Saint Augustine's

CATHOLIC HIGH SCHOOL & SIXTH FORM CENTRE

EXECUTIVE PRINCIPAL: A F QUINN BA (HONS) NPQH **HEAD OF SCHOOL**: G T O'CONNOR BSc (HONS) PGCE
Saint Augustine's Catholic High School, Stonepits Lane, Hunt End, Redditch, B97 5LX 01527 550400 www.st-augustines.worcs.sch.uk

Our Lady of Lourdes Catholic Multi-Academy Company

National Teaching School designated by National College for Teaching & Leadership

Ofsted Outstanding



JOB VACANCY

Teacher of Business/ICT
Part time 0.4—0.6 Variable Contract

Saint Augustine's is committed to the safeguarding and welfare of young people

PERSON SPECIFICATION

E = Essential

D = Desirable

QUALIFICATIONS	E	D
Qualified teacher status	•	
Degree in relevant subject	•	
TEACHING EXPERIENCE		
Ability to teach Business and ICT	•	
Ability to teach adobe package	•	
Ability to teach computer science		•
Relevant classroom experience for the post	•	
Ability to teach A level		•
Statutory requirements for teaching of the subject	•	
Excellent class management and teaching skills	•	
SKILLS, QUALITIES AND ABILITIES		
Support the Catholic Ethos of the School	•	
Ability to teach at a 'good' or 'outstanding' level	•	
Have high expectations of students learning and attainment	•	
Have high expectations of students in terms of behaviour	•	
Have the ability to motivate pupils	•	
Have a strong commitment to school improvement and raising achievement for all	•	
Have the ability to work effectively as a member of a team	•	
Have high quality organisational skills	•	
Have the ability to self-review effectively and set appropriate targets	•	
Have excellent communication and interpersonal skills	•	
Be an effective Form Tutor able to set high standards	•	
Have a strong commitment to Safeguarding and the welfare of children	•	

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JOB DESCRIPTION

Job Purpose:
To be a classroom teacher responsible for:

- To carry out the duties of a teacher as set out in the current Teachers' Standards Document
- Implementing and delivering an appropriately broad, balanced, relevant and differentiated curriculum for students in your designated curriculum area
- Monitoring and supporting the overall progress and development of students as a teacher/Form Tutor
- Facilitating and encouraging learning experiences which provide students with the opportunity to achieve their individual potential
- Contributing to raising standards of student attainment in your curriculum area
- Sharing and supporting in the school's mission to achieve personal and academic excellence for students
- Supporting the Catholic ethos of the school

SPECIFIC RESPONSIBLITIES:

1. Teaching:

- To maintain the Standards of the school in the designated area
- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- To provide, or contribute to oral and written assessments, reports and references relating to individual students and groups of students
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/ learning experience of students
- To undertake a designated programme of teaching
- To ensure a high quality learning experience for students which meets internal and external quality standards
- To prepare and update subject materials
- To use a variety of delivery methods which as part of a departmental team stimulate learning appropriate to student needs and the demands of the syllabus being taught
- To maintain good behaviour in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work, homework and dress
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures
- To mark, grade and give written/verbal and diagnostic feedback as required

2. Operational/Strategic Planning:

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in your designated Curriculum Area
- To contribute to the Curriculum Area and department's development plan and its implementation
- To plan and prepare courses and lessons
- to contribute to the whole school's planning activities

3. Curriculum Provision:

- To assist the Head of Department to ensure that the curriculum area you teach in provides a range of teaching which complements the school's strategic objectives

4. Curriculum Development:

- Within your department, to assist in the process of curriculum development and change so as to ensure continued relevance to the needs of students, examining and awarding bodies and the school's Mission and Strategic Objectives

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5. Staff Development:

- To continue personal development in your relevant subject areas including subject knowledge and teaching methods
- to engage actively in the Performance Management Review process
- To ensure the effective/efficient deployment of classroom support
- To work as a member of a designated team and to contribute positively to effective working relations within the school

6. Monitoring and Evaluation:

- To help to implement departmental and school improvement planning processes within your department
- To contribute to the process of monitoring and evaluation
- To review from time to time methods of teaching and programmes of work

7. Management Information:

- To maintain appropriate records and to provide relevant accurate and up-to-date information on students
- To complete the relevant documentation to assist in the tracking of students and to inform teaching and learning

8. Communications

- To communicate effectively with the parents of students as appropriate
- To communicate effectively with your Head of Department and Head of Year

9. Marketing and Liaison

- To take part in marketing and liaison activities such as Open Evenings, Parent Evenings and liaison events with MAC schools
- To contribute to the development of effective subject links with external agencies

10. Management of Resources

- To contribute to the process of the ordering and allocation of equipment and materials within your department
- To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources

TO BE A FORM TUTOR IF NEEDED AND AVAILABLE RESPONSIBLE FOR :

1. Supporting, guiding and promoting academic and personal excellence for a designated group of students

- Creating a positive form identity consistent with the school's Catholic mission
- Praying with the form and leading them in assembly preparation and participation
- Attending Whole School Masses and other liturgical celebrations with the form
- Promoting and reporting on students' personal, social, spiritual and academic progress
- Delivering if required Citizenship or General Studies
- Supporting the relevant Year Head
- Promoting high standards of attendance, punctuality, dress and behaviour
- Implementing the school's Code of Behaviour with students
- Taking an active role in addressing individual student issues and needs
- Accepting responsibility for creating a sense of community ensuring form members are happy and safe and able to learn in school

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2. Daily procedures with a designated group of students

- Completing the daily register for the tutor group
- Requiring students to account for absence and lates and liaising with the Year Head as appropriate
- Dealing with returns and requests for information about students in the tutor group
- Ensuring that students comply with school expectations on personal appearance and the School's Code of Conduct
- Informing students of relevant information and daily notices

Responsible to:
The Principal
The Head of Department

The above list of duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

This job description is current at the date shown, but following consultation with you, may be changed by the Head of School to reflect or anticipate changes in the job which are commensurate with the salary and job title.

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Information for Candidates

How to Apply
All candidates should complete the CES application form, including a personal statement outlining how they meet the requirements for the role.

CVs cannot be accepted.

Information about the school

Further information about the school can be found on the school website. www.st-augustines.worcs.sch.uk

Visits to the school
Potential applicants are welcome to visit the school, please contact Mr Tim Grogan on grogant@saintsa.co.uk or call 01527 550400 to arrange a visit.

Application deadline
Closing date for applications is Monday 20th May at 9.30 am

Applications
Completed applications should be emailed to HR@saintsa.co.uk or posted for the attention of HR at Saint Augustine's Catholic High School, Stonepits Lane, Redditch, B97 5LX

Interview candidates will need to provide evidence of;
Right to work in the UK
Photograph ID (current passport or driving licence)

Successful candidates will need to;
Complete an Enhanced DBS check and obtain satisfactory clearance
Provide confirmation of qualifications (photo copies of original documents)
Provide ID to confirm address

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