

OAKGROVE INTEGRATED COLLEGE

IT

APPLICATION PACK

MARCH/APRIL 2026
TEACHER MAIN PAY SCALE
MPS/UPS
FULL TIME, PERMANENT



VISION

“A school where everyone—regardless of their ability, religion, gender, or belief—learns together, from and about each other”.

We shape a society of young people who are high-achieving, skilled, compassionate, and ready to make a difference in the world. Here, diversity is our strength, and respect is lived every day. We learn the lessons that prepare us for life—academically, socially, and emotionally—embracing difference because we understand and value authenticity and individuality. Our school is a shared space where every child is nurtured, every voice is heard, and every tradition is respected.



Mr John Harkin
Principal, Oakgrove
Integrated College

LEARN • BELIEVE • ACHIEVE • TOGETHER

MISSION

LEARN – Classrooms

We honour the courage of our founders by learning from the past without being bound by it. We bring people together to learn, live, and grow. We remove barriers to learning and understanding, creating an inclusive and integrated community where every child is supported to reach their full potential.

BELIEVE – Culture

We challenge what is wrong and model what is right. We respect the beliefs and rights of all, fostering a spirit of acceptance and dialogue. We promote an environment where everyone can thrive in our school community while feeling valued, secure and enabled to meet their potential. We believe in the power of each individual to succeed—academically and beyond—and we encourage everyone to believe in themselves and their abilities.

ACHIEVE – Commitment

We value and celebrate the contributions of staff, students, families, and all who share our vision—because we are better together. We help each person achieve their best, always adding value and supporting one another. We are committed to a child-centered approach that empowers learners to grow in confidence and character.

TOGETHER – Community

We build strong links with our community to witness the power of integration.

We are committed to trust, respect, and reconciliation—building a future better than the past. We celebrate the richness of different faiths and cultures, encouraging understanding and shared values. We actively involve families and the wider community in shaping a school where everyone belongs.

KEY VALUES



Respect Perseverance Compassion Courage Leadership

Job Description - IT (Full-time Permanent)

The Role:

The Teacher of IT will deliver engaging lessons, supporting students' technical and creative development. They work under the Head of Department and Principal/Vice Principal, ensuring effective curriculum delivery, fostering innovation, and maintaining a positive learning environment while collaborating with colleagues to enhance teaching and learning.

Reporting:

Department members report to the Head of Department who is responsible to the Principal, through the Vice Principal and SLT.

Main duties & responsibilities:

To:

- actively engage in departmental self-review, the aim of which is to confidently review the quality of teaching and learning, on a regular and systematic basis in line with the whole school and department development/action plan.
- act upon the findings from departmental self review to maintain the highest quality of teaching and learning
- contribute to discussions on teaching and the impact that it has on pupil learning
- be involved in departmental development planning
- ensure that data is used effectively as a useful measure of progress, though never as a blunt instrument and always accompanied by a deep understanding of the pupils as individuals
- adhere to the criteria as set out in the Departmental Handbook with particular regard to the setting and marking of work and reporting procedures
- bring to the attention of the HOD any difficulties which may arise within the department
- attend regular meetings, formal and informal, to discuss Department matters
- co-operate with other Departments in cross-curricular activities/teaching
- keep up to date with educational developments and changes within the subject area
- review examination results within the department and implement action when and where necessary
- ensure that baseline data and continuous assessment are being used to monitor and improve performance
- work collaboratively with the SENCO to identify and implement strategies that support improved outcomes for students
- work collaboratively with the IT coordinator to identify and implement strategies that support improved outcomes across all curricular areas

Job Description - IT (Full-time Permanent)

- offer additional opportunities to pupils curricular and extra curricular
- seek out and encourage professional development opportunities
- foster a positive and inclusive working/learning environment
- adhere to, contribute to and implement all school policies and directives
- carry out general supervision duties
- support the pastoral development and well-being of pupils within the department, working closely with pastoral leaders to ensure that every student feels valued, supported, and able to thrive both academically and personally
- foster positive relationships with parents and carers, ensuring regular, clear communication about student progress, departmental initiatives, and support strategies
- uphold and promote the highest standards of safeguarding and child protection, be aware of and adhere to school policies and statutory responsibilities
- carry out any other reasonable duty as directed by the Principal

Conditions of service:

All members of staff are expected to carry out a range of professional duties required by the Board of Governors under the direction of the Principal and to work as a team within the Teachers' (Terms and Conditions of Service) Regulations (NI) 1987.

Personnel Specification - IT (Full-time Permanent)

Assessed Via: A=Application form, I= Interview

Job Description - IT (Full-time Permanent)

	Essential	Desirable	Assessed via
Qualification and Training	<p>E1a. Qualified Teacher Status (QTS) registered at uptake of employment with the GTCNI</p> <p>E1b. Hold an Honors Degree (at least 2:2) /BEd Honors Degree (at least 2:2) in which IT/Computer Science/Computing is a major component or hold a PGCE in an IT area</p>		<p>A</p> <p>A</p>
Knowledge/ Experience	<p>E2a. Strong knowledge of the IT/Computing curriculum within the NI Curriculum</p> <p>E2b. Ability to teach IT/Digital Technology to Key Stage 4 (Please state previous Specifications delivered)</p> <p>E2c. Use of evidence-informed pedagogical practices to ensure high-quality teaching and learning experiences that meet the diverse needs of all learners</p> <p>E2d. Ability to apply and creatively use digital skills, platforms and IT packages to enhance pupil engagement</p>	<p>D2a. Experience of teaching Digital Technology at KS4</p> <p>D2b. Experience of teaching Occupational Studies design and creativity at KS4</p> <p>D2c. Experience of teaching OCR Level 3 Cambridge Technical Introductory Diploma in IT</p> <p>D2d. Experience of contributing to cross-curricular digital or creative projects</p> <p>D2e. Evidence of continuous professional development</p> <p>D2f. Experience of the CyberFirst Schools/Colleges initiative</p>	A & I

<p>Skills</p>	<p>E3a. High level of written, oral communication, presentation skills and digital skills.</p> <p>E3b. Methodical approach to organisation of tasks with an ability to plan, prioritise and schedule effectively</p> <p>E3c. Ability to apply and creatively use digital skills, platforms and IT packages to enhance pupil engagement</p> <p>E3d. Ability to motivate pupils/colleagues, value their contributions and promote high expectations, mutual respect, and continuous improvement</p>	<p>D3a. Experience of using Scratch, Canva, Integrated development environments, adobe creative, Python, Java, or C#</p>	<p>A & I</p>
<p>Personal qualities</p>	<p>E4a. Demonstrate enthusiasm and expertise for the subject</p> <p>E4b. Ability to work as part of a team</p> <p>E4c. Commitment to contribute to the extra-curricular life of the school</p> <p>E4d. Commitment to the integrated ethos and values of Oakgrove Integrated College</p>	<p>D4a. Previous experience in an integrated or inclusive educational environment</p>	<p>A & I</p>
<p>This criteria may be enhanced to facilitate shortlisting</p>			
<p>Posts involving working with children and young people in educational establishments are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007</p>			
<p>As an equal opportunities' employer, Oakgrove Integrated College welcomes applicants from all sections of the community</p>			

Shortlisting- IT (Full-time Permanent)

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 panel. Questions will be given before interview with 15-minute preparation period in advance of the interview panel. Candidates who have been selected to attend an interview will be notified by email and should confirm their attendance by email or contacting the school office.

Key Dates:

Publication of advertisement: Thursday 2nd April 2026

Closing Date for receipt of Applications: Monday 20th April 12 noon

Shortlisting & notification of interviews: Week beginning 20th April 2026

Guidance Notes:

1. Application should be made using the application form provided. No additional sheets are to be used and no additional material or curriculum vitae will be considered.
2. It is essential that applicants outline on the application, how they meet each criterion, providing detailed information/examples and dates as required.
3. Applicants called for interview will be required to bring photographic ID.
4. Completed application forms should be marked, for the attention of the Principal's Secretary, and can be emailed to info@oakgrovecollege.derry.ni.sch.uk.
5. All communications for this post will be dealt with via email only.

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. Provide written confirmation of acceptance of the post;
4. Provide proof of qualifications



Teaching Staff Application form

Application for employment as: Teacher of IT (Full time, permanent).

Closing date: Monday 20th April (12 noon), late applications will not be considered. Please note that only information included on this application form will be considered. No additional information pages or CVs will be accepted.

PERSONAL DETAILS:		
Surname:	Forename:	Title:
Correspondence address:		
Home address if different:		
GTCNI No:	E1a.	
Teacher's Ref No:		
National Insurance No:		

3rd LEVEL EDUCATIONAL ACHIEVEMENTS:			E1b/D1a.
Name of University/College	Qualifications Obtained (components/modules of courses studied)	Date completed and grade/classification achieved	

2nd LEVEL EDUCATIONAL ACHIEVEMENTS (CONTINUED):		D1b/D1c.
Name of School/College	Qualifications Obtained (List A-Levels, AS-Levels and GCSEs in that order)	Awarding body, date completed and grade/classification achieved

ADDITIONAL QUALIFICATIONS:		D3e.
Including 'In-Service' courses that relate to this post.		
Name of School / College / University or Awarding Body	Qualifications / Certificate Obtained	Awarding body, date completed and grade/classification achieved

EMPLOYMENT HISTORY:**E2a-E2d/D2a-D2f.**

(beginning with the current/most recent (if currently not in employment))

Name of employer	Position held	Start / End Date	Salary scale / TA

EMPLOYMENT HISTORY (PRESENT POST):**E2a-E2d/D2a-D2d/E3a-E3d/E4a-E4d/D4d.**

Name and address of present school/college/employer:

Type of school:	D4a.		
Current enrolment:		Current Role:	

**EMPLOYMENT HISTORY (PRESENT POST CONTINUED):
E2a-E2d/D2a-D2f/E3a-E3d/D3a/E4a-E4d**

Please outline the duties and responsibilities of your present post. (Max 200 words)

Reason for seeking
alternative employment:

REFERENCES

Please give the name, occupation, address, telephone no. and email for two references.

Professional Referee (This should be your
current Principal/Employer)

Character Referee

REFERENCES MUST NOT BE SUBMITTED WITH THIS APPLICATION FORM.

Prior consent of persons named as referees must be obtained before their names are entered on this form.

PERSONAL STATEMENT (ALL, E criteria and D criteria, where applicable).

In a maximum of 700 words for all sections, detail how you meet the Personnel Specification and the criteria given. Applicants can balance the word count as they see fit.

Qualifications
and Training

Knowledge /
Experience

Skills

Personal
Qualities

APPLICANT DECLARATIONS:

Child Protection:

This post is a 'regulated position' as defined under The Safeguarding Vulnerable Groups (NI) Order 2007. Is there any reason why you would **not** be suitable to work with children/young people in an educational setting?

Yes / No

If the answer is "Yes", please give details:

Criminal Record Details:

Please ensure you complete this section carefully and accurately.

The Board of Governors has a responsibility to ascertain whether candidates for this post have a criminal record and you are therefore required to declare on this form any criminal convictions. This post is exempt from the provisions of the Rehabilitation of Offenders (Exceptions) Order 1979 and this means that you are not entitled to withhold information about convictions even those otherwise considered as "spent". The fact that you have a conviction does not automatically render you unsuitable for this post. Failure to disclose details of any criminal matter will, however, render you liable to disqualification for this post and, if appointed, to dismissal.

Are you declaring any bind over, caution, absolute discharge or conviction?

Yes / No

Have you been convicted in a court of law for any criminal offence (see note above)?

Yes / No

If your answer is "Yes", please give your detail, details of the criminal record, including nature of offence(s), sentence(s) and date(s) in a separate e-mail, named CONFIDENTIAL and send to info@oakgrovecollege.derry.ni.sch.uk .

Final Declaration:

I declare that I have read the conditions relating to the appointment, have answered all the questions on the application accurately and without omission, am physically and legally able to discharge the duties of the post for which I have applied and have not canvassed, nor asked anyone to canvas on my behalf, any member of the Board of Governors in respect of this post.

Any false statement may lead to my rejection or, if appointed, my dismissal.

If you are aware that you are related to or have a conflict of interest with a member of the Board of Governors, please give their name and the relationship to you.

Name: _____

Relationship: _____

Applicant Signature:

Date: