



Assistant Head of Religious Education

Start date: September 2024

Closing date: 1st March 2024



Welcome to Mount St Joseph Catholic School

Thank you for your interest in the position of Assistant Head of Religious Education at Mount St Joseph Catholic School.

Mount St Joseph is a vibrant secondary school situated in the South of Bolton serving a richly diverse community. Our pupils come from a variety of backgrounds. A number of our pupils have English as an additional language (37%) and our pupil premium is 35%. 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 pupils 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

Headteacher

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

Age range	11 - 16
Religious character	Roman Catholic
Diocese	Diocese of Salford
Number of pupils	901

Job Description

The job description should be read alongside the range of duties and responsibilities of teachers as set out in the School Teachers Pay and Conditions Document. Candidates will be expected to have considered these in relation to Mount St Joseph.

Salary: Main scale + TLR 2B

Responsible to: Head of Department

Responsible for: The post holder may be responsible for the deployment and supervision of the work of teachers relevant to their responsibilities

Principle Responsibilities

To assist the Head of Department to lead, manage, develop, and be accountable for the department including the curriculum at Key Stages 3 and 4 in order to ensure the highest possible standards of pupil achievement, personal development and well-being both within the curriculum and beyond.

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.

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 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 students 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

Deputise for the Head of Department in their absence.

Attend relevant meetings.

Help with the development and writing of the Departmental Development Plan.

Assist the Head of Department in departmental self-evaluation and the writing of the departmental SEF.

Monitor student reports.

Person Specification

The successful candidate must be able to demonstrate that they have the qualifications, experience, knowledge, abilities and personal qualities outlined below.

Essential	Desirable	Method of Assessment
QUALIFICATIONS, TRAINING, EXPERIENCE		
<ul style="list-style-type: none"> • A relevant degree and teaching qualification • To have undertaken additional INSET training in relation to professional development • A willingness to identify with the ethos and values of the school and be fully involved in its activities. • To have proven track record for improving standards of achievement 	<ul style="list-style-type: none"> • Experience of successfully managing change • Experience of successfully managing people • Contribution to whole school improvement • Catholic Teaching Certificate 	<ul style="list-style-type: none"> • Qualification Certificates • Application form/letter • Application form and interview
KNOWLEDGE AND ABILITIES		
<ul style="list-style-type: none"> • Understanding of the process for school improvement • To be a good classroom practitioner • To understand the issues that may affect students achieving their full potential • Evidence of seeing new initiatives through to completion and evaluation of their impact. • To have experience in identifying underachievement and planning appropriate intervention. • To have contributed to the identification, planning and implementation of curriculum enrichment activities. • An understanding of current educational initiatives and their impact on the school. • To have an understanding of self-evaluation and its role within school improvement. • To have the experience of using a range of tools and evidence, including data, to evaluate the effectiveness of learning and teaching and challenging underperformance. • To have an understanding of and experience of the principles and practices in relation to teaching and learning, people, policy and planning, resources and finance. • The ability to promote the spiritual, moral and cultural development of pupils. • Excellent communication skills. 	<ul style="list-style-type: none"> • To be an outstanding teacher 	<ul style="list-style-type: none"> • Application form and interview
PERSONAL QUALITIES		
<ul style="list-style-type: none"> • A total commitment to pupils' academic, personal, social and emotional wellbeing • Open to new ideas and initiatives • Ability to lead and work as part of a team • Ability to relate well with colleagues and pupils and to work with and support colleagues • To have integrity, passion, energy, presence, resilience and patience • Appropriate professional dress and appearance. 	<ul style="list-style-type: none"> • Resilience and a sense of humour 	<ul style="list-style-type: none"> • Application form and interview

Department Information

The Religious Education department at Mount St Joseph is strongly committed to ensuring all students develop their ability to achieve their potential in all aspects of the subject. We are also committed to developing the moral compass and social conscience of all students at Mount St Joseph, ensuring they are the outstanding citizens of the future. We work collaboratively and passionately to raise the status of the department whilst striving to be outstanding in every way. We believe that all students have the right to high quality lessons that stimulate a love of, and passion for, religious aspects of life; engaging students with the world surrounding them. We believe in equipping our students with the necessary skills that are essential for a successful life in the future.

Within the department, there are five experienced staff, some who have additional responsibilities for a variety of aspects of school life and one early year career teacher. The team is essential in helping drive the ethos and Catholic life of the school. The team work effectively in planning and sharing resources so that each teacher: can support their class and understand the progress of each individual student; knows how each lesson fits into the bigger picture; and can ultimately maximise the achievements of all students in our care. All our classrooms are equipped with interactive whiteboards or electronic screens and access to a suite of PCs is also available. As a team we are responsible for leading the school through the Catholic Schools Inspectorate carried out by Salford diocese.

Religious Education is taught at key stages three and four to all students and is one of our core subjects. At key stage four, all students are entered for the Edexcel GCSE examinations.

Application Details

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

If you require any further information about the post, please contact Miss K Pasquill – 01204 391800.

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

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

