



SAINT BEDE'S  
CATHOLIC HIGH SCHOOL

# Assistant Head of Science

MPS/UPS with TLR 2.2

REQUIRED FOR EASTER/SEPTEMBER 2023

## RECRUITMENT PACK

### GENERAL INFORMATION

**Saint Bede's Catholic High School is a successful, over-subscribed 11-16 Voluntary Aided High School in the Diocese of Lancaster. There are currently 820 pupils on roll.**

The school is situated in Lytham and is very easily accessible from Preston, Lancaster and East Lancashire via excellent motorway links. M55 Junction 4, for example, is only 3 miles away.

Saint Bede's is 'a highly effective school' where the students 'develop as confident and outward-looking citizens.' (Ofsted).

Staff and pupils have a real pride in the school and the sense of belonging and levels of support for one another are exceptional.

As described in a previous Ofsted report, Saint Bede's is a 'very special place to be'.

Pupils at Saint Bede's are highly motivated and respond well to challenge. Ofsted inspectors noted: 'The pupils we spoke with placed great emphasis on the school's culture, to 'Be a Bede'. They say that it helps to secure an inclusive, safe and aspirational community for all pupils at the school.' (Ofsted)



***"Saint Bede's is clearly an outstanding school and is making rapid progress. The ethos and culture is terrific - enthusiastic, energetic, polite, courteous, 'can do' and values-driven. I was hugely impressed by the school's work."***

Prof. Steve Munby

Chair of the Teaching Awards Trust

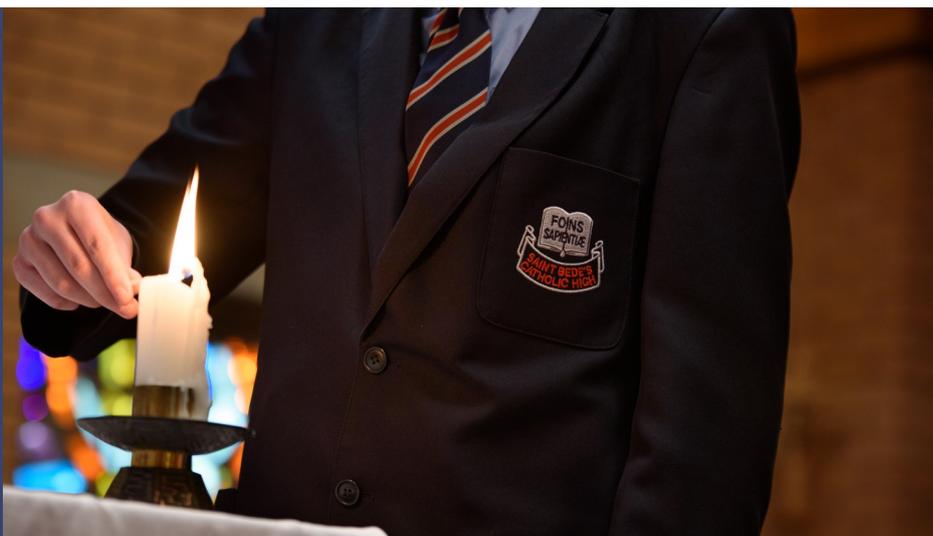


***“The very best in  
Catholic education.”***

Bishop Michael  
Campbell OSA

***“Inspectors were struck by  
the positive attitude, courtesy  
and the high levels of self-  
esteem consistently  
demonstrated by the pupils at  
your school.”***

OFSTED



## THE MISSION AND ETHOS OF THE SCHOOL

The school serves the Catholic Parishes of the Kirkham Deanery, covering the whole of the South Fylde area, and seeks to encourage close liaison with the parishes and primary schools.

We are fortunate to have a beautiful chapel which fosters the liturgical and sacramental life of the school, reinforced by our Lay Chaplain, regular visits from our Priest Chaplain and parish clergy.

All staff are expected to contribute to the realisation of our Mission Statement and will normally undertake pastoral responsibilities as well as academic duties. Pupils are strongly encouraged to develop responsibility for maintaining high standards of behaviour, courtesy and academic progress. They are also encouraged to join a variety of extra-curricular activities in music, drama, sport together with various clubs and societies. The prayer and liturgical life of the school is central to all that we do.

***“We aim to reflect the true Christian values proclaimed in the Gospel and seek to provide a caring community in which young people can grow as balanced individuals, morally, intellectually and spiritually and so participate fully in the real world.”***

## ROLE PROFILE

JOB TITLE	ASSISTANT HEAD OF SCIENCE
GRADE	MPS/UPS with TLR 2.2 (£4,929)
REPORTING TO	Mr P Marsden, Headteacher Mr G Smith, Head of Science
MAIN PURPOSE	<ul style="list-style-type: none"><li>• Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions document (STPCD)</li><li>• Meet the expectations set out in the Teachers' Standards</li><li>• Take specific responsibility and accountability for supporting the day-to-day management and organisation of the Science department</li></ul>

## ROLE AND RESPONSIBILITIES

### Teaching:

- Plan and teach well-structured lessons to assigned classes, following the department curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations that inspire, motivate and challenge pupils
- Promote excellent progress and outcomes by pupils
- Demonstrate excellent subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external examinations
- Demonstrate best practice in Science teaching, showing knowledge of current educational research and developments to enhance pupil progress
- Offer practical support to other teachers within the Science department

### Leadership responsibility:

- Support the Head of Science in the strategic and operational leadership of the department
- To be accountable for the achievement of students and the analysis of attainment within Science
- Improve standards within the Science department, with demonstrable changes for pupils outside of their own classroom or group of pupils
- To assist in the construction and implementation of the Science Department Development Plan, and monitor and evaluate the plan regularly.
- To ensure that all external deadlines relating to public examinations are met.
- To assist in the setting of cover for absent colleagues
- To assist in the induction, support and monitoring of new staff including trainee teachers and ECTs
- To assist with the maintenance of high standards of pupil behaviour within the Science Department, such as by overseeing detentions as required
- To act as line manager and Performance Development reviewer for identified staff within the Science department as required.

**Whole-school organisation, strategy and development:**

- Support the SLT in the day-to-day leadership of the school
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's Catholic ethos, values and vision
- Act as a Form Tutor as required and fulfil effectively the pastoral expectations and responsibilities related to this role
- Make a positive contribution to the wider life and ethos of the school
- Ensure teaching and learning within Science is aligned with the school ethos

**Health, safety and discipline:**

- Promote the safety and wellbeing of pupils
- Manage pupil behaviour effectively to ensure a good and safe learning environment
- Have responsibility for their own health and safety and that of others when carrying out their duties and must help manage the application of the school health and safety policy

**Professional development**

- Engage fully in the school Performance Development process
- Take part in further training and development in order to improve own teaching
- Take part in professional development within Science, sharing ways to improve subject teaching with others
- Lead other teachers in maintaining subject knowledge and latest pedagogical developments

**Communication**

- Communicate effectively with pupils, parents and carers

**Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Assist the Head of Science in ensuring a positive, purposeful and productive team spirit within the department.

**Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

**Management of staff and resources**

- Direct and supervise support staff assigned to them, and where appropriate, other teachers
- Contribute to the recruitment and professional development of other teachers and support staff
- Deploy resources delegated to them

**Equal Opportunities**

- We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Attendance**

- Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

**Safeguarding Commitment**

- This school is committed to safeguarding and protecting the welfare of children and young people. All staff and volunteers must follow school policies and the staff code of conduct.

*The above sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the post holder could be asked to carry out. Please note that this is for guidance only. Post holders are expected to be flexible, to operate in different areas of work and may be required to undertake a lower graded role as appropriate.*

## KEY INFORMATION



Job Title	<b>Assistant Head of Science</b>
Reporting to	<b>Mr P Marsden, Headteacher Mr G Smith, Head of Science</b>
Required for	<b>Easter 2023 (preferred) September 2023 (negotiable)</b>
Salary	<b>MPS/UPS with TLR 2.2 (£4,929)</b>
Closing Date for Applications	<b>Tuesday 31st January 2023 (12 noon)</b>
Interview Date	<b>To be arranged.</b>
Type of School	<b>Secondary (VA)</b>
Age Range	<b>11 - 16</b>
Location	<b>Lytham, Lancashire</b>
Denomination	<b>Catholic</b>
Number of Pupils	<b>820</b>
Co-educational	<b>Yes</b>

***“The school made us all feel so welcome.  
It is a rare sight nowadays when students hold open doors when  
they see you approaching, say ‘please’ and ‘thank you’ and have  
smiles on their faces.***

***Yesterday restored my faith in young people  
as caring and responsible citizens”***

*A recent visitor to the school*