

St. Joseph's Catholic College

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# Teacher of RE

## Candidate Information Pack



Dear Applicant,

Thank you for your interest in the Teacher 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: Teacher

This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<b>Post Title:</b>	<b>TEACHER</b>
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive mission, catholic character and ethos and to encourage staff and students to follow this example.</li> <li>• To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.</li> <li>• To monitor and support the overall progress and development of students as a teacher/ Form Tutor</li> <li>• To facilitate and encourage a learning experience which provides students with the opportunity to progress their individual potential.</li> <li>• To contribute to raising standards of student attainment.</li> <li>• To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.</li> <li>• To promote actively the school's corporate policies.</li> </ul>
<b>Reporting to:</b>	Associate Leader
<b>Responsible for:</b>	The provision of a full learning experience and support for students.
<b>Liaising with:</b>	Principal/Deputies/ Assistant Principals, teaching/support staff LEA representatives external agencies and parents.
<b>Working Time:</b>	195 days per year. Full-time
<b>Salary/Grade:</b>	MPS/UPS
<b>Disclosure level</b>	Enhanced
<b>MAIN (CORE) DUTIES</b>	
<b>Operational/ Strategic Planning</b>	<ul style="list-style-type: none"> <li>• To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department.</li> <li>• To contribute to the Curriculum Area and department's development plan and its implementation.</li> <li>• To plan and prepare courses and lessons.</li> <li>• To contribute to the whole school's planning activities.</li> </ul>
<b>Curriculum Provision:</b>	To assist the Associate Leader to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.
<b>Curriculum Development:</b>	To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's Mission and Strategic Objectives.

<p><b><u>Staffing</u></b></p> <p><b>Staff Development:</b></p> <p><b>Recruitment/ Deployment of Staff</b></p>	<ul style="list-style-type: none"> <li>• To take part in the school's staff development programme by participating in arrangements for further training and professional development.</li> <li>• To continue personal development in the relevant areas including subject knowledge and teaching methods.</li> <li>• To engage actively in the Performance Management Review process.</li> <li>• To ensure the effective/efficient deployment of classroom support</li> <li>• To work as a member of a designated team and to contribute positively to effective working relations within the school.</li> </ul>
<p><b>Quality Assurance:</b></p>	<ul style="list-style-type: none"> <li>• To help to implement school quality procedures and to adhere to those.</li> <li>• To contribute to the process of monitoring and evaluation of the curriculum area in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.</li> <li>• To review from time to time methods of teaching and programmes of work.</li> <li>• To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.</li> </ul>
<p><b>Management Information:</b></p>	<ul style="list-style-type: none"> <li>• To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.</li> <li>• To complete the relevant documentation to assist in the tracking of students.</li> <li>• To track student progress and use information to inform teaching and learning.</li> </ul>
<p><b>Communications:</b></p>	<ul style="list-style-type: none"> <li>• To communicate effectively with the parents of students as appropriate.</li> <li>• Where appropriate, to communicate and co-operate with persons or bodies outside the school.</li> <li>• To follow agreed policies for communications in the school.</li> </ul>
<p><b>Marketing and Liaison:</b></p>	<ul style="list-style-type: none"> <li>• To take part in marketing and liaison activities such as Open Evenings Parents Evenings, Review days and liaison events with partner schools.</li> <li>• To contribute to the development of effective subject links with external agencies.</li> </ul>
<p><b>Management of Resources:</b></p>	<ul style="list-style-type: none"> <li>• To contribute to the process of the ordering and allocation of equipment and materials.</li> <li>• To assist the Associate Leader to identify resource needs and to contribute to the efficient/effective use of physical resources.</li> <li>• To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, curriculum area and the students.</li> </ul>

<p><b>Pastoral System:</b></p>	<ul style="list-style-type: none"> <li>• To promote and safeguard the welfare of all children and young people that you are responsible for, or come into contact with.</li> <li>• To be a Form Tutor to an assigned group of students.</li> <li>• To enable prayer both formal and informal, at times as may be required, with students in your care.</li> <li>• To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.</li> <li>• To liaise with Pastoral Leaders of the school to ensure the implementation of the school's Pastoral System.</li> <li>• To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.</li> <li>• To evaluate and monitor the progress of students and keep up-to-date student records as may be required.</li> <li>• To contribute to the preparation of Action Plans and progress files and other reports.</li> <li>• To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.</li> <li>• To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff</li> </ul>
	<ul style="list-style-type: none"> <li>• To contribute to PSHE and citizenship and enterprise according to school policy</li> <li>• To apply the Behaviour Management systems so that effective learning can take place.</li> </ul>

<p><b>Teaching:</b></p>	<ul style="list-style-type: none"> <li>• To teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.</li> <li>• To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.</li> <li>• To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</li> <li>• To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students</li> <li>• To undertake a designated programme of teaching.</li> <li>• To ensure a high quality learning experience for students which meets internal and external quality standards.</li> <li>• To prepare and update subject materials.</li> <li>• To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.</li> <li>• To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</li> <li>• To undertake assessment of students as requested by external examination bodies, departmental and school procedures.</li> <li>• To mark, grade and give written/verbal and diagnostic feedback as required.</li> </ul>
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It is a requirement, in accord with the guidance of the Catholic Education Council, that staff in Catholic Colleges should *“have regard to the Roman Catholic character of the College and not do anything in any way detrimental or prejudicial to the interests of the same”*.

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.



November 2013

## Person Specification

RE Teacher Person Specification	Essential	Desirable
<b>Qualifications and professional development</b>		
Graduate, qualified teacher status	✓	
Postgraduate or relevant professional qualification		✓
Good honours degree		✓
<b>Experience</b>		
Relevant experience within the field of RE teaching	✓	
Has taught across a variety of age and ability groups		✓
<b>Knowledge, Skills and abilities</b>		
IT-literate and enthusiastic in the use of ICT in the curriculum	✓	
Good communication and interpersonal skills	✓	
Capacity to teach to all levels with equal effectiveness	✓	
The ability to present succinctly clear and sound educational ideas	✓	
Quality of English and presentation must be of a high standard.	✓	
An awareness of alternative approaches to the teaching of RE and their relative value	✓	
An ability to engage and enthuse students interest in RE	✓	
An ability to teach RE at A' Level		✓
A capacity to contribute beyond the department to the quality of the college and the experience of pupils.		✓
An understanding of active learning strategies		✓
A good up to date knowledge of recent scientific developments and the skills to apply these in lessons		✓
<b>Personal Outlook</b>		

A commitment to comprehensive education and a clear understanding of the issues relevant to this College.	✓	
Willingness to explore/ embrace new ideas.	✓	
A desire to share good professional practice	✓	
A capacity to work in stressful, time limited situations with personal flexibility and good humour	✓	
A person with 'potential' looking to develop themselves	✓	
A strong and lively personality	✓	
Flexibility and responsiveness to demands	✓	
<b>Vision and Ethos</b>		
Appreciation of, personal comfort with and contribution to the Christian ideals of the College	✓	
Demonstrable commitment to Catholic ideals	✓	
<b>Safeguarding Children</b>	✓	
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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