



Assistant Head of English

Closing date: 24th May 2023

Start date: September 2023



Welcome to Mount St Joseph Catholic School

Thank you for your interest in the position of Assistant Head of English at Mount St Joseph.

Mount St Joseph is a vibrant secondary school situated in the South of Bolton serving a richly diverse community. Our students come from a variety of backgrounds including families newly arrived in this country and low-income families. A number of our students have English as an additional language (37%) and our student premium is 42%. We place a strong emphasis on inclusion.

Our ethos is underpinned by the gospel values of serving others, tolerance, compassion and forgiveness. As a community of learners, believers and friends, we are committed to the spiritual, moral, educational and social development of our community.

We believe strongly in the power of high expectations of our students and of ourselves, and in the importance of personal goals that are meaningful to each individual. We know that every student has their own potential and we are determined to help them to fulfil it. We aim to enable all students to take part in exciting learning inside and outside the classroom, so that they can make rapid and sustained progress.

We are proud of our team of dedicated staff who provide an inspiring, structured and supportive learning environment, in which every student is challenged to realise their full potential and encouraged to be ambitious for their futures. Our school continues to celebrate good results; they are attributable to the hard work and high aspirations of our students, the strong teaching from our committed and talented staff, the outstanding pastoral support and a clear commitment to raising achievement from all members of the school community.

There is a strong emphasis on providing opportunities for students to further build their confidence, self-esteem, interpersonal relationships and to develop the resilience to overcome problems. We aim for all our students to enjoy their time at Mount St Joseph School, to have memories and friends that will last a life time and to leave with the qualifications, personal skills and attributes needed to be successful young adults.

We are looking to appoint an outstanding enthusiastic leader to facilitate and encourage a learning experience which provides all students with the opportunity to fulfil their individual potential.

The last Ofsted inspection concluded that we are a good school with outstanding leadership qualities. Our aim is to be an outstanding school - that is what we, our students and our whole community deserve and expect.

This is an exciting opportunity for a person who is an excellent practitioner, who possesses the energy and enthusiasm to bring their skills and innovation to our community; a person who will be a role model and leader and ambitious for both students and staff.

If you are inspired and share our vision, please apply and we look forward to considering your application and meeting you.

Yours faithfully,

A Devany

About the School

Mount St. Joseph is a Roman Catholic voluntary-aided 11-16 comprehensive under the trusteeship of the Salford Diocese. The Instrument of Government of the school states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Salford.

Our aim is to secure the highest academic achievement for each child, a full awareness of personal and social responsibility and a deepening love and understanding of the Catholic Faith and our Mission Statement is the reference point for all our work:

As a **community of learners** we aspire to achieve our full, academic potential in a happy, safe and caring environment.

As a **community of believers** we aim to develop a full awareness of our spiritual and moral responsibility and a deepening love and understanding of our faith.

As a **community of friends** we influence the people around us by using our unique gifts and talents to develop one another socially and culturally to build a better world.



Safer Recruitment

Mount St Joseph is committed to safeguarding and promoting the welfare of children and young people. We undertake thorough checks to ensure that we meet our obligations to protect our students. We expect all staff and volunteers to share this commitment and to undergo appropriate checks, including an Enhanced Disclosure and Barring Service check.

Key facts and Statistics

Age range	11- 16
Location	Bolton



Job Description

Salary: Entry Range/ Accomplished Range/ Advanced Range (MPS/ UPS) + TLR 2B

Principle Responsibilities

To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.

Key Duties and Responsibilities:

- To uphold and implement the ethos and values of the school.
- To treat all students as individuals and contribute to their emotional, social, academic and moral development.
- To follow closely agreed syllabuses and schemes of work and to participate in their development and annual review.



Key Duties and Responsibilities

- To plan, implement, deliver and review high quality lessons that meet the needs of the students and that are in line with an agreed programme of study at KS 3 and 4.
- To mark students' work on a regular basis and record this in a mark book to show the students' progress throughout the year in line with departmental and school policy.
- To participate in and contribute to the performance management cycle and relevant INSET.
- To keep a record of assessment and attendance of students in class. To contribute to departmental and school tracking systems and the analysis of data to inform future target setting and planning.
- To develop a classroom environment that allows all students to succeed.
- To implement the school behaviour management policy.
- To contribute towards the provision of assessment methods and their evaluation as outlined in the assessment policy.
- To participate in the school's self-evaluation cycle.
- To undertake the duties as a form teacher.
- To liaise with other departments, parents and agencies to meet the individual needs of the students.
- To attend departmental, form tutor or any other meetings as required.
- To carry out a share of the supervisory duties in accordance with published rotas
- To contribute to the future development of the department, its resources and its teaching materials.
- To attend parents evening and other specific events.
- To make a positive contribution to the wider aspects of the school.
- To assist in the promotion of the good name of the school within the community
- To undertake any other duty as specified by STPCB not mentioned in the above.
- To comply with the requirements of Health and Safety Legislation and School Policy taking appropriate action where necessary.



Specific Responsibilities

To:

- Ensure students have access to appropriate revision opportunities and resources
- Ensure key assessment are promoted to students and parents
- Ensure all assessment is rigorous and valid
- Ensure staff have access to standardised grade boundaries
- Ensure pupils have structured opportunities to make progress following assessments
- Ensure skills progression is accurately tracked
- Ensure data is collected and recorded in an accurate and timely manner
- Collate meaningful assessment data
- Ensure students are regularly praised and rewarded within the department, across the school and to parents
- Contribute towards a high standard of behaviour across the department
- Act as a role model for other staff
- To deputise for the Head of Department in their absence.
- To attend relevant meetings.
- To help with the development and writing of the Departmental Development Plan.
- To assist the Head of Department in departmental self-evaluation and the writing of the departmental SEF.
- The monitoring of student reports.



Person Specification

The successful candidate must be able to demonstrate that he/she has the qualifications, experience, knowledge, abilities and personal qualities outlined below.

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Departmental Information

The English department at Mount St Joseph is a dynamic and passionate team. We believe that all students have the right to high quality lessons and equipping them with the practical aspects of the subject.

We are a strong team that is comprised of nine members of teaching staff. The department is led by a strong team consisting of a Head of Department and two Assistant Heads of Department. The team work together effectively, sharing resources and good practice. As a result of this effective team dynamic, systems have been embedded into our daily practice, allowing each teacher to develop professionally whilst supporting their class and understanding the progress of each individual student. Our goal is to promote a love of learning in order to ultimately maximise the achievements of all students within our care.

Application Details

Thank you for taking the time to view the details for the Assistant Head of English position.

If you require any further information about the post please contact Mrs Samuel– 01204 391800.

To apply for the post please use the application form attached with the advert.

Please send all completed forms to samueln@msj.bolton.sch.uk

