



ST JAMES'

CATHOLIC HIGH SCHOOL



Deputy Director of English

Candidate Information | March 2024



A message from the Headteacher



Thank you for your interest in St James' Catholic High School. This is an exciting time to join St James' as we look to move our school to the next level.

We are a good oversubscribed school (OFSTED 2022) located in Stockport, South of Manchester. Our school is made up of 825 students and 100 staff. St James' Catholic High School is a thriving Catholic community that places children at the centre of everything we do. The Diocese of Shrewsbury judged our school to be an "Outstanding" Catholic school.

St James' is a highly academic performing school:

- **Impressive positive progress 8 scores** for the previous three years
- In 2023, **75% of students achieved at least a grade 4 in English & Maths** while **54% of students achieved a grade 5** in these subjects
- **40 grade 9s and 101 grade 8s in 2023** demonstrating exceptional attainment across a wide range of subjects
- Exceptional results in open, Maths and English subjects placing us in the **top 20% of similar schools nationally**

Our school is at the cutting edge of teaching and learning and thrives on providing outstanding opportunities for the young people we serve. All our staff work to provide our young people with the skills, knowledge and understanding in order to achieve their full potential.

Inspired by the example of St James, the purpose of our school is 'To educate and develop global Catholic citizens'. Our three school values of Family, Faith and Excellence are lived out every single day by staff, students and all stakeholders.

The reputation of our school is exceptional within Stockport and across the Shrewsbury Diocese for academic excellence, impeccable pupil conduct and for providing outstanding additional opportunities for our young people. The result is that our young people develop into global Catholic citizens who are proud to profess their faith and who make a positive contribution to society.

At the root of our success is our St James' community. This is built on strong, positive relationships between all staff, students and parents. Our parents support our school and develop their children at home whilst our dedicated staff are relentless in driving excellence by providing the best educational experiences and opportunities for our students. Underpinning this excellence are our unique values, Catholic ethos and our mission. We are inspired and driven by the Gospel where we are told: 'With God all things are possible' (Matthew 19:26).

If you would like to find out more about our school and community, please contact Kirsty Bowers, PA to the Headteacher on 0161 482 6900 or at headteacherpa@stjamescheadle.co.uk

Anthony Pontifex
Headteacher



Governors seek the following appointment for September 2024 or sooner

Deputy Director of English

Full time, Permanent (MPS/UPS + TLR 2A £3214)

The St James' Catholic High School Mission:

*To ensure everyone within our school **family** achieves their full potential,
to encourage learning and development through **faith**,
and to strive for **excellence***

Applications are welcome regardless of the personal faith of the applicant, providing they are supportive of the school's Catholic ethos.

St James' Catholic High School is a popular and oversubscribed 11-16 mixed comprehensive Catholic High School which was judged by OFSTED to be a "Good" school in April 2022

The Diocese of Shrewsbury judged our school to be an "Outstanding" Catholic school

The Governors of the school wish to appoint a Deputy Director of English

Closing date: Wednesday 17th April 2024, 12 noon

Interview date: Tuesday 23rd April 2024

Please note a current CES application form and a Model Rehabilitation of Offenders act 1974 disclosure form must be completed for this post – CVs will not be accepted. Forms can be emailed to headteacherpa@stjamesheadle.co.uk

St James' Catholic High School is an equal opportunity employer which is "Positive about Disabled People". Whilst all applicants will be judged on merit alone, we particularly welcome applications from groups currently under-represented in the workforce, who meet the person specification for the post

St James' Catholic High School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service



Deputy Director of English

School Mission Statement

St James' Catholic High School aims to ensure everyone within our school family achieves their full potential, to encourage learning and development through faith, and to strive for excellence

Purpose

- To deputise for the Director of Faculty in her or his absence;
- To implement the policies, which the Governors of the school have endorsed.
- To assist the Director of Faculty in the leadership and management of the Faculty;
- To play a full and active part in promoting the Catholic ethos of the school and to encourage staff and students to follow this example.
- To accept responsibility for aspects of the Faculty's work, in negotiation with the Director of Faculty and the Headteacher which may include:
- Being responsible for Faculty planning, co-ordination, the development of schemes of work and programmes of study and take part in standardisation procedures;
- To ensure that schemes of work facilitate the national curriculum and contribute to the development of students' key skills including literacy, numeracy, ICT and contain homework tasks and resources for all groups of students.
- Assist the Director of Faculty in their role of judging standards, monitoring the quality of teaching and learning and leading sustainable improvement.
- Take a major responsibility regarding the formulation of teaching groups;
- Ensure that internal assessment materials for the subject are available when required and to have available appropriate marks schemes for members of the Faculty

Leading Teaching and Learning

- To undertake training and to deliver CPD as necessary
- Liaise with staff to promote the department
- To share and promote best practice amongst staff

Leading School Ethos and Culture

- Promote the school's ethos and culture to the broader community

Developing self and working with others

- Treat pupils, staff and parents fairly, equitably and with dignity and respect to create and maintain a positive school culture
- Celebrate the achievements of individuals, particularly disadvantaged learners
- Manage own workload and that of others to allow an appropriate work/life balance
- Regularly review own practice, set personal targets and take responsibility for own personal development
- Engage in research around current educational initiatives including Government policies in areas commensurate with the post

Securing Accountability

- Provide the Director of Faculty and Governing Board with key information required as part of a line management process
- Make a significant contribution to the development of the Faculty

Other Specific Duties

All teaching staff are expected to meet the relevant Professional Standards for Teachers in addition to the job description detailed above

Many specific responsibilities will require collaborative working with other team members which as a Deputy Director of English you will develop proactively

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. The post holder will be expected to comply with all reasonable requests from any manager to undertake work of a similar level that is not specified in their job description

This post is subject to Enhanced DBS disclosure



Deputy Director of English

Job Requirements	Status of Criteria		Method of Assessment	
	Essential	Desirable	Application	Interview/task
Training and Qualification				
Qualified teacher status	✓		✓	
Graduate qualification	✓		✓	
Experience				
Experience of highly effective teaching and learning in English	✓		✓	✓
Evidence of pupils making highly effective progress over time		✓	✓	✓
Development of good working relationships with parents or carers, and other stakeholders	✓		✓	✓
Experience of using data to track and monitor the progress of students	✓		✓	✓
An active member of a Catholic church community		✓	✓	✓
Professional Knowledge				
Knowledge of current opportunities and challenges within the English curriculum	✓		✓	✓
Understanding of how different strategies can be used to secure effective pupil progress in English	✓			✓
Knowledge of the distinctive nature of a Catholic school	✓			✓
Understanding of how to safeguard pupils	✓			✓
Personal skills and qualities				
An inspiring and highly skilled classroom teacher who models exemplary practice in English	✓		✓	✓
Willingness to accept the demands and challenges of the post and respond in a flexible and approachable manner	✓		✓	✓
Able to work under pressure and manage own workload and commitments through excellent time management skills	✓			✓
Practising Catholic		✓	✓	✓
Excellent communication skills	✓		✓	✓

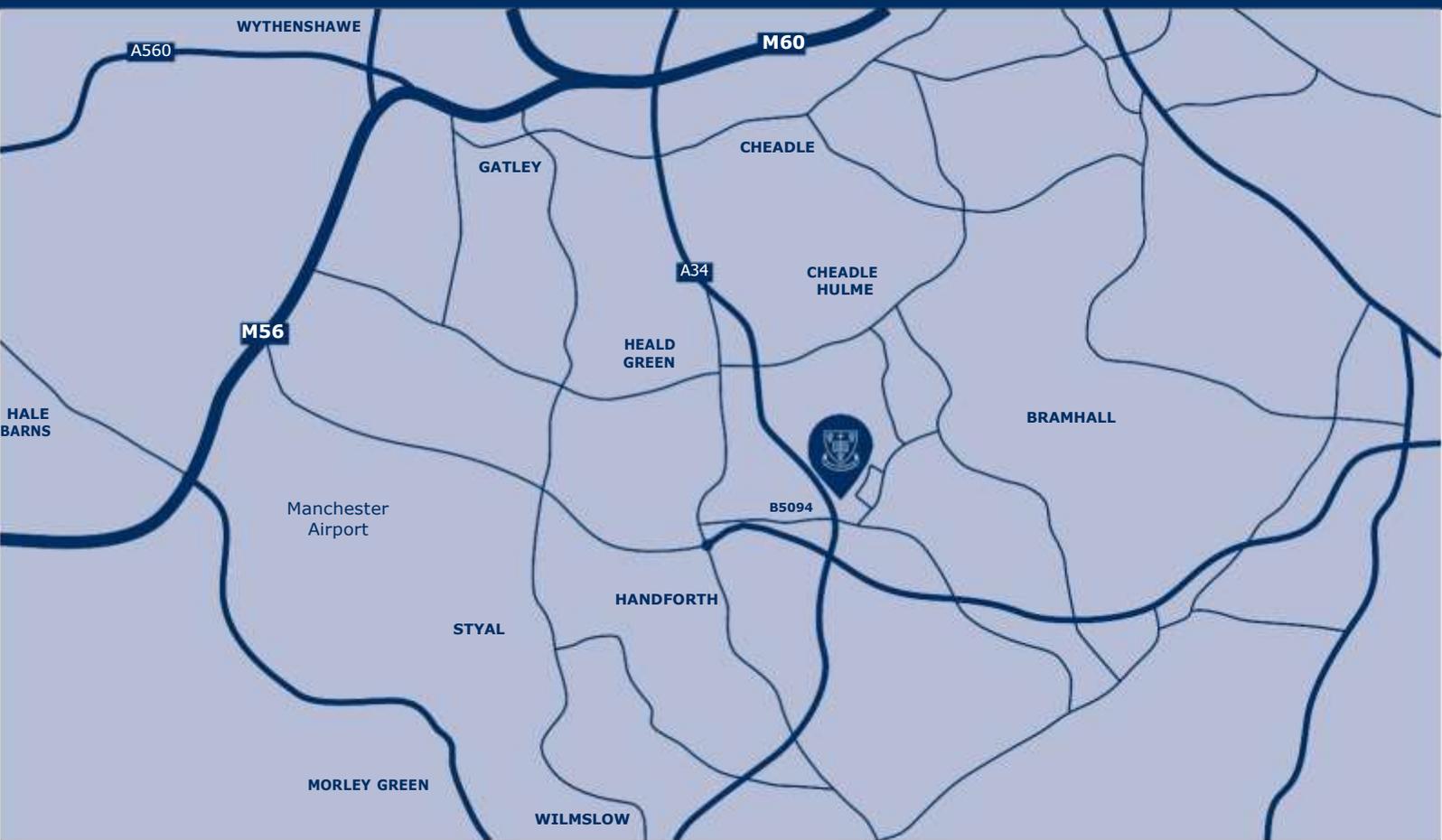
Contact

Kirsty Bowers
PA to the Headteacher

0161 482 6900
headteacherpa@stjamesheadle.co.uk

www.stjamesheadle.co.uk

St James' Catholic High School
St James' Way
Cheadle Hulme
Cheadle
Cheshire
SK8 6PZ



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CATHOLIC HIGH SCHOOL

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Matthew 19:26