



Rye St Antony

O X F O R D



PSHEE Co-ordinator
Maternity Leave Cover
September 2021

Dear Candidate

Welcome to Rye! We are a flourishing school in the heart of Oxford, welcoming pupils from Nursery through to Sixth Form on one site. We are looking to appoint an enthusiastic and innovative teacher to take on the role of PSHEE Co-ordinator to cover a period of maternity leave into and through the academic year 2021-2022. The role is part-time (0.3).

We are looking for someone with confidence and creativity to continue developing our PSHEE programme to ensure that the needs of pupils are exceeded through our provision. They will work closely with our Deputy Head, Pastoral, and all members of our Pastoral Team to ensure that we continue to build on our excellent standard of provision.

We are renowned as a school for our strong pastoral care, and we pride ourselves on our nurturing approach to learning and the wellbeing of all pupils. Our approach centres on the individual child and their learning and wellbeing needs, so that every child is supported and challenged to be the very best version of themselves. This is not just in the classroom, but in the wider school community and through the strong enrichment programme that we offer. We believe that children should be empowered to be the best they can, and that positive wellbeing leads to excellent academic success. Simply put; be well, do well.

We have developed a forward-thinking and dynamic approach to teaching and learning called the Rye Way, which builds pupils' curiosity in learning and skill development. If you enjoy working closely with children, taking on projects, and seeing developments in teaching and learning with happy, engaged pupils, then this is the role for you.

If you have energy, love to focus on teaching and learning, and are passionate about the wellbeing of children, you will relish this role. We pride ourselves on small class sizes (under 20) so that strong relationships can be built with pupils and their parents.

I look forward to welcoming you in person to Rye and introducing you to our thriving school.

Best wishes

A handwritten signature in black ink, appearing to read 'Joanne Croft', written in a cursive style.

Miss Joanne Croft

Head

Aims of the School

At the heart of our aims is the individual pupil and the development of their own talents and interests throughout their school career. In our stimulating and nurturing environment, pupils are happy, reflective and curious learners, who develop an intellectual curiosity and knowledge as well as a love of learning. They discover their talents, build aspirations and fulfil their lifelong potential in the school and wider community, leading them into a responsible and rewarding life. Each of our pupils leaves Rye as a unique individual who is sure of themselves, confident in their ability, and as the young person *they* want to be.

We aim to:

- Deliver a stimulating and inspiring academic education which develops a love for learning and intellectual curiosity.
- Develop each pupil's talents and gifts through an aspirational education that promotes creativity, team work and builds life-long skills.
- Acknowledge and develop each pupil's talents so that they recognise their own sense of worth, their vocation, their aptitudes and talents, so that they become unique, confident, curious and valued individuals.
- Challenge pupils to be aspirational in their thinking and approach, and to push themselves to achieve their best, thus creating resilient and confident individuals.
- Provide a strong moral and spiritual framework based on the values of respect, kindness, integrity and justice.
- Recognise and foster an environment of love, hope and joy based on Gospel values in which individuals are cherished and genuine relationships are nurtured.
- Nurture and instil a sense of responsibility towards others in the wider community; locally nationally and internationally, through charity and service.



History of Rye

Rye St Antony School was founded in 1930 by Miss Elizabeth Rendall and Miss Ivy King who were inspired to start a lay-Catholic school after a visit to Rye in Sussex. Their foundations of a school which welcomes and inspires all has left a strong legacy that we continue to build on today. Situated on a 12-acre site at the top of Headington Hill in Oxford, our community benefits from the green space and room to play that our site provides.

As a day and boarding community there has always been a vibrancy around the school site and a family feel to life at the weekends.

In 2021 Rye is celebrating its 90th anniversary, and building a stronger and brighter vision for the future based on the original foundations of Miss King and Miss Rendall.

Catholic Christian Life

‘Who do you want to be? Who has God made you to be?’

Our mission is to empower every young person to be ambitious in their vocation, curious in their learning and discover their individual talents made in the image and likeness of God.

We believe that every child has God given talents that it is our role to nurture, discover and encourage so that they can be the very best version of themselves. We welcome pupils of all faiths and none and enjoy taking them on a discovery of the importance of core values such as respect, dignity and tolerance. These Christian values underpin the Catholic ethos of our school and make it a vibrant and strong community.

All pupils are involved with charity work whether by raising money for different organisations voted for by their Houses, or by acts of charity that the school leads. In the last three years we have raised over £20,000 for causes close to the community and have made a real difference to the lives of many.



Curriculum

We have developed a forward-thinking and dynamic approach to teaching and learning called the *Rye Way*, which builds pupils' curiosity in learning and skill development. We challenge our pupils in their learning, whether inside or outside the classroom, and enjoy seeing the excellent progress that they make. We have a broad and ambitious curriculum which challenges the most able and supports those who need it.

In the Sixth Form we offer a range of qualifications including A Levels, Extended Project Qualification, BTEC and Leiths Professional Food and Wine Qualification.

As a broadly-selective school, our community reflects the working world and successfully prepares our pupils for their futures. We offer stretch and challenge to the most able who go on to achieve straight As at A Level and move onto first-class universities in the UK and beyond. For other pupils who have English as an Additional Language, or who need additional support, we provide an adapted curriculum and support from our Learning Development Team.

Pastoral Care

We pride ourselves on knowing our pupils and their families so that we can work closely with them. We have a team of trained pastoral leads including Form Tutors, Chaplain, School Nurse and School Counsellor who offer additional support and care to ensure that every child is looked after throughout their school career. We believe that our renowned pastoral care is essential to enabling all pupils to achieve their best academic results.

We are committed to providing a safe and nurturing school environment and place importance on mental and physical wellbeing. We provide scope for pupils to develop their own sense of self, and have strong links with external bodies who offer additional support when needed. Throughout our school we believe that if we look after both physical and mental wellbeing, our pupils and staff will achieve more. Our idea is simply, Be Well, Do Well.

Enrichment

As a community, we believe in going above and beyond in order to give, and get the best for our pupils. We offer a wide range of activities in and after the school day, and all staff are expected to contribute to the enrichment programme by running two clubs a year.

There are many visits locally and internationally - our pupils have visited the volcanoes of Sicily, rainforests of Mexico, choirs and churches of Venice, and the rivers of the Ardèche in France. We are always looking for new ideas and would be excited to hear what you can offer.



The Post

PSHEE is embedded in our school life, going beyond expectations that it is a core element of the curriculum throughout the school. The PSHEE Co-ordinator takes an active lead in teaching and implementing the curriculum in Years 7-13 and oversees the development of the curriculum and teaching and learning from Reception Class through to Year 6.

The post is a part-time (0.3) maternity cover and can be combined with another area of work at Rye.

The PSHEE Co-ordinator is accountable to the Deputy Head Pastoral and works closely with the School Nurse and Form Tutors.

The role of the PSHEE Co-Ordinator includes:

- Taking overall responsibility for the development of the PSHEE curriculum, including arranging visiting speakers, workers for pupils and/or parents etc.
- Co-ordinating and developing resources, managing the sharing of these resources and supporting other members of the team to deliver first-rate lessons.
- Training new and existing staff in the effective delivery of PSHEE, including the teaching of sensitive issues.
- Liaising with the Deputy Head Pastoral over the quality and consistency of the Form Time programme and its links to the PSHEE curriculum.
- Liaising with the Person in Charge of Catholic Life (PICCL) to ensure that the Relationships and Sex Education Policy is compliant and that teaching of PSHEE meets the requirements of the Diocese of Birmingham.
- Ensuring compliance with ISI standards and regulations for the provision of PSHEE and SMSC areas.
- Working with the Deputy Head Pastoral and PICCL to ensure that the school's values are embedded in the PSHEE curriculum throughout the years.
- Organising meetings with teachers of PSHEE both in the Prep and Senior School to review and update the scheme of work and share good ideas and best practice for teaching.
- Managing a budget
- Providing guidance and advice to pupils on educational and social matters including information about sources of more expert advice on questions, making relevant records and reports and ensuring pupils' central files are updated with information as appropriate.
- Participating in meetings as required.

Policy/Strategic direction and development

- Review and update the three year PSHEE development plan, ensuring that the department meets its targets and is ambitious in its future planning
- Contribute to relevant school policies and strategic planning as required by the Head to ensure the school is compliant with ISI standards and regulations
- Taking the lead in ensuring that school policies and strategies are embedded in schemes of work and departmental plans.

Leadership and management of others

- Leading and managing colleagues who teach PSHEE, ensuring that they have clear expectations of their work and monitoring teaching to ensure first-rate performance standards are achieved and maintained.
- Empower colleagues to develop their leadership potential to ensure continuous improvement of skills and development of knowledge.
- Leading meetings with teachers of PSHEE to review provision, initiate new ideas and bring innovation to the PSHEE provision.

Teaching and learning

- Promoting excellent in teaching and learning, embedding The Rye Way in all lessons and ensuring that pupils develop their potential, are ambitious in their learning and are equipped for life beyond school.
- Exemplifying in own practice outstanding skills of teaching and learning which enable pupils to make excellent progress and ensure that good practice is shared with colleagues.
- Ensuring that schemes of work are used, reviewed and modified to enable the development of high standards of teaching and learning.
- Monitoring pupils' work and the classroom practice of those teaching PSHEE through regular work scrutiny to ensure high standards are maintained.
- Keeping up-to-date with developments in PSHEE and other related subject areas in education to ensure that best practice is adopted within the department.
- Contributing to the broader life of the school by supporting and leading curricular and extra-curricular events such as school productions and activity days.

Pastoral

All teaching staff undertake a pastoral role in the school whether as Form Tutor, Head of House, or Auxiliary Tutor. All teachers are responsible for:

- The use of the Development/Form Time including registration and administration
- Maintaining an up-to-date working knowledge of safeguarding practices and reporting all concerns through the appropriate channels in school and locally
- Attending assemblies with the form group and overseeing the organisation of the form assembly
- Participating in the school's assembly rota and delivering assemblies that uphold the school's Christian and Catholic values
- Co-ordinating information on the academic, extra-curricular and pastoral programme of pupils in their care and liaising with subject teachers, Heads of Department, the Chaplain, Activities Co-ordinator and Senior Leads as appropriate, keeping records and ensuring the central pupil files are always up-to-date
- Attending Tutor Meetings as appropriate with the Deputy Heads or Prep School Leads
- The condition of the form and or teaching room and appropriate displays in it.

Marketing and external links, including public occasions

All staff are expected to contribute to the positive promotion and marketing of the school in the local and wider community, where possible, by:

- Actively participating in educational outreach and promoting the key stage, phase or department within the school community to encourage pupils' interest in the subject area or school
- Promoting the whole school in a variety of different contexts, including attending marketing events where appropriate, and in interactions with parents and prospective parents and pupils

Whole School

All staff share responsibility for the good running of the school by:

- Setting an excellent example to all pupils and maintaining high professional standards at all times
- Maintaining and promoting the reputation of the school
- Understanding and demonstrating an active commitment to the safeguarding of pupils and staff through adherence to and development of policy and practice
- Providing cover for absent colleagues
- Participating actively in the rota of duties
- Maintaining high standards of pupil behaviour and discipline at all times
- Invigilating internal and public examinations as appropriate
- Setting, marking and invigilating Entrance Exams, meeting with prospective and current parents to promote the school and discuss the curriculum and approach to learning

Extra-Curricular Activities

All staff play an active role in extra-curricular activities and are responsible for:

- Leading two clubs a year
- The administration of the activity including co-ordination of dates with the Deputy Heads
- Ensuring that all safety requirements are met and proper procedures are followed in conjunction with the EVC co-ordinator and the Bursar
- Ensuring that all pupils are able to contribute to and benefit from the activity
- Encouraging the engagement of pupils in the Activities Programme and supporting the Activities Co-ordinator in the uptake of this.
- Attending Parents' Meetings, arranging individual meetings with parents as necessary, and putting records of individual meetings on the central pupil files

It should be noted that the above list of duties is not an exhaustive statement of the responsibilities of the post. It is intended to give an overall view of the position and should be taken as guidance only. The post holder may be required to undertake any other reasonable task requested by the Head for a teacher which falls within his or her capabilities and which are in accordance with the usual practice of a independent boarding and day school.

Person specification

Essential

- excellent academic credentials
- a highly successful teacher
- understanding of and support for the Christian and Catholic ethos of the school
- strong interpersonal skills
- diplomatic and patient
- well organised, efficient and able to manage competing priorities
- collaborative, reliable and resilient
- a willingness to contribute to the wider needs of the school community
- highly effective communication skills, in person and in writing
- integrity and discretion
- inspiring confidence in others

Pay and benefits

Salary will be on the Rye Scale, according to experience.

All teachers are invited to join the Teachers' Pension Scheme.

All teachers are offered membership of the Westfield Health health cash plan.

All salaried staff, full or part-time, are entitled to a fee remission, 50% for full-time staff and pro rata for part-time staff.

There is car parking on site, and the School is easily accessible by bus.

Subject to the ending of Covid-19 restrictions, at specified times, staff may use the school's Fitness Suite, and during Trinity Term staff may use the swimming pool at the advertised times. Lunch for all staff is provided in the school dining room during term time, and refreshments are provided in the Staff Room at morning break and teatime.

How to apply

Applications (application form, accompanying letter and full curriculum vitae with contact details for two referees) should be addressed to the Head, Miss Joanne Croft, and sent by email to the Human Resources Manager, Ms Ellen Phelips (ephelips@ryestantony.co.uk; 01865 229227).

For an application form, please contact Ellen Phelips (ephelips@ryestantony.co.uk) or visit the Staff Vacancies page on the school website. Applications will be accepted only from candidates who have completed the application form in full.

The closing date for applications is 12 noon on Thursday 25 February 2021 and interviews will be held on Friday 5 March 2021.

Safeguarding

The School is committed to safeguarding and promoting the welfare of children and young people, and all staff and volunteers are expected to share this commitment. All applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service.

The post is exempt from the Rehabilitation of Offenders Act 1974 (Amended), and therefore all relevant convictions, cautions and bind-overs, including those regarded as 'spent', must be declared. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. Candidates must not have been disqualified from working with children, and must not be named on the Children's Barred List or be subject to any sanctions imposed by a regulatory body. Details of any convictions, cautions or bind-overs subject to disclosure must be passed to the Head before interview in a sealed envelope marked 'confidential'. An overseas criminal record check may also be required.

February 2021

