for a Form Class under the direction of the Head of Year, Head of School and Vice Principal (Pastoral).

This role will require the applicant to:

- Develop a detailed knowledge of the needs, aspirations, interests and academic progress of each pupil in a tutor group;
- Respond to the individual problems/challenges of pupils and encourage, motivate, and mentor pupils as necessary;
- Maintain, under the direction of the Head of Year, contact with parents and guardians as required, keeping abreast of pastoral developments e.g. Safeguarding, Resilience & Positive Engagement; Child Protection and e-safety;
- Identify and undertake any personal and professional development required to discharge pastoral responsibilities effectively;
- Contribute to the review and development of units of work and maintain under the direction of the Head of Year, appropriate pupil records;
- Assist with the organisation of pastoral activities for a particular year group including public and virtual events.

(b) General

She/He will adhere to the College's safeguarding policies and procedures, ensuring they are consistently implemented. She/He will be expected to undertake general supervisory duties expected of a member of the College's teaching staff and to undertake any other duty which may reasonably be expected of a teacher in the College. She/He will also be required to contribute to the development and implementation of College policies and procedures.

(c) Extracurricular activities

She/He will be expected to be involved in the general extra-curricular activities/life of the College.

**PERSONNEL SPECIFICATION - TEACHER ENGLISH to A2
(Full Time – Permanent Post)**

A = Application Form I = Interview

	Essential	Desirable
Qualifications and Training	<ol style="list-style-type: none"> 1. A recognised qualified teacher of English at post primary level and registered with GTCNI as of September 2025 (A) 2. An Honours Degree in English/English Literature (minimum 2:2) or equivalent in a related subject which contains a substantial English component (A) 	
Knowledge and Experience	<ol style="list-style-type: none"> 3. Clearly indicated ability to teach English Language and English Literature to GCSE level in a school setting (A, I) 4. Clearly indicated ability to teach English Literature to A2 / AS level in a school setting (A, I) 5. Clearly indicated ability to teach at GCSE level an additional subject relevant to the College Curriculum in a school setting (A, I) 6. Willingness to contribute to the extra-curricular life of the College and to support its ethos (A, I) 	<ol style="list-style-type: none"> 1. Relevant and recent experience within the last five years of successfully teaching GCSE English Language and English Literature in a school setting (Teaching Practice applicable) (A, I) 2. Relevant & recent experience of successfully teaching A2/ AS English Literature within the last five years in a post primary setting (Teaching Practice applicable) (A, I) 3. Relevant and recent experience within the last five years of successfully teaching at least one other subject in a school setting (Teaching Practice applicable) (A, I)

<p>Skills</p>	<p>Communication</p> <ul style="list-style-type: none"> • High level written / oral communication / presentation skills (A,I) • Positive impact on others – energising/charisma (I) <p>Organisational</p> <ul style="list-style-type: none"> • Methodical approach to organisation of tasks (I) • Ability to plan, prioritise and schedule effectively (I) • Ability to motivate pupils and involve them in accomplishment of tasks (I) <p>Interpersonal</p> <ul style="list-style-type: none"> • Ability to value contribution of pupils and colleagues (I) • Ability to perceive needs and concerns from differing viewpoints (I) • Ability to manage sensitive matters effectively (I) <p>Digital Competency</p> <ul style="list-style-type: none"> • Ability to apply and creatively use digital skills and platforms to enhance teaching and independent learning in English and other relevant subjects (I)
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Loyalty and commitment to the ethos and aims of St Malachy’s College (A,I) • Confident and competent demeanour and approach (I) • Flexible dispositions – able to achieve introduction of change – for the good of pupils/department (A,I) • Sensitive to feelings and circumstances of others (I) • Loyal, co-operative and enthusiastic team member (A,I)

The criteria may be enhanced to facilitate shortlisting.

The Governors seek to appoint well qualified and enthusiastic teachers committed to supporting the ethos of the College and willing to contribute to its extra-curricular life.

Shortlisting

After the closing date, the shortlisting criteria will be used to provide a shortlist of candidates for interview. This will involve assessing which candidates have demonstrated how they meet each of the criteria. The criteria may be enhanced to facilitate shortlisting, if required.

Interview

Shortlisted candidates will be required to attend an interview which may include a presentation. Candidates may be further shortlisted and may be required to attend a second interview and/or a Lesson Observation assessment.

Selection Process Timetable

After shortlisting, candidates who have been selected to attend an interview will be notified by email.

	Dates
Advertisement	Week Beginning 3 March 2025
Close of Applications	Friday 21 March 2025 at 12 noon
Shortlisting	After 24 March 2025
Interviews	Week beginning 31 March to 9 April 2025
Ratification by the Board of Governors	Week beginning 14 April 2025

Please note that these timeframes are indicative only and provided to support candidates in attending for interview.

Confirmation of Appointment

Before the successful candidate can be confirmed, they will be required to:

1. Agree to their records being checked with the Department of Education for Northern Ireland and an Access NI Disclosure check: it is a condition of appointment that the applicant should hold a satisfactory Enhanced Disclosure Certificate from Access NI;
2. Accept the right of the College to contact any or all previous employers for references: it is a condition of employment that such references should be acceptable to the Board of Governors;
3. Complete a detailed Health Declaration Form signed by your General Practitioner;
4. Provide written confirmation of acceptance of the post;
5. Provide proof of qualifications;
6. On taking up the above post, the applicant must be a registered teacher with the GTCNI.

Terms and Conditions

The person appointed to this post will be employed on the same terms and conditions as apply to all teachers in grant-aided schools in Northern Ireland and which are set out in the 1987 Jordanstown Agreement and the amendments to this Agreement that have been agreed since then.



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