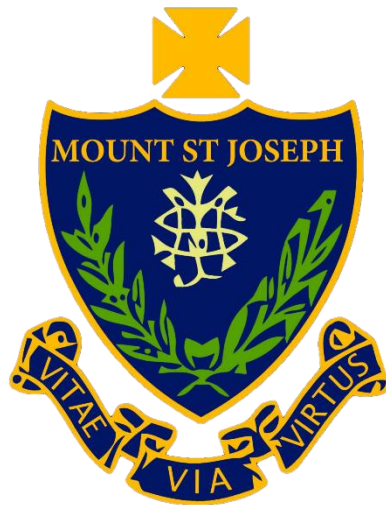


Mount St Joseph

Candidate Information Pack



Assistant Head of Computing and Technology

Welcome to Mount St Joseph

A community of Learners, Believers & Friends

Dear Applicant

Thank you for your interest in the position of Assistant Head of CAT at Mount St Joseph. This permanent position has a salary range within the main pay scale + TLR 2B.

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

A Devany
Headteacher



Mount St Joseph: A Community of Learners, Believers & Friends

About the School

Mount St. Joseph's 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.

About the Role

This is a high profile role within the school for an outstanding and enthusiastic classroom practitioner. The successful candidate will have a proven teaching track record. This is a superb opportunity for an ambitious teacher to develop their leadership skills and continue to drive forward the success of the school as a place of transformational learning.

Job Purpose

To 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 and to support a designated curriculum area as appropriate.

Key facts and Statistics

Type of School	Voluntary Aided
Age Range	11-16
Location	Bolton
Number of Pupils	892
Date school established	Early 1900's

Best 8 Value added score (14/15)	1014
Attendance	95%
Pupil Premium	398 Pupils (42%)
Pupils with EAL	280 Pupils (37%)
GCSE results – 5+ A* - C (Including English and mathematics) (14/15)	69%

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.

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 Head teacher. This job description works within the parameters of the terms and conditions of your contract.

Bolton Council has a statutory duty under the civil Contingencies Act to respond in the event of an emergency. If Bolton Council's Emergency Management Plan is activated, you could be required to assist, or assist others, in the continued maintenance or delivery of key Council services and of support to the community. This could require working outside of routine hours and could entail working from places other than your normal place of work. (Personal circumstances will be taken into account)

PRINCIPLE RESPONSIBILITIES

To 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 and to support a designated curriculum area as appropriate.

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 emotional, social, academic and moral 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 that are in line with an agreed programme of study at KS 3 and 4.
- To mark pupils' work on a regular basis and record this in a mark book 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 relevant 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 schools 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 the 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
- To contribute to the future development of the department, its resources and its teaching materials.
- To attend parents evening and other specific events.

Mount St Joseph: A Community of Learners, Believers & Friends

- 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.

SPECIFIC RESPONSIBILITIES

- To be responsible for a key stage. This will include:
- Working with the Head of Department in writing schemes of work.
- Assessment and tracking of student progression.
- The development, implementation and review of intervention strategies.
- Ensuring that there are appropriate resources for the key stage.
- To deputise for the Head of Department in their absence.
- To attend relevant meetings.
- To help with the development and writing of the Departmental Development Plan.
- To assist the Head of Department in departmental self-evaluation and the writing of the departmental SEF.
- The monitoring of student reports.
- To help in the setting of cover for absent colleagues

Person Specification

Title of Post: Assistant Head of CAT

Salary Scale: 2B

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

Essential	Desirable	Method of Assessment
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QUALIFICATIONS, TRAINING, EXPERIENCE

<ul style="list-style-type: none"> A relevant degree and teaching qualification To have undertaken additional INSET training in relation to professional development A willingness to identify with the ethos and values of the school and be fully involved in its activities. To have proven track record for improving standards of achievement 	<ul style="list-style-type: none"> Experience of successfully managing change Experience of successfully managing people Contribution to whole school improvement 	<ul style="list-style-type: none"> Qualification Certificates Application form/letter Application form/letter Application form/letter Application form and interview Application form and interview
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KNOWLEDGE AND ABILITIES

<ul style="list-style-type: none"> Understanding of the process for school improvement To be a good classroom practitioner To understand the issues that may affect students achieving their full potential Evidence of seeing new initiatives through to completion and evaluation of their impact. To have experience in identifying underachievement and planning appropriate intervention. To have contributed to the identification, planning and implementation of curriculum enrichment activities. An understanding of current educational initiatives and their impact on the school. To have an understanding of self evaluation and its role within school improvement. To have the experience of using a range of tools and evidence, including data, to evaluate the effectiveness of learning and teaching and challenging underperformance. To have an understanding of and experience of the principles and practices in relation to teaching and learning, people, policy and planning, resources and finance. The ability to promote the spiritual, moral and cultural development of pupils. Excellent communication skills. 	<ul style="list-style-type: none"> To be an outstanding teacher 	<ul style="list-style-type: none"> Application form and interview Application form and interview Application form and interview Application form and interview Application form and interview Application form and interview Application form and interview Application form and interview Application form and interview Application form and interview Application form and interview
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PERSONAL QUALITIES

<ul style="list-style-type: none"> • A total commitment to pupils' academic, personal, social and emotional wellbeing • Open to new ideas and initiatives • Ability to lead and work as part of a team • Ability to relate well with colleagues and pupils and to work with and support colleagues • To have integrity, passion, energy, presence, resilience and patience • Appropriate professional dress and appearance. 	<ul style="list-style-type: none"> • Sense of humour 	<ul style="list-style-type: none"> • Application form and interview • Application form and interview • Application form and interview • Application form and interview • Application form and interview • Application form and interview
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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 Barring Service check.

Departmental Information

The Computing and Technology team at Mount St Joseph is strongly committed to ensuring that all students develop their ability to achieve their full potential across all aspects of the curriculum. We are a strong team and are passionate about continuing to demonstrate outstanding pedagogy. We believe that students deserve high quality, carefully planned lessons that build on prior knowledge and skills. We get to know our classes well, and offer resources that will help them to continue to improve within this very practical subject area. We offer carefully crafted feedback to allow students to understand what they need to do to continue to improve.

The Computing and Technology faculty consists of seven staff. We work together to plan and share resources and ideas. Each classroom has an interactive whiteboard or electronic screen.

We are looking for an enthusiastic teacher who will be flexible to working in all areas of the faculty. This person will be passionate about their subject area and about improving the opportunities for young people at our school.

Mount St Joseph provides high quality CPD for all staff. Personal development is a key feature of our success and we are looking for someone who is open to the strategies that we are trying to embed with assessment for learning and working without levels.

Application Details

Thank you for taking the time to view the details for the Assistant Head of Computing and Technology position.

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

To apply for the post please use the application form attached with the advert. Please note: all three parts of the form must be completed to allow your application to be accepted.

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