

Ysgol Gatholig a Chanolfan Chweched Dosbarth

Cardinal Newman

Catholic School and Sixth Form Centre



Candidate Pack

Director of Learning - History

MPS/UPS & TLR2b (£4225)

September 2017



Cardinal Newman

Catholic School and Sixth Form Centre

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Welcome

Thank you for your interest in the position of Director of Learning - History currently being advertised at our school. I am keen that you know as much as possible about us before you decide to apply. It is essential that you understand our Gospel Values and share our desire for 'excellence in all aspects of the curriculum'.

I have been Headteacher of Cardinal Newman for six years. I was immediately impressed by the staff and pupils of the school. I have continued to be impressed. The staff are dedicated, professional and passionate about learning. The pupils are caring, considerate and hard working. The school community is very friendly and you will feel the Christian ethos of the school as soon as you arrive. Our parents and governors are committed to ensuring that our school goes from strength to strength.

Cardinal Newman Catholic school and Sixth Form Centre is an 11-19 school based in Rhydyfelin, Pontypridd. We serve a catchment area that covers RCT and Caerphilly. Our L2+ three year rolling average is above 70%. Our English and maths results are never less than top three within the local authority. We are a 'Green School' under Welsh Government categorisation. We are currently the top performing school in the two local authorities that we serve.

At Cardinal Newman we pride ourselves on being a teaching and learning school. We have an open door policy towards teaching and learning. This applies from NQTs to the Headteacher. All of the SLT teach and there is a standing open invitation to all staff to observe. This open door policy has informed our desire to take this one step further by inviting other schools to observe what we do. We were awarded 'Hub School' status by the Central South Consortium in 2014. We run a range of courses and programmes for other schools across South Wales. We are also a Welsh Government New Deal Pioneer School.

At Cardinal Newman we believe that 'people make the place'. We take great care to recruit the right people, but we also take great care in developing people once they are with us. We place a strong emphasis on CPD and training. We believe in developing everyone to be leaders of learning. We have a strong track record in producing high quality middle and senior leaders.

If you share our aspirations and values I would strongly urge you to apply.

Best wishes,



Justin O'Sullivan

Headteacher



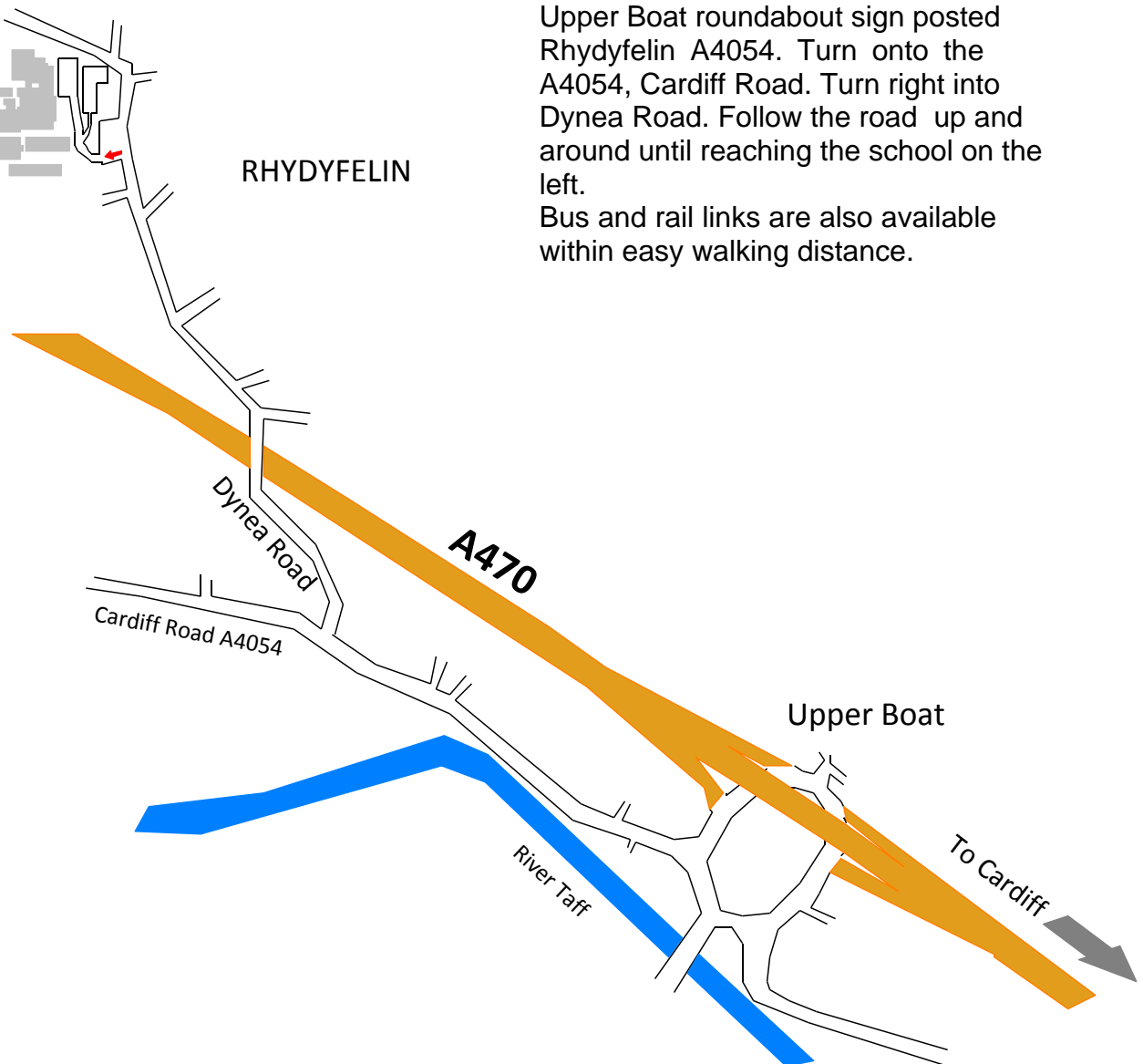
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How to find us:

The school is situated in Rhydyfelin, approximately 9 miles north west of Cardiff. The area is well served by convenient transport links. The school is a stone's throw from the A470 which in turn has easy access to the M4. Travelling on the A470, leave at the Upper Boat roundabout sign posted Rhydyfelin A4054. Turn onto the A4054, Cardiff Road. Turn right into Dynea Road. Follow the road up and around until reaching the school on the left. Bus and rail links are also available within easy walking distance.

**Cardinal Newman
Catholic
School and Sixth
Form Centre
CF37 5DP**



Cardinal Newman

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About Cardinal Newman Catholic School and Sixth Form Centre

Cardinal Newman Catholic School was established in the late 1960s. The main buildings date from that period with some additions in the 1970s and 1980s. The school has a 'new' science block that was built in the last ten years. Whilst we do not have the most modern of buildings the people who make up our school ensure that as a learning community we are second to none.

We are currently oversubscribed for the 2017-18 intake and our overall pupil number is on a four year upward trend. We believe that people want to come to Cardinal Newman because of our strong Christian ethos and our reputation for academic excellence.

Standards in Cardinal Newman are consistently above expectations. We outperform 'FFT Type D' data at each key stage. The performance of different groups of learners is strong. FSM performance at L2+ is well above local, national and family averages. Our more able and talented pupils are well catered for with specialised provision and extension opportunities such as Latin.

We take our role as a Central South Consortium 'Hub School' very seriously. As a school used to train and support other schools we commit a lot of time and resources into developing our own staff. Over 95% of lessons were graded as 'Good' or above in our most recent cycle. We aim to identify and develop the leadership potential of all of our staff.

We are a Catholic school. This does not mean we are a school just for Catholics. It means we are a school where Catholic gospel values are lived in all that we do. We are an inclusive school where everyone who understands this is welcomed regardless of background. Not all of our staff are Catholic. However, we will only appoint staff who understand the uniqueness of Catholic schools and support our core values.

About the History Department at Cardinal Newman

History is a very popular subject at all Key Stages. There are large groups at GCSE and A Level. A Level results are a particular strength of the department.

The department is well resourced and each classroom is equipped with an interactive whiteboard. Standards of teaching in the department are very high. Teaching was graded 'Good' overall in its recent review with no observation less than 'Good'. There are three full time members of department.



Examination Performance

Cardinal Newman Catholic School continues to perform above local and national averages at all key stages.

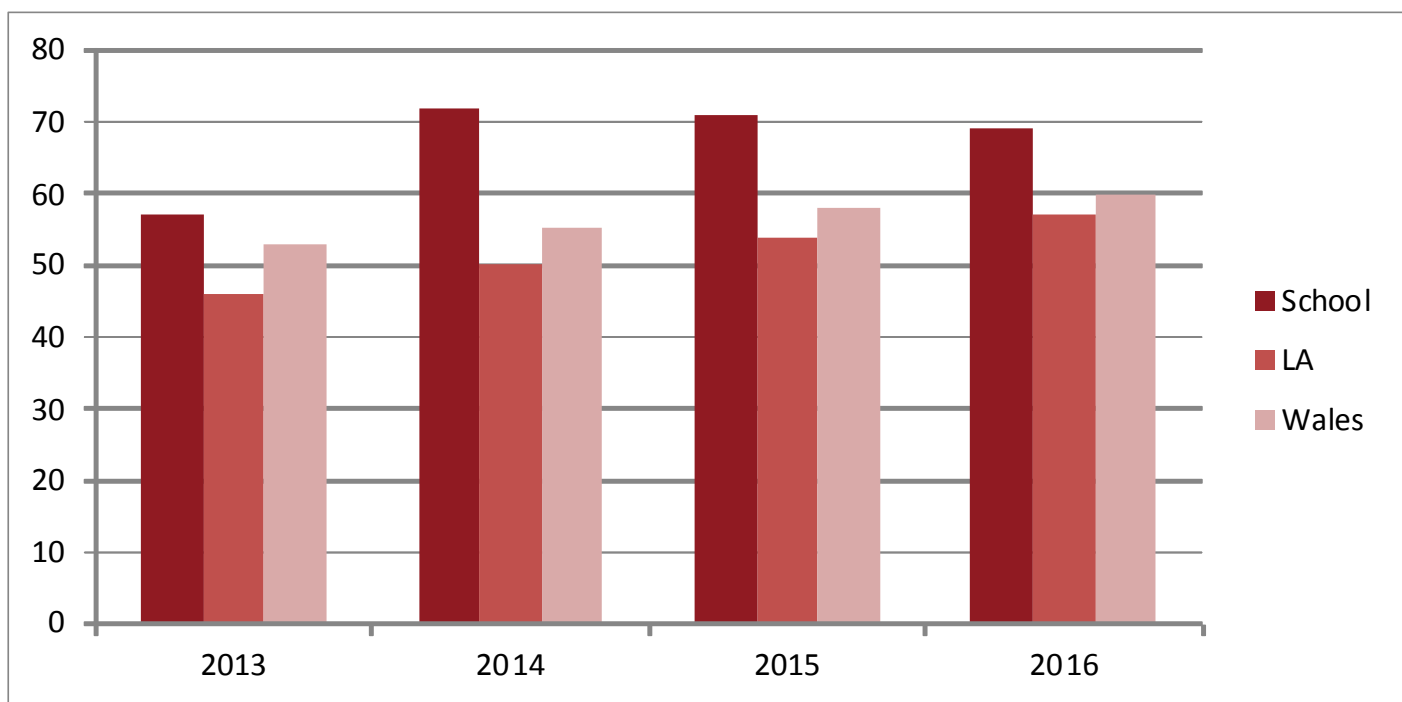
Key Stage 3

Level 5 CSI is above local, family and national averages. There is a strong upward trend in all core subjects. Welsh Government test averages are the highest in the local authority in Reading and numeracy.

GCSE Results

In 2016 88% of students achieved 5 or more A*-C grades at GCSE, with 69% including English and mathematics.

GCSE Performance 5 or more A*-C grades including English and mathematics

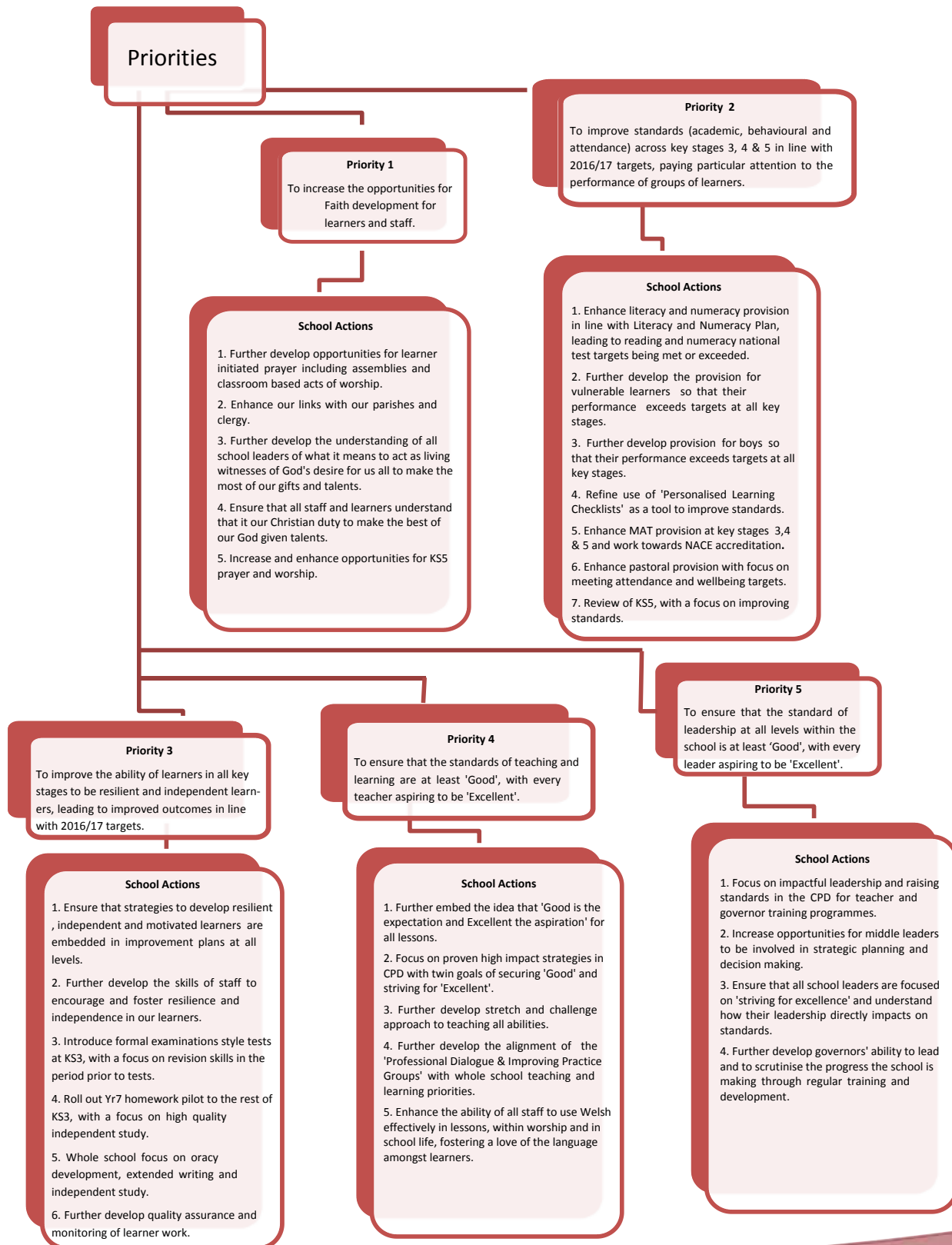


A Level

In 2016 99% of 17 year old pupils entering a volume equivalent to 2 A levels achieved the Level 3 threshold.



School Improvement Plan



Personal Specification

The successful candidate must

- be fully committed to supporting the Catholic ethos of the school
- to have a passion for the subject and the ambition to make the department the top performing one in the school
- be an 'Excellent' teacher or have the potential to become an 'Excellent' teacher
- have the potential to be an outstanding leader
- have a high standard of education that includes a relevant good honours degree
- be highly organised, with a clear vision of how the department achieves its goals
- be committed to overcoming any barriers to learning i.e. e-FSM, EAL etc.
- have a commitment to continuing professional development
- have a knowledge and understanding of developments in teaching and learning
- have a proven track record of high examination performance
- have good ICT skills
- enjoy working with young people
- be proactive
- have the capacity to work hard and under pressure
- be an excellent communicator and motivator
- have ambition
- have personal integrity
- be committed to providing a first class education for all
- have a sense of humour and a sense of perspective!



Job Description

Areas of Responsibility and Key Tasks

- To lead and support whole school faith development, having a commitment to fully participate in all aspects of the faith life of the school i.e. lead acts of worship, attend staff prayer etc.
- To promote, maintain and contribute to the Catholic ethos of the school in accordance with the school's Mission Statement.
- To be an example to pupils, parents and staff of the Gospel Values central to school life.
- Strategic direction and development of History (with the support of, and under the direction of the Headteacher and the SLT).
- To provide leadership that is focused on and contributes to the school's drive to build on its most recent Estyn Inspection and achieve 'Excellent' under the current Estyn criteria.
- To develop and implement policies and practices which reflect the school's commitment to high achievement through effective teaching and learning.
- To have an enthusiasm for the subject which motivates and supports other staff and encourages a shared understanding of the contribution the subject can make to all aspects of pupils' lives.
- To provide staffing information for the school timetable.
- To develop plans for the subject that identify clear targets, time-scales and success criteria for its development and/or maintenance in line with the school development plans.
- To routinely monitor and check all data entered by the department in advance of the data capture point deadline and raise/ rectify any queries.
- Analyse tracking data, levelling data, pre-public exam data and external examination data to identify areas to raise achievement.
- To monitor individual learner progress, taking a 'diagnosis, therapy, test' (DTT) approach to addressing weaknesses. Creating personalised learning checklists (PLCs) and 'Smith Proformas' to target improvements.
- To monitor progress and evaluate the effects on teaching and learning by working alongside colleagues, analysing work and outcomes.
- To ensure there is provision for the LNF and for pupils to develop their skills through the subject.



- To attend meetings to represent the department's views and interests, submit minutes of meetings to SLT.
- To attend SLT meetings when required.
- To establish, develop and implement policy and Schemes of Work for the subject in accordance with the requirements of the National Curriculum, LNF, DCF, examination specifications, the most recent Estyn Inspection and research evidence.
- To keep well informed of national developments in the subject and those that relate to teaching practice and methodology i.e. Donaldson and 'Successful Futures' etc.
- To contribute to the development of effective subject links with partner schools/colleges, the community and external agencies, attending where necessary events in partner institutions and the effective promotion of subjects at Open Days/Evenings and other organised events.
- To be responsible for the performance of the department in terms of results at KS3, 4 & 5.
- To meet with the Raising Standards Leader at least once a half term.
- To meet with those you line manage at least once a half term.
- Complete and maintain self-evaluation documentation and departmental development plans in line with the school's self-evaluation and development cycle.
- To submit meeting notes to Raising Standards Leader.
- To review and monitor learner work/books at least once a half term, ensuring consistency across the department and taking steps to address any deficiencies.
- To contribute to the school's internal CPD, Central South Consortium 'Hub' and Initial Teacher Training activities.

Teaching and Learning

- To display flair and creativity in engaging, enthusing and challenging groups of pupils.
- To use your own class as an example of high quality teaching and learning where pupils are enthusiastic and respond positively to challenge and high expectations.
- To ensure that you can use your own learner work/books as exemplars for others in terms of expectations, quality of work and assessment.



- To ensure continuity and progression including transition between different key stages by supporting colleagues in choosing the appropriate sequence of teaching and teaching methods and setting clear learning objectives through an agreed scheme of work, developed in line with the school development plan.
- To establish clear targets for achievement in the subject and evaluate progress through the use of appropriate assessments and records and regular analysis of this data.
- To evaluate the teaching of the subject by the monitoring of teachers' plans and through work analysis, identify effective practice and areas for improvement, and take appropriate action to improve further the quality of teaching.

Leading and Managing Staff

- To enable all teachers to achieve expertise in planning for and teaching the subject through example, support and by leading or providing high quality professional development opportunities.
- To demonstrate an excellent ability to advise and support other teachers.
- To provide clear feedback, good support and sound advice to others.
- To provide examples, coaching and training to help others become more effective in their teaching.
- To help others to evaluate the impact of their teaching on raising pupils' achievement and develop accountability.
- To ensure that the Headteacher, SLT and governors are well informed about policies, plans, priorities and targets for the subject and that these are properly incorporated into the school development plan.
- To make appropriate learning arrangements for individual classes when staff are absent.
- To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated department.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school policy.
- To continue own professional development.
- To develop and manage links with other institutions and the wider school community, embracing opportunities for electronic communication to ensure the most effective learning, guidance and support for all pupils.



Effective Deployment of Resources

- To support the Headteacher by maintaining efficient and effective management and organisation of learning resources, by developing or identifying new resources including ICT applications to the subject.
- To be aware of and respond appropriately to any health and safety issues raised by materials, practice or accommodation related to the subject.
- To support the Headteacher by maintaining efficient and effective management of the expenditure for the subject.

Support and Guidance

- To be a form tutor to an assigned group of students. To support the Catholic ethos of the school through a daily act of worship.
- To liaise with the Directors of Key Stage and appropriate Assistant Headteacher to ensure the implementation of the school's support and guidance system.
- To register, monitor and evaluate the progress of pupils in line with school policy.
- To communicate as appropriate with staff, parents and/or external agencies regarding concerns about the welfare and progress of any pupil, after consultation with the appropriate staff.
- Record attendance and behaviour through SIMS each lesson for all year groups.

Line Management

- To line manage History staff.
- Report to Assistant Headteacher.
- Ultimately responsible to the Headteacher and the governing body.



Method of appointment

Please apply by **completing the appropriate form** and, in no more than two sides of A4, write a **supporting statement** which meets the personal specification and outlines

- your reasons for applying for this position and a vision of what you will bring to the role;
- your experiences to date which you feel make you a suitable candidate; and
- an indication of your strengths, both personally and professionally.

All applications should be completed electronically and sent to Rebecca McMahon School Bursar at mcmahonr@cardinalnewman.co.uk for the attention of Justin O'Sullivan, Headteacher.

You are asked to give the names of two referees, one of which should be your current Headteacher/employer.

We will contact the referees of short-listed candidates prior to interview.

Closing Date 12 noon Friday 13th October 2017

Short - listing Friday 13th October 2017

Interview Date Friday 20th October 2017

Starting Date Monday 8th January 2018

