St Bede's
Catholic School
& Sixth Form College

Teacher of History

Candidate Information Pack

a community of faith hope and love

Headteacher's Introduction



It gives me great pleasure to introduce you to St Bede's Catholic School and Sixth Form College. In this information pack, you will find out more about our school and the post.

St Bede's is an outstanding, inclusive school and continues to grow in excellence. We deliver the highest standards in learning, teaching and behaviour and place great emphasis on striving for personal success. Our students achieve outstanding academic results but more importantly, they flourish as confident, caring young people, who use their talents for the common good.

I like to think that St Bede's is a very friendly, welcoming school. I believe that people achieve more when they feel happy, secure and valued. Our Catholic ethos rests at the heart of every aspect of school life and we are committed to enriching the spiritual development of every member of our school community.

Team spirit is very much part of the ethos here and there are high expectations of all staff, students and parents to work cooperatively, to make a positive contribution to the life of the school and to give their best. We want all our children to succeed and we want to create wonderful memories, which they will carry with them long after they leave St Bede's.

We have a focused commitment to creative teaching and learning, which includes staff, families and the community and we are proud of what we do. There is an emphasis on mutual support through which we develop our shared professionalism. We are reflective and adaptive in our practice. This is a safe place to make mistakes - making mistakes is a good way to learn! We are happy to try out new ideas, because we want to ensure that every child succeeds.

We have a robust and personalised programme of continuing professional development to support all members of staff, whatever stage they are at in their career. This is an exciting place to work and to develop. The staff of St Bede's are noted for fostering a culture of the highest professional standards.

Please do read the information in this pack carefully and visit our website for further details about our school. You are also very welcome to arrange a visit, should you decide to apply for the post.

Neville Harrison
Headteacher

Mission Statement



The mission of St. Bede's Catholic School and Sixth Form College is to create an atmosphere of Catholic values, attitudes, practice and knowledge such that all children will have the opportunity for their faith to be nurtured. Thus they will be able to widen and deepen themselves as people in preparation for this life and for the life to come.

Aims & Values

St Bede's aims to be a community inspired by CHRIST to serve others.

Common Good
To promote a spirit of **charity,** social **justice**, global **stewardship** and concern for others leading to a contribution to the common good.

Hope
To be an educational community built on foundations of **faith**, **hope** and **love**, which reflects Christ's message of **compassion**, **solidarity** and **forgiveness**.

Respect
To build a community of mutual **respect** working towards a common understanding of high standards of behaviour, good **manners** and individual accountability, as well as encouraging students to make **responsible** and positive **choices.**

Inspiration
To be a caring, supportive and inclusive community inspired by **Christ,** recognised by our love of God and of our **neighbour** whilst nurturing qualities of **resilience, determination, ambition, courage** and commitment, in order to live fulfilling and purposeful lives.

Service
To follow Christ's example of **serving** others, in a climate of **kindness**, **humility, friendship** and **cooperation.**

Talents
To encourage all members of the community to foster a love of life-long learning so that they can use their **talents** to the full, pursuing **excellence** in all things and in doing so, bring Christ to each other.

About St Bede's



St Bede's School was opened in 1964 as a Grammar Technical School. Following amalgamations with two local Catholic Secondary Modern Schools, St Bede's became a comprehensive school serving the Catholic population of North West Durham.

The school is a voluntary aided school of the Roman Catholic Diocese of Hexham and Newcastle and opened as an academy on 1st June 2012.

The St Bede's catchment area is mainly from the Derwentside district, the major centres of population of which are Consett and Stanley. The school has an excellent reputation in the local community, working in close partnership with its feeder Primary Schools; it also attracts a number of pupils from outside its catchment area. All main school year groups are oversubscribed and our Post 16 pupil numbers continue to grow. The number of pupils on roll is 1514, with 357 of these in our thriving Sixth Form.

Ofsted judged us as Outstanding in both our Section 5 and Section 48 Inspections: "St Bede's is a welcoming and inclusive school which provides an outstanding Catholic educational experience for all its members. Students are well supported and flourish in a community which helps them reach their fullest personal potential"; "all students flourish and achieve outstandingly well."

In September 2014 St Bede's became a National Teaching School, and as such, has been recognised as a centre of excellence with an outstanding performance and a track record of raising standards through supporting other schools, leadership development and initial teacher training.

Job Description

POST:

Teacher of History

PURPOSE:

- to implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate;
- to monitor and support the overall progress and development of students as a teacher/ form tutor;
- to facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential;
- to contribute to raising standards of student attainment;
- to share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

REPORTING TO:

Subject Leader for History

RESPONSIBLE FOR:

The provision of a full learning experience and support for students

LIAISING WITH:

Headteacher /Deputy Headteacher / teaching and support staff

SALARY/GRADE:

MPS and UPS teachers are welcome to apply

Main (Core) Duties

All staff are expected to support and contribute to the Catholic / Christian ethos of the school.

Operational / Strategic Planning:

- to assist in the development of appropriate syllabuses, resources, schemes of learning and progress, marking policies and teaching strategies in the History Department;
- to contribute to the History Department's Improvement Plan and its implementation;
- to plan and prepare courses and lessons;
- to contribute to the whole school's planning activities.

Curriculum Provision:

- to assist the Subject Leader and Assistant Subject Leader, to ensure that History provides a range of teaching which complements the school's strategic objectives.

Curriculum Development:

- 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.

Staffing:

- to take part in the school's staff development programme by participating in arrangements for further training and professional development;
- to continue personal development in the relevant areas including subject knowledge and teaching methods;
- to engage actively in the Performance Management Review process;
- to ensure the effective/efficient deployment of classroom support;
- to develop the appropriate use of new technologies to enhance student learning;
- to work as a member of a designated team and to contribute positively to effective working relations within the school.

Quality Assurance:

- to help to implement school quality procedures and to adhere to those;
- to contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria;
- to seek/implement modification and improvement where required;
- to review from time to time methods of teaching and programmes of work;
- 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.

Management Information:

- to maintain appropriate records and to provide relevant accurate and up-to-date information for SIMs, registers, etc;
- to complete the relevant documentation to assist in the tracking of students;
- to track student progress and use information to inform teaching and learning.

Communication:

- to communicate effectively with the parents of students as appropriate;
- where appropriate, to communicate and co-operate with persons or bodies outside the school;
- to follow agreed communication policies in the school.

Marketing and Liaison:

- to take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, Review Days and liaison events with partner schools;
- to contribute to the development of effective subject links with external agencies.

Management of Resources:

- to contribute to the process of the ordering and allocation of equipment and materials;
- to assist the Subject Leader to identify resource needs and to contribute to the efficient/effective use of physical resources;
- to cooperate with other staff to ensure a sharing and effective use of resources to the benefit of the School, department and the students.

Student Support System:

- to be a form tutor to an assigned group of students;
- to promote the general progress and well-being of individual students and of the tutor group as a whole;
- to liaise with Student Support to ensure the implementation of the school's Student Support System;
- to register students, accompany them to collective worship and assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life;
- to actively support the Catholic/Christian ethos within the school;
- to evaluate and monitor the progress of students and keep up-to-date student records as may be required;
- to contribute to the preparation of action plans and progress files and other reports;
- to alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved;
- 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;
- to contribute to PSHE according to school policy;
- to apply the student management systems so that effective learning can take place.

Teaching:

- 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;
- to assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required;
- to provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students;
- to ensure that ICT, literacy, numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students;
- to undertake a designated programme of teaching;
- to ensure a high quality learning experience for students which meets internal and external quality standards;
- to prepare and update subject materials;
- to use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus;
- 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;
- to undertake assessment of students as requested by external examination bodies, departmental and school procedures;
- to mark, grade and give written/verbal and diagnostic feedback as required;
- to actively support the Catholic/Christian ethos within the classroom.

Other Specific Duties:

- to ensure all students feel valued, respected and supported in all aspects of their learning;
- to play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example;
- to support the school in meeting its legal requirements for worship;
- to promote actively the school's corporate policies;
- to continue personal development as agreed;
- to comply with the school's Health and Safety Policy and undertake risk assessments as appropriate;
- to undertake any other duty as specified by STPCD 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 school 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 following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Person Specification

			Method of assessment		
	Essential	**Desirable**	**Letter**	**Interview**	**References**
Catholic/ Christian ethos	Fully support the school's distinctive ethos and mission.		*	*	*
Qualifications	PGCE or equivalent.	MA /MEd	*		
	Appropriate evidence of in-service training.		*		
	QTS		*		
Experience	Effective classroom teacher.	Ability to teach A level History.		*	*
	Experience of working with pupils of all abilities.		*	*	*
	Experience of teaching to KS4.	Ability to teach Geography or other subject at KS3 and KS4.	*		*
	Good knowledge of KS3 and KS4 curriculum.		*	*	
	Evidence of recent professional development/training in the teaching and support of History.	Experience of raising achievement.	*		*
Personal qualities	Ability to relate to all students and be sensitive to their different needs / self-esteem.	Ability to lead by example.	*	*	*
	Ability to inspire and motivate others.	Willingness to keep up-to-date with local, county and national initiatives.	*	*	*
	Enthusiastic, energetic, innovative and ambitious.			*	*
	Ability to work flexibly as part of a team.			*	*
	Resilient, professional and mature approach.			*	*
	Excellent communication and organisational skills.		*	*	*
	Willingness to take responsibility and use own initiative.		*	*	*
	Willingness to further develop professional skills.			*	*

In addition to the candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children. If you are shortlisted, any relevant issues arising from your application and reference will be taken up at interview.

Application

Please return a completed application form including the names, addresses and relevant contact details of two referees together with your letter of application.

The letter of application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification.

Completed applications must be received by **12 noon on Monday 19th February 2018**, addressed to:

Mr N Harrison
Headteacher
St Bede's Catholic School and Sixth Form College
Consett Road
Lanchester
County Durham
DH7 0RD

or by email to the Headteacher's PA, Mrs J Underwood at:
junderwood@stbedes.durham.sch.uk

Interviews are scheduled to be held week commencing **Monday 26th February 2018**. If you have not heard from us within 4 weeks, please assume that you have been unsuccessful on this occasion.

OUR SAFEGUARDING COMMITMENT:

St Bede's Catholic School and Sixth Form College:

- is committed to the protection and safety of its students. Appointment will be subject to an enhanced DBS check, satisfactory medical report and satisfactory references;
- is an equal opportunity employer;
- operates a strict no-smoking policy.

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w www.stbedes.durham.sch.uk

National Teaching School
designated by
National College for
Teaching & Leadership

Ofsted
Outstanding
2008|2009

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