



JOHN F KENNEDY CATHOLIC SCHOOL

INSPIRE • ACHIEVE • SERVE



Teacher of Geography (maternity cover) Information for applicants



Diocese of Westminster

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Teacher of Geography (maternity cover)

Start date: September 2019

Salary: MPS/UPS plus London Fringe

Introduction

Thank you for your interest in this post at John F Kennedy Catholic School (JFK). The Governors and I wish to appoint a well-qualified and inspirational Geography Teacher for a maternity cover.

We are looking for a dynamic, ambitious and energetic teacher who can motivate and inspire students across all Key Stages, to join our well established Geography Department.

You will have a good track record of excellent classroom practice, be committed to high standards of learning and student progress, with the energy and vision to build on current progress and have ambitions for yourself and our school.

We welcome applications from candidates of all faiths and none, though support for our Catholic ethos is expected.

I hope that you find the following details useful and informative. They are intended to help you to decide whether or not JFK is the school in which you would be happy, be able to make a positive contribution and prepare yourself for the next stage of your career.

John F Kennedy Catholic School

JFK is a mixed 11-18 comprehensive school located in the suburban environment of Hemel Hempstead. It is a voluntary aided school with approximately 1100 students on roll. The school enjoys an excellent reputation and is always over-subscribed; for the 2018-19 intake of 180 places there were 602 applicants, with 203 putting JFK as first choice. The intake has, in recent years, been almost entirely Catholic - currently 93% of students. JFK serves the Catholic communities of Hemel Hempstead and a very wide surrounding area, including parts of Hertfordshire, Luton and Bedfordshire; in addition to seven main feeder primary schools, it regularly takes children from over twenty other schools. Unsurprisingly, its students come from a diverse socio-economic background, ranging from a very affluent commuter town to an area with high social deprivation. Overall, however, the school deprivation factor is just below the national average. Currently 14% of students are eligible for Free School Meals. The number of students from minority ethnic backgrounds has increased over the past ten years and is now above the national average. The prior attainment of students is significantly higher than the national average. Additionally the profile of current cohorts is generally skewed towards the 'middle' and 'high' prior attainment categories. The local parish church, St Mark's, is on the school site and the Parish Priest is a Foundation Governor.

For many years the school has enjoyed an excellent reputation, with successive pleasing Ofsted judgements. In March 2017 the school underwent its most recent inspection and was judged to be 'good'. This inspection was followed a term later by a Section 48 Inspection which judged the school to be 'good' in terms of classroom RE and the Catholic life of the school.

The school's Progress 8 score has been as follows:

2016: 0.1 2017: 0.09 2018: 0.26

Visitors to the school frequently comment on the ethos and atmosphere they sense as they come to the school for the first time. This friendliness and sense of community is part of something wider; it is rooted in the fact that we are a Catholic school. As such everything that we do is based on our Mission Statement, summarised by words: Inspire • Achieve • Serve. We are an inclusive school that values the uniqueness of each member of our community. In this way we uphold the Gospel values and ensure that everyone has the opportunity to fulfil their potential.

Outside the formal curriculum there are numerous opportunities for students to take part in a very wide range of activities. These include drama, sport, music, retreats, trips at home and abroad and the Duke of Edinburgh Award Scheme.

The Geography Department

The Geography Department is a well resourced, supportive and successful department consisting of 2 full-time and 1 part time members of staff. Geography is taught in 3 classrooms, all fitted with interactive whiteboards.

Geography is taught in mixed ability form groups throughout key stage 3 with students studying a range of traditional and contemporary topics. Geography is a popular option at GCSE and A Level, with students following the Edexcel syllabuses for both. Exam performance is strong and above the national average. Field work and excursions play an important role within geography at the school. Residential trips for exam groups and day trips for lower school groups are supplemented by international experience trips, organised by the geography department. Recent highlights include trips to Iceland and Italy.

The department is well equipped and resourced.

Next steps

I hope that having read this letter and the information about the school that you will choose to apply. To do so, you are asked to complete the application form in full but instead of a supporting statement please write a letter of application which relates your experience to the job description and person specification. In your letter you should also outline your personal educational philosophy, your vision and the contribution that you can make to John F Kennedy Catholic School.

Please post your application or submit it to Ms Eva Final by email to: efinal@jfk.herts.sch.uk

Closing date for applications: 9.00am, Monday 15th July 2019

Interviews are scheduled for w/c 15th July 2019

I am always happy to welcome visitors to the school and I would strongly encourage you to come and visit us to see the school for yourself. If you would like more information about the school please visit our website www.jfk.herts.sch.uk where you will find our online prospectus and other information. If you would like to know more about the post itself or to arrange a visit, please do not hesitate to contact my PA, Ms Eva Final (email: efinal@jfk.herts.sch.uk), who will be very happy to help you.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'P. Neves'. The signature is written in a cursive style with a large initial 'P'.

Mr Paul Neves
Headteacher

Person Specification – Teacher of Geography

Qualifications:

- A Honours graduate
- Qualified Teacher Status

Professional Experience:

- Ability to teach Geography to KS3 & KS4
- Ability to teach Geography to KS5 would be useful
- High expectations of students
- Effective communication skills
- High standards of classroom management
- Knowledge and use of ICT in teaching and learning
- Commitment to continuing professional development
- Knowledge of current curriculum developments
- Knowledge of safeguarding requirements

Personal Qualities:

- Commitment to support the Catholic ethos
- Commitment to team working
- Commitment to equal opportunities and the equal value of all members of the school community
- High personal standards – dress, conduct and presentation

Note:

We are committed to safeguarding and promoting the welfare of children and young people. An enhanced DBS check is required for this post.

Job Description – Subject Teacher

This job description reflects the policies and distinctive ethos of John F Kennedy Catholic School. It recognises the demands of current Pay and Conditions regulations and subsequent recommendations of the Schoolteachers' Pay Review Body.

The post holder is expected to carry out the duties of a teacher as set out in such regulations and to share in the corporate responsibility for the well-being and discipline of all students, in addition to the responsibilities given below.

Reporting to: Subject Leader

Responsible for: teaching and learning of assigned students

Liaising with: Subject Leader, Assistant Subject Leader and relevant staff with cross-curricular responsibilities, Pastoral Leaders, relevant support staff, staff across WDPfL, LEA/Diocesan staff as appropriate, parents and students

Purpose

With a clear understanding and focus on how students learn each teacher is expected:

- to give full support to the School's distinctive Catholic ethos and act as an appropriate role model
- to instil in students a positive attitude to learning
- to support students in their spiritual, moral, social, cultural and academic development
- to contribute to curriculum development in order to improve the quality of student learning and to raise standards of student attainment and achievement within the Department
- to be accountable for student progress for groups taught
- to be accountable for delivering a relevant and differentiated curriculum
- to promote and contribute to activities that enhance and extend the curriculum
- to support links with home, parish and the wider community
- to develop and enhance one's own pedagogy and practice
- to use available resources efficiently and effectively

Key Responsibilities

Teaching and Learning

- Understand the distinctive contribution that the subject makes to the whole curriculum and the fulfilment of the School's Mission Statement
- Carry out teaching duties in accordance with the Department's schemes of work and the defined National Curriculum
- Keep up-to-date with developments in pedagogy and practice
- Evaluate one's own teaching methods in the light of developments
- Contribute to the development of teaching and learning within the Department
- Support students in their spiritual, moral, social and cultural development
- Plan and prepare courses and contribute to the production and preparation of schemes of work
- Plan and deliver lessons and other learning activities in accordance with schemes of work
- Ensure that the content of teaching materials is in line with Catholic teaching
- Provide suitably differentiated materials in order to challenge all students

- Work closely with teaching assistants in delivering “personalised learning”, liaising with other colleagues to deliver units of work in a collaborative way where appropriate
- Set targets for student attainment levels (using prior data provided)
- Set work for students absent from lessons in accordance with School policy
- Set appropriate work for classes when absent, including work for sixth form students, and send this to the Subject Leader
- Cover classes for absent colleagues as required, teaching the students where practicable
- Contribute to the extra-curricular learning opportunities offered, including sessions to support revision and coursework
- Take part in the review, development and management of activities related to both the curriculum and pastoral functions of the School

Assessment, Recording and Reporting

- Maintain a “teacher planner” that includes lesson plans, student attendance, student data as appropriate, the recording of student attainment, and homework set
- Set, mark and return work, offering feedback for improvement and progress for each student on a regular basis and at least once every two teaching weeks
- Undertake regular formal and informal assessment of student progress, including the setting and marking of tests and internal examinations
- Monitor student attainment and achievement against targets and respond appropriately to findings
- Use assessment information to ensure that achievements are set in the context of the whole child
- Monitor, record and report on the personal and social needs of students as appropriate
- Liaise with the Pastoral Leader to ensure the well-being and sound progress of students
- Communicate with persons and bodies outside the School as appropriate
- Provide assessment reports when periodically required within the School’s assessment cycle and additional “round robin” reports when specifically requested
- Prepare subject reports in accordance with School policy
- Provide oral and written assessments of individual students and groups of students as required
- Liaise with parents on students’ progress using the Home-School Record book, letters, telephone calls and consultation evenings where reasonable and appropriate
- Work within the code of practice relating to Special Educational Needs
- Ensure examination entries are passed on to the Subject Leader in good time, with students being entered at the correct level for their potential ability

Professional Standards

- Set a good example in terms of professional dress and appearance, punctuality and attendance
- Uphold the School’s Behaviour and Uniform policies in a consistent, firm and non-confrontational manner
- Supervise students before, during and after school sessions as appropriate and in keeping with the duty rota
- Attend assemblies
- Maintain a purposeful and calm atmosphere in the classroom and other learning areas and consistently apply the School’s prescribed sanctions and rewards
- Carry out suitable evaluation and analysis of examination results and performance at the beginning of the academic year discussing with the Subject Leader, both the achievements and any corrective actions which might subsequently follow
- Keep abreast of relevant curriculum developments and innovations
- Participate in arrangements for performance management and as a consequence, take responsibility for one’s own personal development and progression making full use of the School’s professional development opportunities and training

- Attend briefing, team meetings, staff meetings and other meetings as appropriate, contributing actively whenever possible
- Promote the work of the Department and School at events e.g. Open Evenings
- Contribute to the formulation of the Departmental Development Plan, taking account of whole school priorities and judgements from the Departmental Self Evaluation Form (SEF)
- Ensure Departmental and School policies and procedures are implemented as expected
- Ensure Health and Safety policies and practices, including Risk Assessments, for all teaching groups and activities undertaken are in line with School and national requirements and are updated where necessary