



Saint Joseph's
CATHOLIC SCHOOL

Head of Science Department

Start date: September 2018

www.sjcs.org.uk

WELCOME FROM THE HEADTEACHER

Dear Applicant,

The Governors and I welcome your interest in the position of a Head of Science at our school.

St Joseph's is a smaller than average school. The warm and welcoming atmosphere is matched by a strong focus on pupil progress and hence improving their life chances.

Our reputation within the community, following year on year improvements in results has resulted in us becoming oversubscribed and a school of choice for many parents.

Following an extremely pleasing Ofsted inspection in January 2018 we have a clear focus on the areas we need to improve and hence achieve Outstanding grading in all sections. I am thrilled that the Inspectors recognised the tireless hard work, commitment and dedication that occur every day and how the school has improved over time because of the relentless drive for excellence. The school was judged to be Good in all areas with clear evidence of elements that are Outstanding.

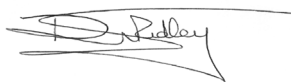
This post is an excellent opportunity to join our school at a very exciting time. We are looking for an ambitious individual who can inspire pupils and develop the Science Department.

Dates

Application Deadline: Wednesday 25th April 2018

Interviews: Monday 7th May 2018

I very much look forward to receiving your application. Should you have any queries, please do not hesitate to contact me.



Mrs RA Ridley
Headteacher



JOB DESCRIPTION FOR HEAD OF SCIENCE

Post:	Head of Science
School:	St Joseph's Catholic School
Salary Range:	MPS – UP3 + TLR (Dependant upon experience) Additional package available for outstanding candidate
Responsible to:	Deputy Head teacher
Contract Type:	Permanent

Main Responsibilities

Curriculum

- The implementation of a suitable Science syllabus;
- Develop curriculum to meet the needs of all pupils', including their moral, spiritual, cultural, social, intellectual and physical development;
- Develop the curriculum area in accordance with pupils' needs and statutory requirements;
- Identify and produce action plans to tackle areas of underachievement by pupils in the curriculum area;
- Be aware of the latest curriculum developments and research on learning in the curriculum area, and disseminate this, as appropriate, including leading staff training;
- Ensure a close match between the curriculum, the educational direction of the school and the continuing raising of standards;
- Ensure that the needs of the most able and those with Special Educational Needs are effectively met in the curriculum area;
- Be responsible for the development and review of detailed schemes of work consistent with St Joseph's format and general aims and objectives and with the requirements of the National Curriculum including GCSE;
- Be accountable for pupil performance in all public examinations related to your subject area.

Monitoring and Evaluation

- Monitor and assess teaching and learning and the quality of curriculum delivery in the curriculum area;
- Monitor teaching plans and records in the curriculum area in line with school's monitoring policy;
- Use data and benchmarks to monitor and progress in every pupils learning;
- Use student performance data to monitor and improve the quality of teaching and learning in the curriculum area;
- Work with the staff in the curriculum area to develop the quality of teaching and learning in a culture of active self-evaluation, monitoring and review;
- Ensure appropriate assessments are undertaken in the curriculum area;
- Ensure that there are up to date subject portfolios, including appropriate policies for the curriculum area;
- Create a culture and ethos of challenge and support where all pupils achieve success and become engaged in their learning;
- Demonstrate and articulate high expectations in the curriculum area

Strategic Direction and Shaping the Future

- Demonstrate the school's values in everyday work and practice;
- Work within the school community to translate the school's vision into practice that promotes and sustains continuous improvement in the school;
- Work with members of the school community to create a positive and stimulating learning environment, making full use of their skills and talents;
- Work with the Senior Leadership Team to create a strategic plan for the growth and development of the curriculum area.

Leading and Managing Staff

- Assist the Headteacher in developing and embedding an organisational structure that reflects the school's values, and enables management processes to work effectively in

JOB DESCRIPTION FOR HEAD OF SCIENCE

line with legal requirements;

- Assist with the induction of new colleagues and have a major responsibility for the professional development of all members of the faculty;
- Ensure that appropriate work is provided for classes in the absence of their normal teachers;
- Lead and motivate other staff in the curriculum area and generate effective working relationships at all levels;
- Maximise the contribution of all staff in the curriculum area to improve the quality of education provided and standards achieved;
- Lead and participate in performance management arrangements, as required;
- Mentor and coach members of staff as appropriate.

Community and Partnerships

- Maintain links with feeder primary schools to promote curriculum continuity;
- Support the aims and values of the school, and ensure that students meet the school's expectations as set out in the code of conduct;
- Support additional activities and school events;
- Ensure that developments and successes within the curriculum are featured in information and publicity given to prospective parents and the media and organise the department's contribution to occasions when the school is open to the public;
- Ensure that parents receive information about the courses being followed by, and the progress of, their children, through Parental Evenings, written reports and by letter to express particular praise and concern.

Pastoral Care

- To provide a safe environment in which children can learn;
- To identify children who may be in need of extra help or who are suffering, or are likely to suffer, significant harm, and to take appropriate action in line with the school's Safeguarding Policy and Procedures, working with other services as needed, and supporting social workers to take decisions about individual children;
- Model positive relationships and behaviours at all times;
- Work with the Headteacher and Deputy Headteacher to implement strategies that secure high standards of behaviour and attendance;
- Carry out effectively the role of Form Tutor or equivalent;
- Work with the Senior Leadership Team to implement the school's behaviour policy and within it the awards and sanctions policies.

Additional Responsibilities

- Be available to attend relevant evening events and meetings;
- Seek opportunities to market the school, especially through new intake activities and parent evenings;
- Contribute fully to the School (extra-curricular) Activities programme;
- Contribute to and support fully the inter-house programme of events;
- Be aware of, and comply with, policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher;
- Ensure compliance with responsibilities as laid out in the school's Equal Opportunity Policy and take an active role in promoting equality and diversity;
- Participate in Quality Assurance and Performance Management procedures;
- Undertake such other duties as reasonably correspond to the general character of the post.

This job description only contains the main accountabilities relating to the posts, and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

PERSON SPECIFICATION FOR HEAD OF SCIENCE

Post	Head of Science
School	St Joseph's Catholic School
Pay Range	MPS – UPS3 (Dependant on experience) Additional package available for outstanding candidate
Responsible to	Deputy Head teacher
Contract Type	Permanent

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • A degree or equivalent in Science or a related subject 	<ul style="list-style-type: none"> • Further accreditation in leadership and management
Professional Development	<ul style="list-style-type: none"> • Recent relevant in-service training in Science • Commitment to own professional development 	<ul style="list-style-type: none"> • Further professional training
Experience	<ul style="list-style-type: none"> • Ability to teach and lead the teaching of Science at KS3 and 4 • Excellent practitioner – evidence of outstanding lesson observations • Experience of developing resources to enhance learning and assessment throughout appropriate Key Stages • Ability to inspire and motivate students of all abilities • Proven success in raising attainment 	<ul style="list-style-type: none"> • Use of ICT in teaching • Experience of assessment for learning • Experience of managing an area of responsibility • Experience of managing change successfully
Knowledge and Skills	<ul style="list-style-type: none"> • Good knowledge of national and local initiatives in Science • Ability to analyse data • Use a variety of teaching strategies • Experience of monitoring and evaluating students' progress • Good communication and interpersonal skills • Ability to motivate, challenge and inspire staff • Excellent ICT skills 	<ul style="list-style-type: none"> • Examination marking experience • Ability to work using own initiative • Proven ability to set and meet deadlines
Commitments	<ul style="list-style-type: none"> • Sympathetic to Catholic values • Professional and positive working relationships with staff and pupils • An understanding of the school's priorities in line with the Development Plan and Self Evaluation process 	<ul style="list-style-type: none"> • Involvement in cross curricular initiatives and projects
Personal Qualities	<ul style="list-style-type: none"> • Enthusiasm & energy • Commitment to safeguarding and promoting the welfare of Children and Young people • Good health and attendance • Good organisation 	

SCHOOL ETHOS

St Joseph's Catholic School is a small 11–16 school located in the beautiful city of Salisbury, Wiltshire. It is a vibrant, exciting and caring school where our Catholic ethos is at the heart of everything we do. Our values and ethos permeates everyday life as a community, each child and every adult is treated with the utmost dignity and respect. Consequently, pupils leave us as well-rounded individuals and staff turnover is exceptionally low.

Our school is committed to be a centre of excellence for all faiths and abilities and we are very proud of our successes and our outstanding reputation within the local community.

OVERVIEW OF THE SCHOOL

Our school encourages and guides each of its pupils to develop their own unique gifts and talents. By providing a broad range of learning experiences and a supportive and nurturing environment, our pupils enter the world as confident, rounded individuals, with high expectations of themselves and the self-belief, skills and attributes to achieve their true potential. Everyone in school is here for a purpose, to learn each day, and to widen their knowledge, experience and imaginative understanding.

At both Key Stage 3 and 4, opportunities within the curriculum enable pupils to enjoy, achieve and grow in their learning. Pupils follow a curriculum that is appropriate to their needs, provides challenge and enables them to achieve.

There is a positive atmosphere for learning in lessons at St Joseph's, as teachers and subject leaders are constantly finding innovative and engaging learning experiences for pupils.

ACADEMIC SUCCESS

Over the past five years, St Joseph's Catholic School has exceeded challenging targets by over 11%, securely placing us, yet again, as one of the best schools in the country and in Salisbury for the progress of pupils. We have received local and national recognition for our GCSE results which places our school as one of the top performing similar schools in the country.

In 2017, our A*–C GCSE grades including English and Mathematics was 68% with the Levels of Progress and Value Added being significantly higher than national average. Most pleasing, the Grade 5 (B/C) grades have been recognised as one of the best in Wiltshire.



STAFF WELFARE AND CAREER PROFESSIONAL LEARNING

As a school that values Career Professional Learning for all our staff, we have an extensive range of courses and opportunities on offer which enables our staff to flourish. We offer the NPQML and NPQSL national qualification to all those staff who show leadership potential and wish to move into Senior Leadership in the coming years.

Recently, we have supported four staff to become qualified teachers via SUPA Salisbury and the Assessment Only route.



SAFEGUARDING AND CHILD PROTECTION

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the school will be subject to an enhanced DBS check.

The school has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our Child Protection policies.



Saint Joseph's
CATHOLIC SCHOOL

ST JOSEPH'S CATHOLIC SCHOOL

CHURCH ROAD

LAVERSTOCK

SALISBURY

WILTSHIRE

SP1 1QY

TEL: 01722 335380 FAX: 01722 410741

admin@sjcs.org.uk

www.sjcs.org.uk