

Friends' School Lisburn Preparatory Department



Learning Support Teacher

16 hours per week, permanent, required from 1 September 2026

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 159 pupils, with a further 16 in Pre-Prep.

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. The Head of Department is Ruth Watson. She works alongside seven class teachers, 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 and staff work closely together to ensure progression through the school.

The learning support teacher is an active member of the Learning Support Team, along with the Learning Support Coordinator and the Head of Department. The purpose of the role is to provide effective support for pupils with additional needs in the Preparatory Department and to run early intervention programmes for Foundation Stage children. The Learning Support Teacher is an integral member of the teaching team and plays an important part in implementing policies regarding the education and pastoral care of pupils

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 adjoined to the Lisburn Friends' Meeting House, which houses the Pre-Prep as well as accommodating learning support classes and enrichment activities during the week.

To mark the 250th anniversary of Friends' School in 2024, 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 provides opportunities for outdoor learning. The school offers an extensive enrichment programme in sport, music and the arts.

Regular parent teacher interviews ensure that parents are fully informed about the progress and welfare of their children.

All members of the Department are expected to be committed to professional development through attending relevant professional learning, 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 submitted via this [Google Form](#) **by 12 noon on 9 June 2026**. 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 15 June 2026**.

Duties

The person appointed will work under the direction of the Head of Department. In addition to the professional duties of a 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 teaching and learning, assessment and reporting and use of resources.
2. 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, particularly in relation to Special Educational Needs.
3. Maintain up-to-date knowledge of statutory SEND requirements and emerging educational issues and employ appropriate strategies for pupils requiring learning support, including the effective use of ICT.
4. Advise class teachers on effective strategies and learning resources. regularly discuss pupil progress and take part in learning support clinics as part of the staff meeting programme.
5. Contribute to the content and evaluation of Individual Education Plans (IEPs), Personal Learning Plans (PLPs), and Pupil Passports throughout the school year, in consultation with the Head of Learning Support, and assist with Annual Review meetings.
6. Manage resources dedicated to Special Educational Needs.
7. Have due cognisance of Health and Safety requirements in the Department.
8. Share in the supervision duties undertaken by all members of staff.
9. Attend parent teacher consultation meetings and communicate with parents in a professional manner in relation to the progress of pupils.
10. 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.](#)

Weekly hours are allocated to staff meetings (1 hour) and teaching, planning and preparation and directed time on the same basis as other teachers in the Department. Total hours accumulated are 16 hours per week (currently carried out over 3 days).

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

Personnel Specification
Post: Learning Support Teacher

1. Qualifications

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| <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 qualification related to Special Educational Needs. |

2. Experience

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| <i>Essential</i> | 2.1 | Experience of teaching in a primary school, preparatory department, SPIM, or special school, including recent teaching practice; |
| | 2.2 | Experience in writing, using and reviewing IEPs or PLPs with pupils on the SEN register; |
| <i>Desirable</i> | 2.3 | At least two years' teaching experience in a primary school, preparatory department, SPIM, or special school; |
| | 2.4 | Experience administering standardised or diagnostic tests and using benchmarking and tracking data to support pupil progress. |

3. Knowledge and Skills

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| <i>Essential</i> | 3.1 | Detailed knowledge of the NI Curriculum; |
| | 3.2 | Detailed knowledge of the new NI SEN Framework; |
| | 3.3 | Competence in using a range of effective strategies to provide support to pupils with Special Educational Needs; |
| | 3.4 | Proficiency in the use of ICT, including for teaching and learning; |
| | 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

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| <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

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| <i>Essential</i> | 5.1 | The enthusiasm and commitment to inspire pupils and to promote a love of learning; |
| | 5.2 | 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, which at present is £32.