



Saint Cecilia's
Church of England School



Recruitment Information Booklet

Welcome from Headteacher

Dear Candidate,

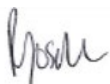
On behalf of the Governing Body, I am delighted to enclose some information about the school. I hope you find it interesting and informative, and that you will seriously consider making an application if you meet the essential criteria outlined in the Person Specification.

Please read the Job Profile and Person Specification for the post carefully as we can only consider applications where you have met the essential criteria for selection.

Completed application forms should be returned to the HR Officer, Nicola Anthony-Jones by the date and time specified in the advertisement. Our school address is Sutherland Grove, London, SW18 5JR.

The Governing Body is committed to the safeguarding of children, so all staff appointments are subject to a satisfactory Enhanced DBS check and exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Yours faithfully,



Renata Joseph
Headteacher

OFSTED 2018: "You and your team have creative a caring, supportive and successful learning community where pupils....achieve well. Pupils reports that they feel safe and well supported in school."



Our Mission

As a Christian school, we are proud to declare that we exist to ‘Glorify God through outstanding, enjoyable education’. We will deliver on this mission by always striving to have:

A Great curriculum: that is ambitious, intentionally demanding and rich with opportunity.

Great learning for our pupils and students: that is delivered through first class teaching, consistently challenging and underpinned by effective assessment and feedback.

Great professionalism: evident because all our staff are effective and seek to develop their knowledge, expertise and leadership skills in research focussed and evaluative ways.

Great partnerships: developed with our local community, local primaries, and our parents and carers, which are mutually beneficial, enhancing our curriculum, staff development and reputation.

Academic excellence within a caring, Christian community

Saint Cecilia’s is a co-educational secondary academy school for children aged 11-18 years old, specialising in the teaching of Music and Mathematics. We are a highly successful and well-respected school with a proven record of high academic standards taught in a caring, supportive and distinctly Christian environment. We currently have 750 pupils enrolled in Years 7-11 and approximately 200 students attending our thriving Sixth Form.

We continue to be one of the highest performing schools in the London Borough of Wandsworth. In 2018/19, our Attainment 8 score was 51.4. Moreover, in 2019, 83% of our pupils achieved 9-4 grades in English and 78% achieved 9-4 grades in Maths. Twenty-six per cent of A level grades were A*- A, and every year leavers gain places at prestigious Russell Group universities, including Oxbridge.

A dynamic place to work

We are a very inclusive, friendly and dynamic place to work. Our dedicated team of teachers and support staff have been instrumental in shaping the lives of the children enrolled here and the successes we have achieved as a learning community.

Career progression

We are committed to your professional development. As a member of staff at Saint Cecilia’s, you will have access to regular learning initiatives and CPD opportunities which will help you grow and develop your skills throughout your time with us. We aim to constantly provide opportunities for staff to collaborate and share their expertise with others both in and outside of departments.

Saint Cecilia’s has been awarded the Quality Mark Gold Award for Professional Learning from UCL/IOE which demonstrates our commitment to realising the potential and excellence of individuals who work for us.

We are also a key partner of the Wandle Teaching School Alliance and a Secondary Beacon School for the London South West Maths Hub.



Newly Qualified Teachers are supported by a programme run by Curriculum Team Leaders, Leadership Team and other members of staff in school.

We work collaboratively with partner primary, secondary and special schools to innovate and develop good practice.



The school aims and ethos

At Saint Cecilia's we believe that pupils should enjoy and learn from their everyday experiences, both in and out of school, valuing their school days as part of a process of lifelong learning. Fulfilment grows from a sense of personal achievement and pupils are given the opportunity to participate in a wide range of educational and recreational activities, including decision-making.

Teaching is organised to enable pupils to work individually as well as in groups, cooperatively and competitively. Assessment of pupils' work accentuates positive achievement and provides direction for future improvement.

As a Christian school, we are proud to declare that we exist to '*Glorify God through outstanding, enjoyable education*'. We have collective worship at the end of every day and throughout the year we have parent and staff prayer meetings in school. Key dates of the Christian calendar are celebrated by our Communion in the Community events. Pupils, students and staff visit local churches to learn more about them and to experience a Communion Service.

The school seeks to:

- develop the whole child
- promote the highest standards of academic achievement, motivation and self-discipline in all pupils
- ensure high quality teaching and learning in all subjects and at all key stages
- encourage each individual child to develop her or his talents to the full.
- ensure that everyone is treated equally and with respect
- develop an awareness and appreciation of spiritual, moral, social and cultural values and attitudes in pupils
- help pupils develop creative, lively and critically enquiring minds and the ability to question and discuss rationally
- promote an awareness of our place in, dependency on, and respect for the world environment
- promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.



GCSE and A Level Results 2019

A Level:	GCSE:
A*-A 26%	9-4 English: 83%
A*-B 56%	9-4 Maths: 78%
A*-C 83%	Progress 8 + 0.31

Main school curriculum

Key Stage 3 (Years 7 - 9)

Pupils have lessons in all National Curriculum subjects: Music, English, Mathematics, Science Physical Education, History, Drama, Geography, Religious Studies, Art and Design and PSHE. One Modern Foreign Language (French or Spanish) is taught in Years 7, 8 and 9. Homework is set regularly in each subject and parents can monitor their child's private study via the 'Show My Homework' website. At the end of Year 9, pupils select their GCSE choices.

Key Stage 4 (Years 10 - 11)

Pupils are encouraged to study a range of subjects within a broad and balanced curriculum at Key Stage 4. All pupils will follow a compulsory core of subjects: English, Mathematics, Science (Double/Triple), Religious Studies, Physical Education (non-examined) and PSHE (non-examined). Pupils choose from an exciting range of optional GCSE/BTEC subjects, including: Art and Design, Business Studies, Computer Science, Drama, French, Geography, History, Music, Physical Education, Spanish and Textiles.

Provision for High Attaining pupils

National expectations for the high attainers are that they achieve at least Grades 6-9 (B grade equivalent) in all subjects at GCSE. However, at Saint Cecilia's it is expected that these pupils achieve at least 7-9 Grades (A*/A equivalent) in all subjects. Those who are identified as High Attaining pupils (based on KS2 test results) are given further challenge in lessons, through differentiated work, higher order questioning or more independent tasks. All pupils in school are also provided with challenging and thought-provoking lessons and activities to give them the opportunity to develop their academic strengths.

All pupils in school are provided with challenging and thought-provoking lessons and activities.

Pupils who display a particular strength within a subject area are also identified by departments as being more able. Pupils may be added or removed from these lists throughout the year. Teachers provide for

these pupils through further challenge in lessons and may provide additional experiences outside of lessons, with visits and trips to places of interest to help pupils develop their passion and academic strengths in the subject.



Provision for pupils with Special Educational Needs

We offer a range of provisions to support children with communication and interaction, cognition and learning difficulties, social or health problems or sensory or physical needs. Pupils are screened at the beginning of Year 7 and staff have access to measures of attainment such as their Key Stage 2 National Curriculum Test scores. This information is used to determine whether a child has special educational needs and the support that is needed, whether this is in class or through additional support outside the classroom.

Progress continues to be monitored and tracked during their time at Saint Cecilia's. The 'Bethany Centre' in school also provides pupils with one-to-one support and strategies to resolve any learning barriers.

Extra-curricular clubs, trips, sports and houses

Every term, pupils are offered a wide range of diverse extra-curricular clubs. Attendance to at least two extra-curricular clubs per week is compulsory and all pupils are encouraged to find something of interest. Clubs on offer to pupils includes Netball, Football (girls and boys), Science, Revision and various music clubs. Regular educational trips take place in the UK and abroad and include trips to West End theatres and London museums, Spain, Austria, Italy, USA and France. Pupils are also encouraged to take the Duke of Edinburgh's Award and the school has many links with top universities to provide pupils with a first-hand experience of higher education. The Music department organises a yearly music tour abroad - in July 2018 the pupils spent five days in Malta.

The school has strong rugby, netball, athletics and football teams which successfully take part in weekly local and regional competitions. Our annual Sports Day takes place at Wimbledon Athletics track. Our Sixth Form boys can benefit from joining the Saint Cecilia's Rugby Academy with our partners, Premiership Rugby Club, London Irish. Students can study with us whilst playing and training with professional London Irish coaches.

'Major trips in the UK and beyond are life changing for many students. The spiritual, moral, social and cultural development of students is impressive and compelling.'
SIAMS Report, 2016

Our netball teams have won Wandsworth Borough competitions for a number of years and have three teams or more in each age group. Every year, our athletics teams successfully represent the Wandsworth borough at the prestigious London Games. In May 2018 they secured 11 gold medals at the Wandsworth Inter-Schools athletics tournament. We also have strong links with the Wimbledon Tennis Championships and a number of pupils are selected as ball boys or girls.

The House system embodies the school's ethos and values. The six Houses (Schubert, Archimedes, Ives, Newton, Turing and Carter) support different charities and regularly take part in sporting, volunteering and other events, including an annual charity run in Wimbledon Park.



The School Day

The school day starts at 8.50am. Pupils/students have a short break of 20 minutes and a 40-minute lunch break every day. Lessons are divided into five periods of one hour. The school day ends with an assembly or mentor meeting. Pupils are expected to attend at least two extra-curricular, enrichment or revision clubs per week. In order to gain maximum curriculum flexibility, the school adopts a two-week timetable. The two weeks within the ten-day cycle are called Week A and Week B.

Monday to Friday			
Years 7, 8 and 12		Years 9, 10, 11 and 13	
8.50 – 9.50	Period 1	8.50 – 9.50	Period 1
9.50 – 10.10	Break (20 min)	9.50 – 10.50	Period 2
10.10 – 11.10	Period 2	10.50 – 11.10	Break (20 min)
11.10 – 12.10	Period 3	11.10 – 12.10	Period 3
12.10 – 12.50	Lunch (40 min)	12.10 – 13.10	Period 4
12.50 – 13.50	Period 4	13.10 – 13.50	Lunch (40 min)
13.50 – 14.50	Period 5	13.50 – 14.50	Period 5
14.50 – 15.10	Assembly/Mentor	14.50 – 15.10	Assembly/Mentor
15.10 onwards	Extra-curricular	15.10 onwards	Extra-curricular

Our specialisms

As a specialist Music and Mathematics school, provision for talented musicians and mathematics is outstanding. Every year, both departments consistently achieve excellent examination results at GCSE and A Level. Saint Cecilia's is also a Secondary Beacon School for the London South West Maths Hub and regularly showcase the Maths Mastery Style of teaching. This involves regular Maths Open Days in which staff from other schools come and observe best practice in this field.

The School's unique combination of Music and Mathematics specialism with a caring Christian community gives pupils the best opportunities to succeed both academically and socially, supporting all areas of the curriculum.

Communication with parents/carers

At Saint Cecilia's we assign particular importance to contact with parents/carers. School reports are sent via post to parents/carers three times a year. Parents' evenings take place once a year for each year group. Mentors are the first point of contact for parents/carers and they are welcome to meet/email them with any queries.



Private Study (homework)

Teachers set private study for pupils on a regular basis. Saint Cecilia's uses 'Show My Homework' for private study, a simple 24/7 online homework calendar showing homework information, deadlines and resources for pupils.

Parents/carers can review deadlines and monitor homework.

Monday 16th May	Tuesday 17th May	Wednesday 18th May	Thursday 19th May	Friday 20th May	Saturday 21st May	Sunday 22nd May
10th English Mrs. D. Galt	10th Maths Mrs. D. Galt	10th Science Mrs. D. Galt	10th English Mrs. D. Galt	10th English Mrs. A. Cook		
11th English Mrs. D. Galt	11th Maths Mrs. D. Galt	11th Science Mrs. D. Galt	11th English Mrs. D. Galt	11th English Mrs. A. Cook		
12th English Mrs. D. Galt	12th Maths Mrs. D. Galt	12th Science Mrs. D. Galt	12th English Mrs. D. Galt	12th English Mrs. A. Cook		
13th English Mrs. D. Galt	13th Maths Mrs. D. Galt	13th Science Mrs. D. Galt	13th English Mrs. D. Galt	13th English Mrs. A. Cook		
14th English Mrs. D. Galt	14th Maths Mrs. D. Galt	14th Science Mrs. D. Galt	14th English Mrs. D. Galt	14th English Mrs. A. Cook		
15th English Mrs. D. Galt	15th Maths Mrs. D. Galt	15th Science Mrs. D. Galt	15th English Mrs. D. Galt	15th English Mrs. A. Cook		
16th English Mrs. D. Galt	16th Maths Mrs. D. Galt	16th Science Mrs. D. Galt	16th English Mrs. D. Galt	16th English Mrs. A. Cook		
17th English Mrs. D. Galt	17th Maths Mrs. D. Galt	17th Science Mrs. D. Galt	17th English Mrs. D. Galt	17th English Mrs. A. Cook		
18th English Mrs. D. Galt	18th Maths Mrs. D. Galt	18th Science Mrs. D. Galt	18th English Mrs. D. Galt	18th English Mrs. A. Cook		
19th English Mrs. D. Galt	19th Maths Mrs. D. Galt	19th Science Mrs. D. Galt	19th English Mrs. D. Galt	19th English Mrs. A. Cook		
20th English Mrs. D. Galt	20th Maths Mrs. D. Galt	20th Science Mrs. D. Galt	20th English Mrs. D. Galt	20th English Mrs. A. Cook		
21st English Mrs. D. Galt	21st Maths Mrs. D. Galt	21st Science Mrs. D. Galt	21st English Mrs. D. Galt	21st English Mrs. A. Cook		
22nd English Mrs. D. Galt	22nd Maths Mrs. D. Galt	22nd Science Mrs. D. Galt	22nd English Mrs. D. Galt	22nd English Mrs. A. Cook		

Behaviour and Pastoral Care

At Saint Cecilia's, we seek to maintain a clear set of appropriate and robust boundaries and encourage all pupils to behave in an appropriate way, according to biblical values, in order to facilitate learning and help pupils develop spiritually, morally, socially and culturally.

To facilitate effective learning and ensure high achievement we seek to:

- Establish clear boundaries, ensuring good order within a safe and secure environment.
- Develop good relationships that promote respect, worth and belonging.
- Provide constructive feedback to pupils and students in relation to learning and conduct and provide a 'way back' if things go wrong.

We have a central conduct system which allows teachers and support staff to record positive and negative behaviours in school.

'Strong links with external partners and pastoral care mean that the school is highly responsive to meeting the needs of all students within its care.'
OFSTED 2018

The strong pastoral system at Saint Cecilia's ensures that pupils have as few barriers to learning as possible. Mentors play a crucial role in all pupils' social and academic development.

Mentors develop a close and trusting relationship with pupils and their parents, acting as the first point of contact where possible. Mentor groups meet regularly and take part in assemblies and trips.

Bullying is completely against our Christian ethos and will not be tolerated at Saint Cecilia's.

- Pupils are encouraged to identify and report any concerns to a member of staff. There is an anti-bullying box in the Chapel which is emptied daily.
- Incidents are investigated and, where appropriate, acted upon. Records are kept up to date to help identify those involved.

Our 'Bethany Centre' accommodates all aspects of support and inclusion ensuring we meet the needs of all pupils including those with Special Education Needs, those who speak English as an additional language and those with personal struggles such as bereavement. We also have a school Chapel which is open at all times and our school Chaplain organises regular opportunities for prayer.



Information Management

Saint Cecilia's uses the Schools Information Management System (SIMS) to record all activity relating to pupils and students. Staff keep records updated with information regarding attendance, behaviour, sanctions, medical details and contact information. We use SIMS In-Touch to communicate with parents, who are asked to download the SIMS Parent App to receive messages and access timetable information. We also use SIMS to keep staff records.

Accelerated Reader

Every child in Year 7 is registered onto the 'Accelerated Reader' system. This computer package allows us to track pupil reading ages and help them to improve their literacy skills. Studies show that regular readers progress more quickly in every subject at school, so we encourage pupils to read for pleasure and to read regularly.

Children in Year 7 are given a username and password and shown how to access 'Accelerated Reader' on the school computers so that they can check that they are reading at the right level, choose books that will help to stretch their reading ability and complete quizzes on the books that they have read. Every time they complete a book quiz, the system records how many words were in the book and keeps a tally of the number of words that they have read in total. Once a child has read one million words, they receive a prize and house points, plus a special 'Word Millionaire' badge to wear on their blazer.

Our Library

The library at Saint Cecilia's is a busy and essential resource accommodating almost 20,000 visits per academic year. We have an excellent range of fiction books, from the classics to the latest best-selling novels and graphic novels. The non-fiction collection covers curriculum subjects and topics of general interest and is regularly updated. The library regularly organises events for pupils, including World Book Day, National Poetry Day, book clubs, Whole School Read initiatives, author visits and book illustrator club.

All children are automatically members of the library, and Year 7 attend an induction session in September where they learn what we offer and what we expect. This includes using their school photo card to borrow books and searching the catalogue for resources or seeing when their books are due for return. Highly-trained staff offer support to pupils, from helping to research topics, to suggesting books based on previous reading material.

Throughout the year, diverse activities take place to help foster enjoyment of reading: book clubs, creative writing, support, sponsored reading for charity and author talks. Visits with mentor groups and English classes at Key Stage 3 ensure children engage with books in pleasant surroundings. We provide a space for children to practise social responsibility and inter-personal skills; older Key Stage 3 pupils become Pupil Librarians.

The Library has a new software, AccessIt, which allows children to look for books, renew items and more. Children need to log in using their school sign-on information to do things like renew their books or write reviews.



Leavers' Destinations

Our former students now study at some of the most prestigious universities:

Oxford University *Law*
Oxford University *English Literature*
Cambridge University *Engineering (4 years)*
Cambridge University *Education with English and Drama*
Cambridge University *Land Economy*
Cambridge University *Mathematics*
University of Bath *MEng (Hons) Robotics Engineering*
University of Bath *Mathematics*
University of Bath *Chemical Engineering*
University of Birmingham *Electrical Engineering*
University of Bristol *Biochemistry*
University of Bristol *Civil Engineering*
University of Bristol *History*
University of Bristol *Mathematics*
Cardiff University *Medicine*
Cardiff University *History*
University College London *Law*
Durham University *Natural Sciences*
Exeter University *History*
University of Glasgow *English Literature*
Imperial College London *Medicine*
King's College London *Global Health and Social Medicine*
King's College London *History*
King's College London *Biomedical Science*

University of Liverpool *Physics*
University of Liverpool *Architecture*
London School of Economics
Anthropology and Law
The University of Manchester *Mechanical Engineering*
The University of Manchester *Chemistry*
University of Nottingham *Physiotherapy*
Queen Mary University of London
Computer Science with Management (ITMB)
Queen Mary University of London
Mathematics with Statistics
Queen Mary University of London
Aerospace Engineering with Industrial Experience
Queen Mary University of London
Dentistry
St George's, University of London
Medicine
University of Sheffield *Medicine*
University of Sussex *Chemistry*
Warwick University *Biomedical Science*
Warwick University *Mathematics*
Warwick University *Computer Science*
University of York *Film and Television Production*
Royal Academy of Music *Music*



Why work with Saint Cecilia's?

- A vibrant and friendly staff, with a diverse mix of teachers and support staff
- Bright and able students who are motivated and eager to learn
- Cycle to Work scheme
- Competitive pension scheme
- Childcare vouchers
- Laptops provided for all staff if required
- Free on-site parking
- Free tea and coffee
- Lunch facilities
- Dedicated staff workroom for planning, preparation and assessment.
- In-classroom support staff and Pupil Support Services team
- A modern campus close to Wimbledon and Putney with excellent public transport links. We are a three-minute walk from Southfields tube station on the District line and close to the A3.
- Attractive local village with shops, cafes and restaurants

