

St. Joseph's Catholic College

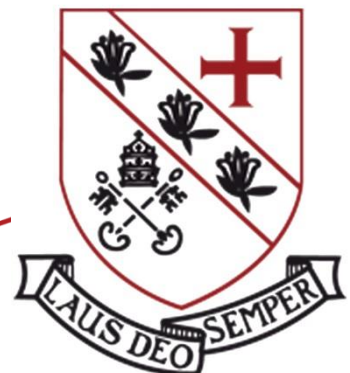
Ocotal Way
Swindon, SN3 3LR

Tel: **01793 714200**
Fax: **01793 714270**

info@stjosephscollege.net
www.stjosephscollege.net

Assistant Head of RE

Candidate Information Pack



Dear Applicant,

Thank you for your interest in the Assistant Head of RE post currently being advertised at St. Joseph's Catholic College. I thought it might be useful to provide you with a context for our College to help you decide whether or not ours is a community in which you could be happy and contribute to the success of our young people.

The College has made remarkable progress over recent years and has an excellent reputation locally and beyond. This was acknowledged in our Ofsted report published in November 2014.

- “A culture of working together exists to ensure that students receive a highly effective educational experience”
- Our students are “polite ... exhibiting good attitudes to learning”
- “Positive working relationships exist between teachers and students ”

We have wonderful students who are proud to be part of our community, a committed, talented staff and excellent facilities. I firmly believe that this is a great time to join the College.

If you are excited by the prospect of playing a role in helping us achieve excellence and have a core belief that all students can achieve regardless of ability or background then we would very much like to hear from you. If you would like to come for an informal visit you are most welcome to do so by contacting our HR department. We do not require staff to be people of any faith for this post but we do ask that applicants respect the Christian ethos of the College.

Yours sincerely,



Paul Hughes,
Principal



Job Description

Post Title:	Assistant Head of RE
Purpose:	<ul style="list-style-type: none"> • To support the Head of Department and curriculum area. • To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the College and the curricular policies determined by the Governing Body and Principal of the College. • To act as a Curriculum Leader and be responsible for leading and developing this area. • To develop and enhance the teaching practice of others. <ul style="list-style-type: none"> • To monitor and support the overall progress and development of students as a manager within the curriculum area and as a Form Tutor. • To act as Head of Department in the absence of the Head of Department
Reporting to:	Head of Department
Responsible for:	<p>To be accountable for a discrete focussed area and to support, develop and lead a team of people focusing on student progress in that area. The Head of Department will determine specific areas of responsibility. This responsibility will be determined in consultation with the post holder.</p> <p>Examples of areas of responsibility could include:</p> <p>Leading on Assessment for Learning Chaplaincy KS leadership Monitoring student progress and determining appropriate intervention opportunities. Mentoring NQTs Improving teaching strategies across the area</p>

Liaising with:	Principal/Assistant Principals, Teaching staff, relevant support staff, LEA representatives external agencies and parents
Working Time:	195 days per year. Full time
Salary/Grade:	RA3
Disclosure level	Enhanced
Operational/ Strategic Planning	<ul style="list-style-type: none"> • To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies within the designated area. • The day-to-day management, control and operation of one curriculum area provision within the area. • To assist in monitoring and following up student progress. • To work with colleagues to formulate aims and objectives for their area which have coherence and relevance to the needs of students and to the aims and objectives of the College. • To assist in the management of the business planning function of the area, and to ensure that the planning activities of the area reflect the needs of the students and the aims and objectives of the College. • To support the relevant manager in the application of ICT in the curriculum area. • To assist in the implementation of College Policies and Procedures, for example Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc.
Curriculum Provision:	<ul style="list-style-type: none"> • To liaise with the Head of Department to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the College's strategic objectives.

<p>Curriculum Development:</p>	<ul style="list-style-type: none"> • To support curriculum development within the whole area with particular emphasis on the relevant curriculum area. • To keep up to date with national developments in the subject area and teaching practice and methodology. <ul style="list-style-type: none"> • To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. • To liaise with the Head of Department to maintain accreditation with the relevant examination and validating bodies.
<p>Staffing</p> <p>Staff Development:</p> <p>Recruitment/ Deployment of Staff</p>	<ul style="list-style-type: none"> • To work with the Head of Department and Assistant Principal's (T & L, CPD) to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. • To contribute to personal development review and to act as reviewer for a group of staff within the designated area. • To promote teamwork and to motivate staff to ensure effective working relations. • To ensure the effective efficient deployment of classroom support. <ul style="list-style-type: none"> • To participate in the College's ITT programme. <ul style="list-style-type: none"> • To coach and mentor colleagues.
<p>Quality Assurance:</p>	<ul style="list-style-type: none"> • To ensure the effective operation of quality control systems. • To assist in the process of the setting of targets within the area and to work towards their achievement. • To help to establish common standards of practice within the area and develop the effectiveness of teaching and learning styles within the area. <ul style="list-style-type: none"> • To contribute to the College procedures for lesson observation. • To implement College quality procedures and to ensure adherence to those within the area. • To participate in the monitoring and evaluation of the curriculum area in line with agreed College procedures including evaluation against quality standards and performance criteria. • To seek/implement modification and improvement where required within the relevant curriculum area.

<p>Management Information:</p>	<ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date information concerning the relevant curriculum area on the management information system. <ul style="list-style-type: none"> • To assist in the use of analysis and evaluation of performance data. • To help to produce reports within the quality assurance cycle. • To assist in the production of reports on examination performance, including the use of value-added data. • To assist in the identification of exam entries within the area.
<p>Communications:</p>	<ul style="list-style-type: none"> • To help ensure that all members of the curriculum area are familiar with its aims and objectives. • To ensure effective communication as appropriate with the parents of students. • To liaise with partner Colleges, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
<p>Marketing and Liaison:</p>	<ul style="list-style-type: none"> • To contribute to the College liaison and marketing activities, eg, the collection of material for the newsletter. • To contribute to the development of effective subject links with partner Colleges and the community, attendance where necessary at liaison events in partner Colleges and the effective promotion of subjects at Open Days/Evenings and other events in partner Colleges and the wider community. • To actively promote the development of effective subject links with external agencies.
<p>Management of Resources:</p>	<ul style="list-style-type: none"> • To assist the Head of Department to identify resource needs and to contribute to the efficient /effective use of physical resources • To co-operate with other areas to ensure a sharing and effective usage of resources to the benefit of the College and the students.

Pastoral System:	<ul style="list-style-type: none"> • To monitor and support the overall progress and development of students within the curriculum area • To help to monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. • To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description. <ul style="list-style-type: none"> • To contribute to PSHE, citizenship and enterprise according to the College policy. • To assist in the implementation of the Behaviour Management system in the area so that effective learning can take place.
Teaching:	<ul style="list-style-type: none"> • To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

Other Specific Duties:

- To support the College's ethos and in meeting its legal requirements for worship.
- To promote actively the College's corporate policies.
- To continue personal development as agreed.
- To actively engage in the staff review and development process.
- Writing/coordinating the writing of new schemes of work at all level's
- To use the VLE to support and enhance student learning and to store curriculum resources
- To undertake tasks related to your responsibilities at the request of the Head of Department or family AP.
- To undertake any other duty as specified by STPCB not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.



March 2016

Person Specification

Assistant Leader : Person Specification	Essential	Desirable
Qualifications and professional development		
Graduate, qualified teacher status	✓	
Good honours degree	✓	
Postgraduate or relevant professional qualification		✓
Experience		
Relevant experience within the field of (subject area) teaching	✓	
Has taught across a variety of age and ability groups	✓	
Experience of leading other colleagues		✓
Contribution to the creation and maintenance of an effective learning environment.	✓	
Knowledge, Skills and abilities		
Ability to think strategically and see the big picture	✓	
Capacity to teach to all levels with equal effectiveness	✓	
Good communication and interpersonal skills	✓	
An ability to engage and enthuse students interest in RE	✓	
A good up to date knowledge of recent curriculum developments and the skills to apply these in the area	✓	
Quality of English and presentation must be of a high standard.	✓	
An ability to tackle difficult issues in a proactive and positive way		✓
Excellent organisational and delegation skills	✓	
An ability to motivate and inspire colleagues		✓
A capacity to contribute beyond the area to the quality of the College and student experience.	✓	
An ability to analyse data, identify patterns and devise meaningful targets	✓	
Personal Outlook		

A commitment to comprehensive education and a clear understanding of the issues relevant to this College.	✓	
Willingness to explore and embrace new ideas and be innovative in approach.	✓	
A desire to share good professional practice and encourage high quality teamwork	✓	
A capacity to work in stressful, time limited situations with personal flexibility and good humour	✓	
A strong and lively personality	✓	
Flexibility and responsiveness to demands	✓	
Vision and ethos		
Appreciation of, personal comfort with and contribution to the Christian ideals of the College.	✓	
Demonstrable commitment to College ethos	✓	
Safeguarding Children		
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Sound attitudes to the use of authority and maintaining discipline	✓	



St. Joseph's Catholic College

Our History

In 1958 St. Joseph's Secondary School was opened for pupils aged 11 to 15. Built close to the centre of Swindon, the school soon made its mark, recognised as one which achieved academically, in sport, and where moral values were unashamedly promoted.

Today St. Joseph's Catholic College is an 11-18 secondary school with just over 1200 students, of which 90% in Key Stages 3 and 4 are Catholic. The College moved to state of the art buildings in 2006 and has excellent facilities across music, drama, sports, science, art and technology.

Our Purpose

The College believes that every student is unique, with infinite potential to grow and develop. We aim to work in partnership with home, the parish and the wider community to prepare every child for a future in which they are able to make a positive contribution to society. For every student at the College we aim to offer them a secure foundation of learning, promoting aspiration and achievement. We are a fully inclusive, multicultural College committed to the individual, yet still determined to meet the needs and interests of all.

Our Vision

The College offers an education with a solid foundation of Christian values. We expect the very best from each and every student and seek to be a community where all are valued and where the life of the College and the relationships between all in it are defined by Gospel values. Our Gospel values underpin all the relationships in the College, between students and teachers, teachers and staff, and student to student. They are:

- Love of God and love of others
- Tolerance toward others
- Forgiveness of wrong doing
- Justice for the oppressed
- Concern for the causes of suffering
- Compassion for those who suffer
- Service to others

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