

**St Joseph's Catholic High School**  
*"Living, loving, and learning – through Christ"*



# **Head of Science**

**(reporting to the Director of Science)**

## **Leadership Scale 3-5**



[www.sjchs.uk](http://www.sjchs.uk)

**Harrington Road, Workington CA14 3EE**  
**01900 873290**



## Message from our Headteacher

Dear Colleague,

Thank you for expressing an interest in the advertised post. I hope you find the details in our application pack informative. Science is led by our Director of Science and this post has been created to add additional management capacity to the team.

As we are a Catholic school, we have a Mission Statement based on our Catholic Faith. We endeavour to fulfil our Mission Statement through our lessons, through our celebrations, our worship and in all our day to day activities. This post holder, like all roles in school, will be expected to uphold and contribute to the Catholic Ethos by ensuring the Mission Statement is lived through the Science Department.

St Joseph's is a school judged to be Good by Ofsted. I have been Headteacher in my third year. We are a happy school with students who are well-mannered and welcoming. Our systems for behaviour and student support ensure that this remains the case and we work very hard to maintain our standards of behaviour for learning, dress and attendance.

We have several challenges ahead. We are working hard to raise our progress further and to build an exciting and challenging curriculum. Our Progress 8 increased in 2017 and 2018 which is a great improvement from two years ago when we were -0.5. However, the performance of our Pupil Premium cohort, our boys and our high ability students remain below where we want them to be. In Science, the predicted scores for 2019 are above national at 4+ and 5+ and 7+ is improving. The department is well led, and our Quality Assurance programme tells us that teaching is strong in Science, staff have very good relationships and the department is well resourced with two full time equivalent technicians. This new structure would enable the postholder to grow into the role under the line management of the Director of Science.

We are interested in discussing this role with colleagues from the primary sector who have a Science background. We know that raising standards in KS3 is crucial to fulfilling our ambitions for our students.

If you feel that you would like to join St Joseph's, then I would very much welcome your application. I would also welcome any visits to school or telephone calls, if you wish to discuss the post before applying. We would be happy to discuss current Science current data and predictions with you so that you can form a good view of the department.

Yours sincerely,

Jacky Kennedy  
Headteacher

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## Head of Science L3-5

The Governors of St Joseph's Catholic High School are seeking to appoint a Head of Science to work with our Director of Science from September 2019.

Our Director of Science is a member of our Extended Leadership Team and this post holder will also be a member of the ELT.

St Joseph's was given a Good in Ofsted 2016 and has improved further since that inspection.

We will consider primary trained colleagues with a Science background for this post.

The successful candidate will:

- be committed to fulfil our Mission Statement
- have enthusiasm, warmth and drive to improve Science further
- will foster a culture of high expectations and success

St Joseph's offers staff

- the chance to work in an ambitious Catholic school with an exciting future
- the opportunity to work with supportive and caring staff and well-mannered students
- opportunities for career development

The closing date for applications is 5pm on Monday 20<sup>th</sup> May 2019 with interviews taking place on Wednesday 22<sup>nd</sup> May.

If you believe that you have the skills to help our school achieve more success, please complete the TES online application form.

**Number on roll: 697**

**Ages 11-16**

*The school is committed to Safeguarding to safer recruitment procedures. Applicants are subject to an enhanced DBS.*

## Our Mission Statement

Living, Loving,  
Learning through Christ



St Joseph's  
Catholic High School

With St Joseph as our patron:

We are a loving family, following the Way of Jesus.

We live each day in prayer and joyful celebration together.

We realise that learning is key to the rest of our lives.

We listen and work hard towards, college, sixth form, university and work.

— ^ — Jesus said, — ^ —  
“I am the way, the truth and the life.”

John 14:6

[www.sjchs.uk](http://www.sjchs.uk)

# Our Distinctive Features



## JOYFUL CELEBRATION

We celebrate our Faith together as a school in assemblies, at Mass and in tutor time.



## THE WAY

The Catholic Life of our school follows a 5 year journey called The Way.



## WE ARE A FAMILY

St Joseph's is a school where everyone counts. We care and look after each other. We are known for our friendly and supportive atmosphere.



## CHARITABLE GIVING

We regularly support the poor and vulnerable. Each year group supports a charity with many events planned for each term.



## ENJOYMENT

We plan a wide range of competitions, activities, trips and visits to complement and enrich our curriculum.



## PARENTS AS PARTNERS

We establish relationships with parents quickly and communicate regularly via media and our Class Charts systems.



## WE TAKE PRIDE IN OUR WORK

Our books demonstrate progress. Our marking and feedback challenge students to raise their grades further.



## COMMUNICATION

Our Parents have daily access to behaviour and achievement data as well as regular updates via reports, texts and media.



## HIGH EXPECTATIONS NO EXCUSES

Our 'no excuses' approach instils strong learning habits in every year group.



## EVERY CHILD IS UNIQUE

We know every students' needs and work hard with parents to ensure all students are successful.



## REWARDS

Our culture of success celebrates students' achievements and talents regularly in lessons, assemblies and in our annual Prize Giving.



## CAREERS AND GOALS

Our well structured careers programme is supported by local employers, sixth form and university colleagues to ensure students' next steps are identified and planned.

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## Head of Science Person Specification

<b>Vision and Ethos</b>	<b>Essential</b>	<b>Desirable</b>
A commitment to the Mission Statement	✓	
Practising Catholic		✓

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Qualified to degree level or above	✓	
Possesses QTS status or equivalent	✓	

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of leading an element of a subject	✓	
Experience of line managing at least one member of staff		✓
Experience of continually improving teaching to increase progress and achievement	✓	
Effective use of self-evaluation and data analysis to facilitate improvement	✓	
Evidence of continually improving the teaching and learning of an aspect of the subject	✓	
Evidence of the ability to plan the curriculum and develop appropriate schemes of learning which match students' needs	✓	

<b>Leadership</b>	<b>Essential</b>	<b>Desirable</b>
An ability to lead by example	✓	
Effective team worker and leader	✓	
Ability to establish a 'learning culture'	✓	
Understands the need to build team work	✓	
Motivation to continually improve standards and inspire excellence	✓	
Ability to communicate well with a range of audiences	✓	
Develops plans with appropriate objectives	✓	
Commitment to safeguarding and welfare of students	✓	

**Teaching and Learning**

	<b>Essential</b>	<b>Desirable</b>
Consistently demonstrates outstanding practice	✓	
Understands the difference between good and outstanding teaching	✓	
Has an excellent understanding of effective formative assessment strategies	✓	
Ability to reflect on own and others lessons and continually improve practice	✓	
Understands and interprets complex student data to drive lesson planning achievement and progress	✓	
Delivers effective and systematic behaviour management with clear boundaries sanctions praise and rewards	✓	
Able to produce resources and documents which are audience appropriate and well written	✓	
Able to communicate ideas about teaching and learning to ensure consistent highly effective practice by all staff	✓	

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## Head of Science

### Job Description

**Reports to** Director of Science

**Salary Scale** L3-5.

The key areas of subject responsibility are:

- To fully support the school's Catholic ethos.
- Provide strong leadership and strategic direction that leads to excellence under the direction of the Head of Science.
- Ensure the department delivers highly effective teaching and Learning that leads to above national outcomes.
- Develop an innovative and exciting curriculum.
- Ensure that resources are used effectively and efficiently, and planning is in place.
- Become an active member of our Extended Leadership Team.

#### **Impact on educational progress**

- Be responsible for leading improvement in agreed areas within the Department.
- Work with the Director of Science to ensure that the subject area matches /exceeds agreed targets for attainment and progress.
- Analyse and evaluate student outcomes and take action as required to ensure all individuals and groups of students make excellent progress.
- Monitor students' behaviour, taking action as appropriate and ensuring teachers adhere to procedures of the school's behaviour policy.

#### **Lead, develop and enhance the teaching practice of others**

- Create and maintain a team and school ethos.
- Contribute to the development of teaching and learning and keep abreast of subject developments, engage with school wide and national wide developments.
- Bring enthusiasm to the role and have determination to see things through.
- Ensure the effectiveness of Performance Management for selected colleagues.
- Assist in developing a curriculum which is exciting and appropriate and facilitates excellent outcomes for all students and conduct an annual review of the curriculum.
- Use meetings to share good practice, moderate, disseminate training and information.
- Develop and sustain high quality CPD for all staff.
- Provide regular opportunities for less experienced teachers to observe outstanding teaching.
- Develop teaching strategies to engage all students and maximise their potential.
- Lead, coach and support colleagues (including NQTs, ITTs etc.)
- Ensure that routine assessment practice in is rigorous and produces responsive teaching, matched to pupils needs.
- Contribute to the school's self-evaluation processes.

*The above areas of responsibility may be amended or added to at the discretion of the Head Teacher, after consultation with the post-holder, and in light of the future developments in the school. This job description will be reviewed annually and is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties.*

*The above areas of responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment and Catholic Education Service Contract of Employment. Terms and conditions for staff employed on teaching contracts are detailed in the current School Teachers' Pay and Conditions document.*

## **Further Information**

### **Line Management**

- The line manager will be the Director of Science and will carry out the postholder's performance appraisal.
- Formal line management meetings will take place on a regular basis.

### **Safeguarding Children**

- The school is committed to the safeguarding of the children in its care. To this end all employees will need to undergo pre-employment checks including references, a check of any relevant qualifications, photo and address identification.
- All posts in a school are deemed to have a high degree of contact with children and therefore you must inform us if you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).
- An enhanced disclosure will be sought through the DBS (CRBE) as part of the pre-employment checking process.

### **Additional Information**

- All employees will need to confirm their right to work in this country, or seek sponsorship to work via the school, where appropriate.

### **Contracted Hours and Pay Scale**

- Please refer to the offer letter which will be provided at offer stage.