



PRINCIPAL APPOINTMENT



Malone Integrated College
Respectful Ambitious Inclusive Supportive Excellent

Our Ref: SL/LMc/Principal

February 2025

Dear Sir/Madam

RE: PRINCIPAL

Thank you for your interest in the above post.

The Board of Governors seeks to appoint an innovative and strong leader who will build on the strengths of the college, while facing the challenges of a changing educational environment in Northern Ireland. The appointment will take effect from 1 September 2025.

If you wish to be considered for this post, please complete the enclosed application form which must be returned by 12 noon on Friday 14 March 2025. Late applications will not be considered.

Shortlisted candidates will be invited to attend interview week beginning Monday 31 March 2025. Should you wish to visit the college contact Mrs Lisa McDermott on 02890 381988 or by email lmcdermott972@c2kni.net

Malone Integrated College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo Child Protection screening appropriate to the post, including checks with past employers and the Criminal Records Office.

Please note that travelling expenses to interviews are the candidate's own responsibility. I look forward to receiving your application.

Yours faithfully



Seamus Leonard
Chairperson
Board of Governors



45 Finaghy Road North
Belfast, BT10 0JB
Tel: 028 9038 1988
Email: info@malonecollege.org.uk
Web: www.malonecollege.org.uk

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(Group 6) Salary Point L21-L35

The Board of Governors invites applications for the above post, which will be effective from 1 September 2025.

To be considered for the post the following essential criteria must be met:

- Qualified teacher status (as recognised by Department of Education NI) with a minimum of 10 years' post primary teaching experience as at 31 August 2025.
- Have a minimum of 3 years' leadership management experience as a Principal and/or Vice-Principal and/or a member of a Senior Leadership Team.
- At least 5 years' experience (as at 31 August 2025) within the last 8 years, of the NI/UK Post-Primary Curriculum.
- Applicants must be registered with the General Teaching Council for Northern Ireland {GTCNI} upon taking up employment.
- A positive commitment to integrated education, all ability education, equality of opportunity and working in partnership with governors, staff, parents and the community.
- Experience of managing people and resources.
- Experience of dealing with whole-school pastoral, curricular and or staff development issues.
- Excellent oral and written communication skills, and a high level of organisational skills, self-motivation and enthusiasm.

An application form and information pack, is available from Mrs Lisa McDermott at the College or on-line at www.malonecollege.org.uk

Closing date for receipt of completed application forms is Noon, Friday 14 March 2025.

Malone Integrated College is an Equal Opportunities Employer.

Malone Integrated College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo Child Protection screening appropriate to the post, including checks with past employers and the Criminal Records Office.

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JOB DESCRIPTION

This job description should be read in conjunction with the post of Principal as defined in Schedule 1 of the Teachers' (Terms and Conditions of Employment) regulations (Northern Ireland) 1987 and Statement of the Functions of Principals according to the Scheme of Management of Malone Integrated College.

1. Reporting Relationships

The Principal is responsible to the Board of Governors for the implementation of the policies and day to day management of the College. In particular, the main professional duties are set out below.

2. Strategic Direction and Development

The Principal will:

- lead by example, sharing his/her vision, direction and purpose of the school;
- in association with the Board of Governors, create and implement a strategic plan underpinned by sound financial planning, which identifies priorities and targets for ensuring that students achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement;
- ensure high standards in all aspects of the Curricular and Pastoral life of the College;
- ensure that the management, finance, organisation and administration of the school supports its vision and aims;
- ensure that policies and practices take account of national and local information and inspection and research findings;
- monitor, evaluate and review the effects of policies, priorities and targets of the College in practice, and take action if necessary.

3. Management

The Principal, in association with the Board of Governors, will be concerned with formulating and developing the overall aims of the College, and for devising policies for their implementation.

The Principal will attend all Board of Governor meetings, unless prevented from doing so by illness or other unavoidable cause; attendance at sub-committee meetings may also be required, as considered appropriate.

The Principal will be responsible for the internal organisation of the College, which will include the convening of meetings appropriate to the needs and good management of the College. The Principal will ensure that the meetings are minuted, and that agreed decisions are implemented and reported to the Board of Governors.

4. Learning and Teaching

The Principal, working in association with the governing body, will secure and sustain effective learning and teaching throughout the College. He/she will also monitor and evaluate the quality of teaching and standards of achievement of all students, including those with special educational or linguistic needs, in order to set and meet challenging and realistic targets for improvement.

In particular, the Principal will:

- create and maintain a learning environment which will promote and secure good teaching, effective learning, high standards of achievement and good behaviour;
- determine, organise and implement the curriculum and its assessment; and will monitor and evaluate the curriculum in order to identify and act on areas for improvement;
- ensure that effective, appropriate pastoral support is available to students;
- ensure that the College's behaviour policy is determined and applied with a view to promoting respect for self and others within the College community. He/she shall be responsible for bringing to the attention of the Board of Governors such cases as may warrant their consideration;
- create and promote positive strategies for developing good relations between all stakeholders in the Malone Integrated College community;
- maintain and extend, as appropriate, relationships with other schools and organisations;
- develop effective links with the community, including business and industry, in order to extend the curriculum and enhance learning and teaching;
- create and maintain an effective partnership with parents to support and improve achievements and personal development.

5. Leading and Managing Staff

The Principal will lead, motivate, support, challenge and develop staff to secure improvement. In particular, the Principal will:

- maximise the contribution of staff to improving the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff and students;

- be responsible for deploying and managing all teaching staff and allocating particular duties to them as are consistent with their terms and conditions of employment;
- be responsible for an equitable provision of cover for absent teachers;
- plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities;
- ensure that proper standards of professional performance are established and maintained, including participation in an effective scheme of performance review and access to appropriate professional development.

6. Efficient and Effective Deployment of Staff and Resources

The Principal shall be responsible for the effective and efficient allocation and control of those financial and material resources which are deemed by the Board of Governors to be under his/her control. This includes the supervision of the work of the School Manager, liaison with the Audit and Finance Committee appointed by the Board of Governors, and with accountants, auditors and other external agencies as appropriate.

In particular, the Principal will:

- advise the Board of Governors on all aspects of the recruitment, employment and management of staff (both teaching and support staff);
- work with senior colleagues to deploy all staff effectively in order to improve the quality of education provided;
- advise the Board of Governors about the efficiency and effectiveness of the College's budgeting and financial control systems;
- manage and organise accommodation efficiently to ensure that it meets the needs of the curriculum and Health and Safety regulations;
- manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve students' achievements, ensuring efficiency and securing value for money;
- be responsible for the day to day liaison with architects, contractors, planners and DENI/EANI officials in any building programme undertaken for the College.

7. Accountability

The Principal should account for the efficiency and effectiveness of the school to the Board of Governors and others, including students, parents, staff, local employers and the local community.

In particular, the Principal will:

- provide information, advice and support to the Board of Governors to enable it to meet its responsibilities for securing effective learning, teaching and improved standards of educational achievement, and for achieving efficiency and value for money;
- present an analysis of the school's performance in a form appropriate to range of audiences, including Board of Governors, parents, the local community and professional bodies;
- ensure that parents and students are well-informed on a regular basis about the curriculum, attainment and progress and other matters that will promote common understanding of the College's aims.

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PERSONNEL SPECIFICATION

Listed below are the requirements which the Board of Governors consider to be necessary in undertaking the role of Principal at Malone Integrated College.

ESSENTIAL CRITERIA

QUALIFICATIONS AND EXPERIENCE

- 1.** Be a qualified teacher recognised by the Department of Education and be registered or have, if successful, registered with the GTCNI by the agreed date of taking up duty.
- 2.** Having a minimum of 10 years (out of the last 13 years) teaching experience as a full-time teacher in a post-primary College offering a wide range of GCSE subjects.
- 3.** Have a minimum of 3 years' leadership management experience (within the last 5 years) as a Principal and/or Vice-Principal and/or a member of a Senior Management Team.
- 4.** Applicants must be registered with the General Teaching Council for Northern Ireland {GTCNI} upon taking up employment.
- 5.** Have a minimum of 5 years' experience (as at 31 August 2025), within the last 8 years, of the Northern Ireland/United Kingdom Post-Primary Curriculum. This experience will have been gained through teaching or other NI/UK curriculum related area.

LEADERSHIP AND MANAGEMENT SKILLS

The Principal should be able to demonstrate leadership and management skills in the following areas:

- 1.** an understanding of and commitment to the ethos of integrated education, all-ability education and equality of opportunity;
- 2.** experience of managing change and improvement in pursuit of strategic objectives on a whole school basis, e.g. pastoral, curricular and or staff development;
- 3.** building, supporting and working with high-performing teams;
- 4.** devolving responsibilities, delegating tasks and monitoring outcomes;
- 5.** setting standards and providing a role model for students and staff, dealing sensitively with people and resolving conflicts;

6. an awareness and understanding of the main educational challenges facing post-primary schools in Northern Ireland, particularly those relating to the integrated sector.

INTER-PERSONAL SKILLS

1. Excellent oral and written communication skills working with a wide range of audiences.
2. High level of organisational skills, self-motivation and enthusiasm.
3. Ability to make points clearly and understand the views of others.
4. Ability to work in partnership with parents, staff, governors and the wider college community.
5. Ability to negotiate, consult and chair meetings effectively.
6. Ability to develop, maintain and use an effective network of contacts.
7. Ability to achieve challenging professional goals and take responsibility for own professional development.

DESIRABLE CRITERIA

QUALIFICATIONS AND EXPERIENCE

1. Have successfully completed a relevant postgraduate qualification such as the Professional Qualification for Headship (PQH).
2. Experience and expertise in some/all of the following: assessment, curriculum and pastoral development, staff development, financial management, community development, special needs, liaison with external agencies at senior level and public relations.

LEADERSHIP AND MANAGEMENT SKILLS

1. Have a previous involvement in cross-community activities. Have a commitment to child-centred education.
2. Experience of building links with employers.

ADDITIONAL INFORMATION

The Board of Governors may enhance the above criteria to achieve a manageable shortlist.

Applicants must ensure that they address the requirements of the post and the stated criteria clearly when completing their application form. Clarity of information is an essential pre-requisite and will be taken fully into account by the Board of Governors when it considers applications.

It is envisaged that interviews will take place week beginning Monday 31 March 2025. If you wish to visit the College a tour will be arranged week beginning Monday 24 March 2025.

Malone Integrated College is an Equal Opportunity Employer and welcomes applications from all sections of the community. Malone College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo Child Protection screening appropriate to the post, including checks with past employers and the Criminal Records Office.