**CENTRE FOR GLOBAL EDUCATION**

***Application Form***

Please typescript your application and limit your answers to the stated word limit. Please use Calibri and a font size no smaller than 11 points. We will not accept CVs or appendices of any description. If you have a disability which precludes you from completing the application form, please contact Orla Devine on 028 90 241 879, for alternative arrangements and/or reasonable adjustments to be made.

Post: Global Learning School Advisor

Closing date: 10am Monday 14th January 2019

1. Personal Details

**Mr/Ms/Miss/Mrs (delete as appropriate)**

**Surname: Forename(s):**

**Home Address:**

**Telephone Number (home): (mobile):**

**Email Address:**

**2. Education (Please do not include dates.)**

|  |  |
| --- | --- |
| **Subjects passed at ‘O’ Level/GCSE (Equivalent)** | **Subjects passed at ‘A’ Level/GCSE (Equivalent)** |
| **Degrees or diplomas and institutions attended** |
| **PROFESSIONAL QUALIFICATIONS** |
| Name of professional body or bodies | (i) By Examination and Result | (ii) By Election |

**3. Employment Experience**

Please give details below of previous and \ or current positions, beginning with your most recent appointment.

|  |  |  |
| --- | --- | --- |
| **Duration of appointment** (start and end dates) | **Employer name and Address** | **Position Held** including a brief description of duties and responsibilities. |
|  |  |  |
| **Notice required** |  |
| **Present Salary** |  |
| **Reason for leaving** |  |

|  |  |  |
| --- | --- | --- |
| **Duration of appointment** (start and end dates) | **Employer name and Address** | **Position Held** including a brief description of duties and responsibilities. |
|  |  |  |
| **Salary** |  |
| **Reason for leaving** |  |

|  |  |  |
| --- | --- | --- |
| **Duration of appointment** (start and end dates) | **Employer name and Address** | **Position Held** including a brief description of duties and responsibilities. |
|  |  |  |
| **Salary** |  |
| **Reason for leaving** |  |

|  |  |  |
| --- | --- | --- |
| **Duration of appointment** (start and end dates) | **Employer name and Address** | **Position Held** including a brief description of duties and responsibilities. |
|  |  |  |
| **Salary** |  |
| **Reason for leaving** |  |

**4. Other Relevant Employment Experience**

Please give dates, name of employer, and a brief description of duties and responsibilities.

**5. Additional Training & Qualifications**

Please give details of any other training you have received or qualifications gained.

**Important guidance information for completion of this form:**

Drawing upon all of your experience from work or on a voluntary basis and using the Person Specification, consider how your skills, experience and abilities relate to each criterion for this post.***Please ensure to demonstrate under the essential experience and / or knowledge criteria how you meet the essential skills criteria for the post.***

In responding to the criteria below, it is essential that you describe fully how and to what extent you meet the experience sought by providing clear information and examples. In response to each criterion which requires experience of a certain length, you must specify the job role, organisation name and relevant dates of the experience gained.

It is not appropriate to simply list various posts you have held with no examples or descriptions of the experience gained as the selection panel will not make assumptions on job titles or the nature of the organisation as to the experience gained. Short listing for this post will be undertaken using only the information you have provided in response to each criteria below.

***Please remember it is the quality of the examples given along with precise details of where and when the experience was gained which matter, not the length of the response.***

**6. Essential Criteria**

**You are required to respond to each criterion below in no more than 150 words for each one.**

**Qualifications**

* **Qualified teacher status as recognised by the Department of Education Northern Ireland OR Hold a degree or postgraduate qualification in another relevant discipline.**

**Experience & Skills**

* **A minimum of 5 years’ experience providing training, advice and/or support to teachers, both one to one and in groups, on planning for and delivering high quality learning.**
* **A minimum of 2 years’ experience in the design and delivery of curriculum focused development education/ global learning CPD training to teachers.**
* **A minimum of 2 years’ experience leading or supporting a school self-evaluation process.**
* **A minimum of 2 years’ experience facilitating or supporting educators with well-planned and high quality issue based pupil projects.**
* **A minimum of 2 years’ experience using effective classroom pedagogy to ensure high standards of teaching and learning.**

**Knowledge**

**A working knowledge of:**

* **the Northern Ireland Curriculum and key formal sector institutions.**
* **relevant developments in Northern Ireland education policy and the challenges facing schools.**
* **good practice in global learning and / or international school partnerships involving pupil action/ participation.**
* **Do you have a full driving licence and have access to a car (appropriately maintained and insured for business as and when necessary) to facilitate the requirements of the job? Yes/No (Please circle)**

**7. Desirable Criteria**

**You are required to respond to each criterion below in no more than 100 words for each one.**

**Experience & Skills**

**A minimum of 2 years’ experience:**

* **leading on an international school partnership or working in schools in the global South.**
* **leading on key aspects of education projects and writing reports to funders.**
* **working in the area of school to school collaboration.**
* **recruiting participants for and organising teacher training events.**
* **experience of working in a multi-disciplinary team.**
* **teaching in a primary or post-primary school in Northern Ireland.**

**Knowledge**

* **Knowledge of international development issues.**

**8. If appointed, when could you take up this position? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**9. Referees**

**Please give the names, addresses and occupations of two referees who may be contacted to support your application for this position.**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Occupation** |  |
| **Telephone** |  |
| **Email** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Occupation** |  |
| **Telephone** |  |
| **Email** |  |

**10. Can we contact your referees in advance of interview if shortlisted? Tick one box.**

Yes [ ] No [ ]

**11. Eligibility to work in the UK**

Are you eligible to work in the UK? YES □ NO □

You will be required to provide documentation to support this claim (under Section 8 of the Asylum and Immigration Act 1996) if offered the post.

**DECLARATION:** I declare that the information set forth in this application form is, to the best of my knowledge, true and complete.

**Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Your application should be received by e-mail along with the completed monitoring form by **10am on Monday 14th January 2019**. E-mail your application to: orla@centreforglobaleducation.com.

**Data Protection Notice**

* We will keep your application form for 6 months.
* The legal bases that we use for processing are performance of a contract, to meet legal obligations, and where it is in our legitimate interest.
* We are required by law to process some sensitive personal data for equal opportunity monitoring purposes.
* You don't have to provide what we ask for in most cases, but it may affect your application if you don't provide information.
* We keep your information secure and access to your personnel file is limited to HR and senior management.
* We do not share your information with third parties other than as outlined in this notice, unless required to do so by law.
* Your information is not stored outside of the European Union or transferred to international organisations.
* You have the right to access your own information.
* If you have a data protection question or request please [contact](http://www.nicva.org/resource/nicva-staff-privacy-notice#contact-us) CGE Director, Stephen McCloskey on 028 90 241 879 or Stephen@centreforglobaleducation.com.