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**Curriculum Leader- Business, Economics & Law**

**St Edmund’s Catholic Academy**

**Part of the Bishop Cleary Catholic Multi Academy Company**

**Recruitment Information Pack**

**September 2017**

**Registered Address:**

**St Edmund’s Catholic Academy, Compton Park, Compton Road West, Wolverhampton, WV3 9DU**

**Company Number: 08578428**

**Recruitment Information Pack**

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Dear Applicant,

Thank you for your interest in becoming a Curriculum Leader of Business, Economics and Vocational Education at St Edmund’s Catholic Academy. We are committed to securing transformational change and sustainable school improvement, to ensure improved outcomes for the young people in our community.

Our vision is to provide high quality education with a distinctly Catholic ethos which delivers the best outcomes for young people. At our core, we aim to provide outstanding educational provision for students, firmly rooted in Gospel Values. We seek to support lifelong learning, and provide excellence in teaching through high expectation with adherence to traditional values and standards.

This is an exciting time for St Edmund’s, as we continue to work towards outstanding in our Academy. Through strong leadership and high quality teaching and learning we are confident that we can have a positive impact upon the lives of young people, ensuring that all students achieve their potential, realise their aspirations and are well prepared for the next stage of their lives.

As a Curriculum Leader, you will be joining an ambitious academy. We are looking for a creative and committed faculty subject leader who understands how to bring about improvement and manage change while delivering positive outcomes for our young people, staff, families and the wider community we serve, Our Curriculum Leaders lead St Edmund’s with confidence and commitment to ensure that the Academy delivers best practise for all students.

St Edmund’s is a fully inclusive, caring Catholic school, which promotes community and cohesion based on the simple principles of faith, service, courtesy, cooperation tolerance and mutual respect. Our expectation is excellence from all students of all ages and abilities, and we provide them with the necessary challenge and support to enable them to become responsible high achieving citizens.

Recognising potential and nurturing talent is at the heart of our values and by engaging all students in a relevant and exciting curriculum, we will raise aspirations, embed self-confidence and self-esteem and continue to raise academic standards. We are determined to ensure that each student achieves the best possible examination results and thus enhance their future employability opportunities.

If you share our vision for young people and their families, and believe you can make the difference at St Edmund’s, then I would be delighted to receive your application.



Maggie Hughes

Principal

**Introduction**

St Edmund’s Catholic Academy is part of Bishop Cleary Catholic Multi Academy Company. We have high aspirations for our children, pupils and students and expect them to reach their full potential and great success. There is a purposeful and hardworking ethos amongst our staff and learners. We have a strong Catholic bond that brings us together in our worship of God and love of Christ.

Our company was formed in July 2013 following conversion to a Multi Academy Company comprising five Local Academies within the Wolverhampton area:

SS Peter and Paul Catholic Primary Academy and Nursery

SS Mary and John’s Catholic Primary Academy

St. Michael’s Catholic Primary Academy and Nursery

St. Teresa’s Catholic Primary Academy

St. Edmund’s Catholic Academy

St. Edmund’s serves the parishes of SS Peter and Paul, SS Mary and John, St Michael’s & St. Bernadette’s, St. Teresa’s, St. Christopher’s & St. Thomas of Canterbury. Each year 150 pupils are admitted into Year 7. There is a Sixth Form of 137 in September 2017. 27 A Level subjects and 9 other Level 3 courses are available to St Edmund’s Sixth Form learners. Our current number on roll is 876 in September 2017.

The academy is situated on the west side of Wolverhampton on a very pleasant, tree-lined, site on Compton Park, just off Compton Road West. It is easily reached from the centre of the city, from the nearby motorway complex and from the towns and villages which surround it, especially to the west.

Academically St Edmund’s is divided into four Learning Faculties: Journey in Faith [RE, SEN Business and Enterprise and Personal Development]; Discovery & Application [Mathematics, Science and Computing]; Creativity & Expression [Technology, Performing Arts and PE]; Communication & Culture [English, Modern Foreign Languages and Humanities]. Pastorally the school is divided into year groups with Heads of Year, leading a team of tutors in Years 7 to 11 and a Head of Sixth in Years 12 and 13.

Other strengths of St Edmund’s include its music (choral, orchestral and modern bands and music tours to Europe), its drama, its fine sporting tradition across a range of activities, its links with other countries, both in Europe and further afield, its outstanding charity work and the quality of its care for students and staff. Its facilities are open, light, spacious and fit for twenty first century learning.

In March 2016 we were inspected by Ofsted (Section 8). St. Edmund’s retained its Good judgement and the Diocesan inspection report of January 2013 declared the school to be ‘Good with some Outstanding features.’ Our mission is to be Outstanding from our next Section 5 and Section 48 inspections.

This is an exciting opportunity to join a dedicated and forward thinking organisation with Supportive Directors and Local Academy Committee members with opportunities for collaborative work in partnership with other Senior Leaders across the Academy and wider Bishop Cleary Catholic Multi Academy Company.

***You can find out more about the Bishop Cleary Catholic Multi Academy Company at: bccmac.co.uk***

**St Edmunds Catholic Academy**

**School Motto**  
To Love and Serve the Lord

**School Mission Statement**  
St Edmund’s is dedicated to nurturing a learning community where all can grow in faith  
inspired by the Gospel values of love, service and forgiveness.

**Our School Aims:**

1. to carry out our work within the school and the wider community on the  
   basis of relationships founded on Christ’s teachings.
2. to nurture fully the gifts, talents and vocation of each student.
3. to sustain a moral and caring atmosphere within the school and nourish each  
   student’s spiritual development and care for the whole of creation.
4. to embrace the Common Good through working collaboratively with our parents,  
   primary schools, parishes and partners within and beyond our City.
5. to ensure that every member of the school community feels valued and  
   experiences justice, fairness and equality of opportunity.
6. to prepare students for the wider world and to engender in them respect  
   for other traditions and faiths.

**Why work for us?**

* You will be joining a team that is committed to changing lives through transforming educational outcomes. St Edmund’s is highly committed to ensuring that you benefit from high quality development and training.
* You will work alongside professionals in a fast paced and dynamic environment.
* You will develop your skills alongside like-minded colleagues.
* St Edmund’s prospers in a climate of mutual support and partnership and in working closely with each other.
* **Career Development** – We offer personal development through a range of flexible opportunities. All new staff members receive a comprehensive induction.
* **Pension -**Every employee has access to a pension scheme**.**
* **Childcare vouchers** by BusyBees – Childcare vouchers work through a salary sacrifice and they are taken from our salary each month before tax and Ni contributions.
* **Work-life balance.** We understand that our employment policies need to be flexible and responsive in order to promote diversity and quality and to attract and retain the highest quality staff.
* **Location** – St Edmund’s is situated in Compton Park, a quiet leafy suburb of Wolverhampton.

**The Application Process**

***Further details about St Edmund’s Catholic Academy can be found at www.Stedmunds.org.***

***Application forms can be found under the vacancies tab on our website.***

Completed application should be returned via email to [recruitment@stedmunds.org](mailto:recruitment@stedmunds.org) or by post to Melissa Cutter, Personnel Officer, at the Registered Address:

**c/o St Edmund’s Catholic Academy**

**Compton Park**

**Compton Road West**

**Wolverhampton**

**WV3 9DU**

All applications submitted electronically will receive an email confirming receipt. Shortlisted candidates will receive a letter with details of the interview process. If you have not heard from us within 2 weeks of the closing date, please assume that you application has been unsuccessful.

**Queries**

If you have any queries on any aspect of the application process or need additional information please contact Melissa Cutter, on 01902 558888 x 153 or via email.

**The closing date for applications: noon Friday 13th October 2017**

**Interview date: Thursday 19th October 2017**

***St Edmund’s Catholic Academy is part of the Bishop Cleary Catholic Multi Academy Company.***

**St Edmund’s Catholic Academy, Wolverhampton**

**Curriculum Leader- Business, Economics & Law**

Teachers Pay Scale +TLR 2a £6512 per annum

**Required January 2018**

Do you have the ambition and determination to secure positive outcomes for our young people? Are you an outstanding teacher with a track record of excellent results, recognised with experience of leadership and good practice, then we want to hear from you.

We are seeking to appoint an Inspirational Curriculum Leader for Business, Economics and Law to drive forward standards and support our aspirations as we strive towards our vision of becoming an outstanding academy. A dynamic and thriving Faculty, lessons are taught within an excellent suite of purpose built teaching spaces.

St Edmund’s Catholic Academy mission is to nurture the gifts and talents of every student and every member of staff and, as such, is a very supportive, special place to work. You will be committed to high standards of learning and student progress and help students to achieve their potential.

The successful candidate will have leadership experience across Business &/or Economics ( GCSE, A level and Btec) and will also lead on the delivery of our highly successful Law BTEC. Accreditation of AST/NPQML status or similar would be an advantage together with strong organisational and highly effective planning skills. It is desirable for the successful candidate to have examiner experience, knowledge and understanding of the Ofsted inspection and Btec quality processes.

You will receive a comprehensive induction and professional development opportunities.

**This post is subject to an Enhanced Disclosure and Barring Service check.**

Application packs can be accessed via our Academy website [www.stedmunds.org](http://www.stedmunds.org) or please call the Academy on (01902) 558888 x 153. **Completed applications can be returned by post or via email to** [recruitment@stedmunds.org](mailto:recruitment@stedmunds.org). Prospective candidates are welcome to talk to Mrs Hughes, Principal about this post and are most welcome to visit the academy in advance.

**Closing Date: noon, Friday 13th October 2017 Interviews: Thursday 19th October 2017**

St Edmund’s is part of the Bishop Cleary Catholic Multi Academy Company with 876 on roll including 137 in the Sixth Form. Situated in Compton Park, a quiet and leafy suburb of Wolverhampton.

***You can find out more about the Bishop Cleary Catholic Multi Academy Company at: bccmac.co.uk***

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| **JOB DESCRIPTION** | |
| **JOB TITLE** | CURRICULUM LEADER – BUSINESS, ECONOMICS & LAW |
| **DEPARTMENT/SECTION** | ST EDMUND’S CATHOLIC ACADEMY |
| **RESPONSIBLE FOR WHICH OTHER POSTS** | BUSINESS , ECONOMICS & LAW (BEL) FACULTY  (Teachers of Business , Economics, Law)  Line manage and lead on faculty specific/ whole school improvement tasks (to be negotiated) |
| **RESPONSIBLE TO** | VICE PRINCIPAL |

**Job Summary**

The Curriculum Leader of Business, Economics & Law is part of a team of lead professionals that take responsibility for the quality of individual subject provision, curriculum teaching and assessment. Curriculum Leader is accountable for subject provisions, curriculum, teaching and assessment and accountable for subject performance improvement, attainment and progress in Business, Economics, & Law. The Curriculum Leader of BEL will work across the Academy to support the Senior Leadership Team, accelerate improvement and raise standards. The Curriculum Leader will plan and teach high quality lessons, deliver intervention programmes and challenge and support teaching staff to achieve stretching targets for outcomes. The Curriculum Leader will analyse performance data to ensure that students are appropriately targeted for support and work across the faculty to ensure consistency of subject quality and delivery.

**Main Duties**

* To promote and be committed the Academy aims and objectives.
* To maintain and contribute to the development of strategies on subject areas.
* To promote and be committed to securing high expectations for learning and the raising of achievement within our academies.

*To lead the effective operation of the faculty, both individually and by building leadership capacity in others to:*

1. Deliver highly effective teaching and impactful intervention.
2. Ensure the maintenance of consistently high standards of behaviour within the faculty area in line with St Edmund’s CARE values.
3. Ensure all lessons within the faculty are well planned to meet the needs of all learners, with effective differentiation and appropriate pace and challenge.
4. Support the design of curriculum plans appropriate to curricular and exam board requirements
5. Develop excellent schemes of work, resources, teaching and learning strategies.
6. Ensure all work in the faculty is regularly marked, assessments are rigorous and student progress is reported in a timely and accurate manner.
7. Ensure student progress data is understood by all staff within the faculty and used to improve outcomes for all learner groups.
8. Ensure targeted support is in place (intervention) for students on key borderline grades.
9. Ensure targeted support is in place to support specific groups of learners such as more able learners and disadvantaged (pupil premium) learners.
10. Construct, present and deliver the annual quality and review cycle (including SEF reviews , post data collection analysis, termly lesson observation & work scrutiny activities ) based on the specific needs of the faculty.
11. Make best use of staffing and timetabling (rooming) to provide a stimulating learning environment.
12. Have due regard for maintaining safeguarding, health and safety and security in the areas used
13. Contribute to department and academy enrichment programmes.
14. Contributing to review, monitoring and evaluation and the development of working practices.
15. Actively participate in middle leaders meetings, in-service training days, working groups, projects and educational research to enhance existing practices.
16. Ensure all new staff within the faculty undertake a full staff induction appropriate to their role and experience.
17. Take an active role in delivering and contributing to professional development activities.
18. Work collaboratively with colleagues and SLT at St Edmund’s, with Bishop Cleary Catholic MAC Primaries and with post-16 partners to identify and share good practice.

*If required, mentoring Newly Qualified Teachers;*

1. Providing exemplar lessons for trainee teachers.
2. Contributing to the assessment of students teaching practice.
3. Participating in the training of teachers within teacher training institutions.
4. Acting as mentor to trainee teachers.

*Other specific duties*

* The duties and responsibilities detailed within this job description should be supplemented by those accountabilities, roles and responsibilities common to all classroom teachers, as set out within the School teachers current Pay and Conditions Document.
* To comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in the job description.
* To undertake all duties reasonably requested in a manner consistent with the mission and aims of St. Edmund’s as a Catholic Academy.
* To support the Academy’s Catholic ethos, in the light of the mission statement, participating in and facilitating, as reasonably required, the worshipping life of the academy
* Lead assemblies

**In addition to the ability to perform the duties of the post, issues relating to Safeguarding and promoting the welfare of children will need to be demonstrated these will include:**

* **Motivation to work with children and young people.**
* **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
* **Emotional resilience in working with challenging behaviours**
* **Attitudes to use of authority and maintaining discipline**

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| **Person Specification - Criteria** | **Essential** | **Desirable** | **Measured by** |
| **Experience**  An excellent classroom practitioner that can model best practise | X |  | AF/I |
| Teach intervention groups at KS3, KS4 and KS5 | X |  | AF/I |
| An awareness of current issues in Business, Economics, Law | X |  | AF/I |
| Understanding of use of data to assess and inform teaching and learning | X |  | I |
| Experience of leading, developing and enhancing the teaching practice of other staff | X |  | AF/I |
| Experience of teaching to A level in Business and/or Economics, with strong outcomes | X |  | AF/I |
| Experience of teaching and assessing KS4/5 Vocational curriculum (Btec) with strong outcomes. | x |  |  |
| Experience of working with other educational providers to support our learners in education or other approved training. |  | x |  |
| Relevant management experience | X |  | AF/I |
| Experience of exam board & vocational assessment marking |  | X | AF/I |
| **Qualifications/Training**  Graduate with qualified teacher status. (A Business or Economics degree or subject with a high Business/Economics content) | X |  | AF/Q |
| Knowledge of courses and requirements at KS4 and KS5 | X |  | AF/I |
| Good ICT skills | X |  | AF/I |
| Hold AST/NQPML status or equivalent or post graduate management/education qualification. |  | X | AF/I/Q |
| Safeguarding trained (stage 1) within the past 12 months; including Prevent and FGM. |  | X | AF |
| **Behavioural Attributes**  Good organisational and personal management skills | X |  | AF/I |
| Can demonstrate impact as a middle leader | x |  | I |
| Effective planning and teaching | X |  | I |
| Meets deadlines | X |  | AF/I |
| Effective behaviour/classroom management | X |  | I |
| An ability to Lead and to demand high standards | X |  | AF/I |
| Builds positive personal relationships with stakeholders, through regular contact and consultation | X |  | I |
| Identifies and promotes best practice and encourage the sharing of ideas | X |  | AF/I |
| Proactively seek opportunities to increase knowledge, skills and understanding with a commitment to personal development and learning | X |  | AF/I |
| Self-motivated with a positive outlook and ability to work on own initiative and as part of a team | X |  | I |
| Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of team members | X |  | I |
| Ability to develop and support other staff to develop a variety of teaching strategies | X |  | AF/I |
| Ability to enthuse and direct students and staff to towards raising expectations and levels of achievement | X |  | I |
| Demonstrates focused implementation of role and responsibilities | X |  | AF/I |
| Builds strong team ethos where everyone feels valued. | X |  | AF/I |
| Flexible and committed to work across our Academy and support BCCMAC Academies | X |  | I |
| Values the need and respect for discretion and sensitivity in confidential work. | X |  | I |
| Ability to form and maintain appropriate relationships and personal boundaries with children and young people. | X |  | AF/I |
| **Faith Commitment**  An understanding of and commitment to working in the Catholic Sector. | X |  | AF/I |
| Expectation for the successful candidate to appreciate and to contribute to our Catholic Ethos | X |  | I |
| Working experience in a Catholic School |  | X | AF |
| A committed practising Catholic |  | X | AF/I |

AF – Application, I – Interview & assessment, Q, Qualifications

|  |  |
| --- | --- |
| Signed by Post Holder: | Date: |
| Signed by Principal: | Date: |