



Head of Physical Education

Closing date: 21st May 2019 – 12 noon

Start date: September 2019



Welcome to Mount St Joseph Catholic School

Thank you for your interest in the position of Head of Physical Education at Mount St Joseph.

Mount St Joseph is a vibrant secondary school situated in the South of Bolton serving a richly diverse community. Our pupils come from a variety of backgrounds including families newly arrived in this country and low income families. A number of our pupils have English as an additional language (37%) and our pupil premium is 42%. We place a strong emphasis on inclusion.

Our ethos is underpinned by the gospel values of serving others, tolerance, compassion and forgiveness. As a community of learners, believers and friends, we are committed to the spiritual, moral, educational and social development of our community.

We believe strongly in the power of high expectations of our students and of ourselves, and in the importance of personal goals that are meaningful to each individual. We know that every student has their own potential and we are determined to help them to fulfil it. We aim to enable all students to take part in exciting learning inside and outside the classroom, so that they can make rapid and sustained progress.

We are proud of our team of dedicated staff who provide an inspiring, structured and supportive learning environment, in which every student is challenged to realise their full potential and encouraged to be ambitious for their futures. Our school continues to celebrate good results; they are attributable to the hard work and high aspirations of our students, the strong teaching from our committed and talented staff, the outstanding pastoral support and a clear commitment to raising achievement from all members of the school community.

There is a strong emphasis on providing opportunities for students to further build their confidence, self-esteem, interpersonal relationships and to develop the resilience to overcome problems. We aim for all our students to enjoy their time at Mount St Joseph School, to have memories and friends that will last a life time and to leave with the qualifications, personal skills and attributes needed to be successful young adults.

We are looking to appoint an outstanding enthusiastic leader to facilitate and encourage a learning experience which provides all pupils with the opportunity to fulfil their individual potential.

The last Ofsted inspection concluded that we are a good school with outstanding leadership qualities. Our aim is to be an outstanding school - that is what we, our students and our whole community deserve and expect.

This is an exciting opportunity for a person who is an excellent practitioner, who possesses the energy and enthusiasm to bring their skills and innovation to our community; a person who will be a role model and leader and ambitious for both students and staff.

If you are inspired and share our vision, please apply and we look forward to considering your application and meeting you.

Yours faithfully,

A Devany

About the School

Mount St. Joseph is a Roman Catholic voluntary-aided 11-16 comprehensive under the trusteeship of the Salford Diocese. The Instrument of Government of the school states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Salford.

Our aim is to secure the highest academic achievement for each child, a full awareness of personal and social responsibility and a deepening love and understanding of the Catholic Faith and our Mission Statement is the reference point for all our work:

As a **community of learners** we aspire to achieve our full, academic potential in a happy, safe and caring environment.

As a **community of believers** we aim to develop a full awareness of our spiritual and moral responsibility and a deepening love and understanding of our faith.

As a **community of friends** we influence the people around us by using our unique gifts and talents to develop one another socially and culturally to build a better world.



Safer Recruitment

Mount St Joseph is committed to safeguarding and promoting the welfare of children and young people. We undertake thorough checks to ensure that we meet our obligations to protect our students. We expect all staff and volunteers to share this commitment and to undergo appropriate checks, including an Enhanced Disclosure and Baring Service check.

Key facts and Statistics

Age range	11- 16
Location	Bolton
Attendance	94%



Job Description

The job description should be read alongside the range of duties and responsibilities of teachers as set out in the annual Teachers Pay and Conditions Document.

Candidates will be expected to have considered these in relation to Mount St Joseph.

Principle Responsibilities

To lead and promote the school ethos, vision and mission within the department. To lead, facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential. To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils. To lead on and make a positive contribution to the spiritual, moral, social and cultural development of students within the department.



Key duties and Responsibilities:

- To uphold and implement the ethos and values of the school.
- To treat all students as individuals and contribute to their social, emotional spiritual, moral and academic development.
- To follow closely agreed syllabuses and schemes of work and to participate in their development and annual review.
- To plan, implement, deliver and review high quality lessons that meet the needs of the students and are in line with an agreed programme of study at KS3 and 4.
- To mark pupils' work on a regular basis and record this to show the pupils' progress throughout the year in line with departmental and school policy.
- To participate in and contribute to the performance management cycle and INSET.
- To keep a record of assessment and attendance of students in class. To contribute to departmental and school tracking systems and the analysis of data to inform future target setting and planning.
- To develop a classroom environment that allows all students to succeed.
- To implement the school behaviour management policy.
- To contribute towards the provision of assessment methods and their evaluation as outlined in the assessment policy.
- To participate in the school's self-evaluation cycle.
- To undertake the duties as a form teacher.
- To liaise with other departments, parents and agencies to meet the individual needs of pupils.
- To attend departmental, form tutor or any other meetings as required.
- To carry out a share of the supervisory duties in accordance with published rotas
- Contribute to the future development of the department, its resources and its teaching materials.

- To attend parents evening and other specific events.
- To make a positive contribution to the wider aspects of the school.
- To assist in the promotion of the good name of the school within the community
- To undertake any other duty as specified by STPCB not mentioned in the above.
- To comply with the requirements of Health and Safety Legislation and School Policy taking appropriate action where necessary.



To lead on and have responsibility for:

- Ensuring there is an appropriate curriculum for all students.
- Implementing differentiation into schemes of work that allows all students to achieve their potential.
- Appropriate assessments within the schemes of work to ensure the tracking and monitoring of pupil progression against individual, class and departmental targets.
- To manage the departmental tracking system ensuring that all students are working towards achieving their targets.
- Ensure there is consistency and standardisation of all assessments.
- To ensure high quality teaching, learning and assessment within the department. To monitor the quality and provide appropriate support where necessary.
- To lead and manage departmental self-evaluation in accordance with the school policy and guidance.
- To write, implement and review a departmental development plan in line with the whole school development plan.
- To deploy all resources appropriately to ensure the best value for money and in line with the requirements of the departmental development plan.
- To plan, implement and review intervention strategies for students who are underachieving or in need of additional support.
- To plan for and attend line management meetings
- To lead on monitoring of reports to parents and ensure there is effective communication with parents.
- To manage ITTs and NQTs within the department
- To plan, prepare and attend all relevant meetings.
- To produce reports for governors and the SLT as requested.
- To manage the setting of cover work for absent colleagues.
- To undertake performance management reviews of colleagues in accordance with the school policy.
- To attend and deliver relevant INSET and training

Please note that this job description is a comprehensive definition of the post but will be reviewed periodically and may be subject to modification or amendment at any time in consultation with the Headteacher. This job description works within the parameters of the terms and conditions of your contract.



Person Specification

The successful candidate must be able to demonstrate that he/she has the qualifications, experience, knowledge, abilities and personal qualities outlined below.

Source Key: A = Application Form I = Interview R = References CC = Checking Certificates

<u>Qualifications, Training and Experience</u>	Essential (E)/ Desirable (D)	Source
A relevant degree and teaching qualification	E	A/CC
Experience of teaching secondary age pupils within a successful PE department	E	A
A willingness to identify with the ethos and values of the school and be fully involved in its activities	E	A/I
Experience of using a range of teaching and learning styles to ensure students learn effectively	E	A/I
Proven track record of securing good student progress and attainment	E	A/I
Experience of working with colleagues to help them develop good practice.	D	A/I
<u>Knowledge and Abilities</u>		
Knowledge of the requirements of National Curriculum and Key Stage 3 and Key Stage 4	E	A/I
Clear expectations on pupil behaviour and discipline	E	A/I/R
Outstanding classroom practitioner	E	A/I/R
Ability to use ICT to facilitate learning	E	A/I
The ability to promote the spiritual, moral and cultural development of pupils through lessons.	E	A/I
The ability to drive the school minibus	E	A
Knowledge and ability to teach across the Physical Education Curriculum	E	A/I
Understanding the principles of assessment and the ways in which it can be used to improve pupil motivation.	D	A/I/R
Be able to self evaluate and adopt strategies to enhance teaching performance.	D	A/I
Ability to use data effectively to understand the strengths and weaknesses of the curriculum area and inform appropriate action	D	A/I/R
<u>Personal Qualities</u>		
Ability to work co-operatively with a wide range of staff and lead a team effectively.	E	A/I/R
Ability to relate positively to students and show a fundamental commitment to them and their development	E	A/I/R
Ability to work in partnership with Governors, Partner schools, parents and the community.	E	A/I/R
Commitment to continuing to develop professionally.	E	A/I/R
Willingness to contribute to the school's programme of extra-curricular.	E	A/I/R
Excellent interpersonal skills with the ability to enthuse and motivate others.	D	A/I/R
To be a positive role model within school	E	A/I

Application Details

Thank you for taking the time to view the details for the Head of Physical Education position.

If you require any further information about the post or would like to arrange a visit to the school, please contact Miss K Pasquill – 01204 391800.

To apply for the post please use the application form attached with the advert.

Please send all completed forms to recruitment@msj.bolton.sch.uk

