

Friends' School Lisburn Preparatory Department



Teacher (initially P4)

Full-time, permanent, required from 1 November 2025

Friends' School Preparatory Department is an integral part of Friends' School Lisburn, a co-educational Voluntary Grammar School founded by the Religious Society of Friends in 1774. The Preparatory Department currently has an enrolment of 145 pupils, with a further 13 in Pre-Prep.

The Head of Department is Ruth Watson, and she works alongside seven teaching members of staff, a part-time Learning Support teacher, ten Classroom Assistants and two members of staff in the Pre-Prep. Teaching & Learning in the Department follows the Northern Ireland Curriculum, and Foundation Stage, Key Stage 1 and Key Stage 2 staff work closely together to ensure progression through the school.

The school's Quaker ethos and care for the individual underpin all the work done in the Department, and there is a strong sense of community. Regular parent teacher interviews ensure that parents are fully informed about the progress and welfare of their children. Parents also provide support through the PTA and through volunteering on trips and in extra-curricular activities.

The Preparatory Department occupies purpose-built accommodation opened in 1996. The two-storey building retains the name of the previous building, Prospect House, and is situated in the expansive grounds of Friends' School. It comprises seven classrooms, which are all equipped with Clevertouch boards, a resource area and a library. The school is adjoined to the Lisburn Friends Meeting House, which during the week houses the Pre-Prep. The Department also has the use of the Grammar School's ICT suites, assembly hall, sports hall, dining hall, and pitches.

To mark the 250th anniversary of Friends' School, a *Guess How Much I Love You* Garden was opened in honour of author and Old Scholar Sam McBratney. This links into the school's new legacy trail, which together with an outdoor performance space, provide opportunities for outdoor learning. The school is currently working towards Muddy Puddle Teaching accreditation.

The enrichment programme is highly valued by parents, pupils and staff. Pupils are encouraged to participate in a range of extra-curricular activities, including sport, drama, art, sewing and music, with the annual Prep Nativity and Drama Production highlights of the school year. The Department also has a long and successful tradition in sport, and pupils have the opportunity to be involved in athletics, badminton, cricket, cross-country, hockey, dance, golf, rugby, swimming and tennis.

The Department offers wrap-around care, with a breakfast club running from 8am and an after-school club catering for pupils until 6pm. These are run by our full-time Classroom Assistants, as are holiday schemes during the Easter and Summer breaks.

All members of the Department are expected to be committed to professional development through attending relevant In-service training, and to be actively involved in the programme of extra-curricular activities.

Completed application forms, which **must not** be altered in length, should be emailed as an attachment to recruitment@friends.lisburn.ni.sch.uk and completed equal opportunities monitoring forms should be emailed to monitoring@friends.lisburn.ni.sch.uk by **12 noon on Thursday 12 June 2025**. Late applications will not be accepted.

Please note that we will communicate with candidates via email regarding shortlisting and interview. It is anticipated that initial interviews will be held during the **week beginning Monday 16 June 2025**.

Duties

The person appointed will work under the direction of the Head of Department. In addition to the professional duties of a class teacher*, the person appointed will be required to:

1. Follow the aims and objectives of the Preparatory Department and share in the development and implementation of its policies regarding schemes of work, assessment and reporting, classroom organisation and use of resources;
2. Attend staff meetings, play an active role in whole school curriculum and pastoral developments, and take part in development planning in the Preparatory Department, working with colleagues on the priorities identified;
3. Be aware of and implement developments in teaching and learning and employ appropriate strategies in the classroom, including the effective use of ICT;
4. Have due cognisance of Health and Safety requirements in the Department;
5. Share in the supervision duties undertaken by all members of staff;
6. Attend parent teacher consultation meetings and communicate with parents in a professional manner in relation to the progress of pupils;
7. Make a regular and sustained contribution to the programme of extra-curricular activities offered in the Department;
8. Under the direction of the Head of Department, carry out any other duties which may reasonably be expected of a teacher in the school.

*See ['Professional Duties of a Teacher', Teachers' \(Terms and Conditions of Employment\) Regulations \(Northern Ireland\) 1987, Schedule 3, Regulation 5.](#)

Salary will be at the appropriate placement on the main pay spine for qualified teacher (M1 - UPS 3).

Personnel Specification

Post: Class Teacher - P4

1. Qualifications

<i>Essential</i>	1.1	A teaching qualification which meets the requirements for recognition to teach in grant-aided primary schools in Northern Ireland;
	1.2	Current registration with the General Teaching Council for Northern Ireland (GTCNI);
<i>Desirable</i>	1.3	Additional qualifications in sports coaching.

2. Experience

<i>Essential</i>	2.1	Experience of teaching in a primary school or preparatory department, including recent teaching practice;
<i>Desirable</i>	2.2	At least two years' teaching experience in a primary school or preparatory department;
	2.3	Experience of using benchmarking and tracking data to support pupil progress;
	2.4	Experience of leading a major school sport.

3. Knowledge and Skills

<i>Essential</i>	3.1	Detailed knowledge of the NI Curriculum;
	3.2	Competence in using a range of effective classroom strategies to provide support and challenge children of all abilities, including those with Special Educational Needs;
	3.3	Proficiency in the use of ICT, including for teaching and learning;
	3.4	Excellent classroom management skills;
	3.5	Knowledge of effective assessment methods and how to use them to inform teaching;
	3.6	Detailed understanding of pastoral and safeguarding issues for primary school pupils.

4. Personal Qualities

<i>Essential</i>	4.1	Excellent organisational skills and the ability to see any task set through to completion;
	4.2	Excellent oral and written communication skills;
	4.3	The ability to work as part of a team;
	4.4	The ability to form positive relationships with pupils and a commitment to supporting their welfare.

5. Special Factors

<i>Essential</i>	5.1	The enthusiasm and commitment to inspire pupils and to promote a love of learning;
	5.2	The willingness and ability to make a regular and sustained contribution to the programme of extra-curricular activities offered in the Preparatory Department;
	5.3	A commitment to the ethos of Friends' School Lisburn.

The Selection Panel reserves the right to shortlist only those applicants that it believes most strongly meet the criteria for the role. You must therefore clearly demonstrate on your application form how, and to what extent, you meet both the essential and, where relevant, desirable criteria.

Candidates should be aware that the criteria may be enhanced to produce a manageable shortlist for interview.

Posts involving work with children and young people in educational establishments are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007. On taking up the post, the applicant must be a registered teacher with the GTCNI. Where an offer of employment is made, the individual offered the post will be expected to meet the cost of the Disclosure Certificate.