



March 2021

Dear Applicant,

Director of Creative and Physical Arts

Thank you for your interest in the position of Director of Creative and Physical Arts at St. John Fisher Catholic Comprehensive School. Our application pack offers the following information, which we hope will assist you in deciding if you have the right qualities to work here and whether our school is the best place for you to further your development and career.

- External Advertisement
- Job Description
- About the Department
- Our History
- Mission Statement
- Our Results
- How to Apply

The following important documents are also available on our website:

- School Prospectus https://stjohnfisher.school/wp-content/uploads/PDF/KS3_CURRICULUM/sjf_KS3_16-Propectus-2018-web.pdf
- Sixth Form Prospectus https://stjohnfisher.school/wp-content/uploads/2019/11/SJF_SIXTHFORM_PROSPECTUS.pdf
- Application Forms <https://stjohnfisher.school/home/about-us/vacancies/>

We look forward to receiving your completed application.

Yours faithfully,

Dympna Lennon
(Headteacher)

MRS D. LENNON
HEADTEACHER

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External Advertisement: Required from September 2021

Director of Creative and Physical Arts

TLR 1B: £12,113 + MPS / UPS

The Governing Board is seeking to appoint an enthusiastic and well-qualified teacher to lead both the "Creative" Faculty (Art, Product Design and Food and Nutrition) and the "PEPA" Faculty (PE and Performing Arts) as Director of Creative and Physical Arts from September 2021.

The successful candidate will be a specialist in at least one of the subject areas mentioned above. They will have existing middle leadership experience and have a proven track record of improving the outcomes and life chances of students. The successful candidate will line manage the Curriculum Leaders of the 'Creative' and 'PEPA' faculties and work closely with the Senior Leader responsible, to ensure excellent outcomes for students. They will take responsibility for leading curriculum development, ensuring an excellent standard of teaching and learning across these departments and in ensuring that the curriculum and subject offer within these faculties takes full advantage of the opportunities offered by our new school building.

The successful applicant will have access to a comprehensive and bespoke CPD programme, including nationally recognised leadership development programmes. In addition, they will have the opportunity to work strategically and in collaboration with the senior leadership team.

St. John Fisher Catholic Comprehensive School is a non-selective coeducational secondary school for students age 11-18. A split site school with free parking, we are moving to brand new buildings in 2022. Our mission statement is that **'St. John Fisher Catholic Comprehensive School educates students, spiritually and educationally forming them through Faith so that they can achieve their aspirations and contribute to their community'**. As a Catholic school, we are passionate about the formation of the whole student, making sure that we develop students into good people as well as ensure they get good results.

The school is in Medway, a 30-minute distance from London by road or high-speed rail link. Medway benefits from a multimillion-pound regeneration programme bringing new housing developments and facilities for its inhabitants; it also has the lowest council tax rates in Kent. St. John Fisher also offers subsidised accommodation for employees and this will be offered to the successful candidate, should they be interested.

We are happy to offer visits and informal discussions of the role: please contact i.jordan@stjohnfisher.school for further information.

Closing date for applications: 9am on Monday 19th April

Interviews will take the week beginning the 23rd April

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"Give back to God what belongs to God"

Shortlisted candidates only will be contacted for interview which will take place shortly after the deadline. St. John Fisher Catholic Comprehensive School is an Equal Opportunities Employer, committed to safeguarding and promoting the welfare of all students. Any offer of appointment will be subject to satisfactory references and an enhanced DBS check will be required for all successful applicants.

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Job Description

Post Title:	Director of Creative and Physical Arts
Faculty and Curriculum Leadership Role:	To be a Director of two Faculties, line managing two curriculum leaders and ensuring an excellent curriculum and standard of teaching, learning and assessment in these areas.
Responsible to:	Assigned member of senior leadership team.
Responsible for:	Curriculum leaders of Creative and PEPA faculties as well as teaching and support staff working within these faculties.
Grade:	TLR 1B: £12,113 + MPS / UPS

In addition to the duties summarized in your job description please refer to:

- The current year's statutory Guidance on School Teacher's Pay and Conditions (issued by the DfE) which details:
 - Conditions of Employment of Teachers other than Head Teachers
 - Conditions of Employment of Deputy Head Teachers and Assistant Head Teachers
 - Conditions of Employment of Head Teacher's (the duties of which you will be expected to carry out in the event of the absence of the Head Teacher from the School).
- The current year's Professional Standards for Teachers.
- The Conditions of Service for School Teachers (the Burgundy Book)

The School will endeavour to make reasonable adjustments to this job description and to the working environment in order to enable access to employment opportunities for disabled job applicants and/or to enable continued employment for an employee who develops a disabling condition.

The duties summarised in your job description are indicative and we retain the right to include other reasonable duties which may be reasonably requested commensurate with the post held and duties undertaken. This job description may, after satisfactory negotiation has taken place, be modified by the Head Teacher to reflect or anticipate changes which occur over time at a local or national level

As you are aware, any post working within a School includes substantial access to young people and all appointments are subject to an enhanced Disclosure and Barring Service check and a satisfactory result being received. All employees (temporary or permanent) are required to inform the School of any subsequent convictions or other matters whilst employed by the School. Failure to do so will result in the disciplinary process being invoked. All employees in posts eligible for an enhanced check are contractually required to undergo a re-check upon request.

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Strategic and operational planning:	<ul style="list-style-type: none"> To lead, line manage, and effectively develop the curriculum leaders of the 'Creative' and 'PEPA' faculties. Where appropriate to lead and prepare for the inclusion of new subjects into these faculties to meet the needs of our students and to take full advantage of the facilities offered in our new school site. To formulate and maintain ambitious aims and objectives for the faculties with colleagues coherent with students' needs and those of the School. To lead the development, implementation and updating of appropriate curricula, specifications, resources, schemes of work, policies and strategies within the faculties. To oversee the day-to-day management and operation of the faculties. To monitor actively student progress and to follow up and support as appropriate in order to raise attainment. To support appropriately the application of and monitoring of progress in cross-curricular subject areas. To liaise with the School's Health and Safety Officer in order to ensure that School and national Health and Safety and Risk Assessment requirements are followed.
Resources:	<ul style="list-style-type: none"> To manage resources efficiently and effectively and within School guidelines and policies for the benefit of all students and all faculties. To oversee the maintenance of a pleasant working environment within faculty areas and across the whole school.
Staffing:	<ul style="list-style-type: none"> To deploy staff (teaching, support and classroom support) efficiently, effectively and equitably. To identify and meet as appropriate staff development needs, including designing relevant programmes, ensuring an equitable distribution of training and liaising closely with the Professional Tutor. To enhance effective working relations, including promoting teamwork, encouraging leadership and motivating staff. To lead the recruitment process for all relevant staff with the specific SLT member. To lead the successful induction of all new members of staff. To participate in the School's ITT programme as required. To monitor, support and mentor colleagues and to provide references. To ensure that appropriate arrangements are in place for the setting of work when staff are absent within the department, including liaising with cover staff such that effective learning takes place. To oversee the Performance Management programme for teaching staff and the Personal Review System for support staff within the department as necessary, including acting as a reviewer for a small number of staff within the department.

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Monitoring and supervision:	<ul style="list-style-type: none"> To monitor and evaluate and develop the effectiveness of leadership within the Faculty areas. To monitor, sample and evaluate the effectiveness of teaching and learning, including sampling the setting and marking of class work and homework, in order to encourage continuous improvement in line with current school policy. To monitor, sample and evaluate specifications, resources, schemes of work, policies and strategies within the Faculty areas. To lead and participate in Performance Management lesson observations. To lead the process of target setting within the Faculty areas. To supervise the review of all policies and practices within the Faculties at least once every three years.
Information:	<ul style="list-style-type: none"> To provide accurate and up-to-date information about the Faculties. To encourage and oversee the use of performance data to track and monitor student progress, including the relevant analysis and interpretation of prior attainment data. To co-ordinate the collection of Faculty performance data as required. To report on aspects of student examination performance as required.
Communication:	<ul style="list-style-type: none"> To ensure that all members of the Faculties are familiar with faculty and School aims and objectives. To lead Faculty meetings on curriculum and whole school issues. To attend and actively contribute to Faculty and Curriculum Leaders' meetings. To contribute to the evolution of whole school policies and procedures. To represent the views of the Faculties when necessary, including at Faculty and Curriculum Leaders' meetings, and to ensure that effective two-way communication takes place. To communicate curriculum targets in the annual improvement plan. To produce an annual written report on the external results of the Department and to make presentations to the Governing Body as necessary. To communicate and consult effectively and as appropriate with students and parents. To liaise with partner schools, higher education bodies, industry, examination boards and other external bodies as relevant.
Liaison and marketing:	<ul style="list-style-type: none"> To contribute to liaison and marketing activities, including the preparation of bids as necessary. To lead the development of effective subject links with partner schools and the community, attending, if necessary, partner school liaison events. To promote the subject area at open days/evenings and other events. To develop relevant subject links with external agencies.

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Pastoral:	<ul style="list-style-type: none"> To monitor actively student progress and to follow up and support as appropriate in order to raise attainment. To help to monitor student attendance, progress and performance in relation to individual targets. To lead behaviour management work within the Faculties in line with School policy. To write reports to parents in accordance with school policy. To lead a daily duty team as required.
Teaching:	To undertake an appropriate timetable of teaching in line with current School Teachers' Pay and Conditions Document practices.
General Requirements:	<ul style="list-style-type: none"> To play a full part in the life of the school community. To promote the school positively within the local community and beyond. To promote current Health and Safety provisions and policies. To exercise proper care in handling, operating and safeguarding any equipment, systems or appliances provided or issued by the School for the post-holder's individual or shared use in the performance of his/her duties, including computer equipment. To support the management and administration of the examination process within the School in any way necessary. To undertake any other tasks that may reasonably be regarded as being within the nature of the duties and responsibilities of this post, provided that, after satisfactory negotiation has taken place, any significant and permanent changes are incorporated into a revised job description.
Specific Requirements	<ul style="list-style-type: none"> To liaise with the Strategic Leadership Team in the delivery of an appropriate, high quality and cost-effective curriculum. To lead curriculum development within the Faculties, directing the work of personnel as necessary. To offer support to colleagues and to encourage the sharing of good practice between colleagues, including peer observations of teaching. To initiate, monitor and respond to curriculum developments as appropriate at school, local and national levels. To liaise with the Examinations Officer to maintain accreditation with the relevant examination and validating bodies. To oversee the provision of extra-curricular events and activities which promote the School's aims. To support and promote whole school initiatives through the work of the department. To conduct research as necessary to further develop the curriculum.
Catholic Ethos:	<ul style="list-style-type: none"> To support the Catholic Ethos of the school and create opportunities for its development within the department.

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About the Department

From September 2021 we will be seeking to unite the Creative Faculty with the PEPA faculty to create a cohesive and engaging practical and creative subject offer. The Director of Creative and Physical Arts role is an exciting new leadership role that will allow the successful candidate to develop engaging curricula that will make the most of the facilities provided by our new school site.

The new Director of Creative and Physical Arts will be required to teach in one of the subjects mentioned above and to develop the curriculum ensuring an excellent offer and outcomes for our students.

Currently, in the PEPA faculty, as well as a comprehensive core PE offer, students can choose to take BTEC qualifications in both PE and Performing Arts. In the Creative Faculty students in KS3 study Art and Product Design. At KS4 students can choose to study Product Design, Art and Food and Nutrition. Art, PE and Product Design are currently offered at A level.

The new school site will offer highly improved facilities and resources for each of these subjects and will also provide facilities for the study of music. The Director of PE and Performing Arts will be instrumental in ensuring that our subject offer, curricula and teaching and learning will be ready to take full advantage of these new facilities.

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Our History

St. John Fisher Catholic Comprehensive School has a proud history of educating our local Medway community. Established in 1964, we are the only Catholic secondary school in the local authority and the only secondary school operating across two sites. One of seven secondary modern schools in the area, we are a diverse community, proud to educate Catholic students as well as those of other faiths and none.

Our students often refer to us as their second family, and it is a great place to work as a teacher. Our community of staff is incredibly supportive of each other, and our personalised CPD programme means that everyone's career development is supported in a way that is specific to them. We are passionate about work-life balance, finishing lessons early on a Wednesday afternoon so that CPD and meetings can largely take place during normal school hours, and we provide counselling services free of charge to those who need them. In addition, our feedback policy asks that staff read student books and then get the class to respond collectively in the next lesson in purple pen, rather than requiring that every set of books be deep marked on a frequent basis.

The school has been on a trajectory of improvement since the appointment of the Headteacher, Dymrna Lennon, in September 2016. This was recognised in our 'Good' Ofsted in May 2019, with inspectors commenting that 'standards across the school have improved since the last inspection' and 'Teaching, learning and assessment are strong across subjects.' Our August 2019 GCSE results were our best-ever and our A Level results were the second highest comprehensive school results in the local authority. SJF's sixth form offers a wide range of academic and vocational qualifications, further extended by our collaborations with local grammar schools. It has a comprehensive intake, ranging from students who are re-taking Level 2 qualifications all the way to those who are enrolled in our Oxbridge programme, helping students to reach the top universities.

SJF is the recipient of a multimillion-pound grant from the Department for Education's Priority Schools Building Programme which will be used to build new school facilities for our students so that they have the resources they deserve. We will move into our new school in 2022.

SJF undoubtedly has a proud history, but we are even more excited about the future. We hope that you'll want to be part of it.

Our Mission Statement

St. John Fisher Catholic Comprehensive School educates students, spiritually and educationally forming them through Faith so that they can achieve their aspirations and contribute to their community.

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Our Results

Key Stage 4

	2016	2017	2018	2019
Progress 8	-0.44	-0.09	-0.2	+0.13
Attainment 8	37.76	37.87	37.69	41.4
English and Maths 4+	35%	42%	48%	56%
English and Maths 5+	N/A	22%	21%	30%

Key Stage 5

	All Exams	Applied Results	A Level Results
Average as a grade		Distinction*-	D+
A*-A <i>Distinction* - Distinction</i>	55.76%	90.8%	1.89%
A*-C <i>Distinction* - Merit</i>	76.21%	95.09%	47.17%
A*-E <i>Distinction*-Pass</i>	94.80%	100%	86.79%

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How to Apply

To apply, please complete our application form, downloadable from our website <https://stjohnfisher.school/home/about-us/vacancies/>. As part of this application, please include a supporting statement of no more than 1300 words, outlining your suitability for the role and stating how your qualifications and previous experience have prepared you for this position.

Your completed application form should be returned to:

Headteacher's PA
St. John Fisher Catholic Comprehensive School
Ordnance Street
Chatham
ME4 6SG

Or by email to headteacher@stjohnfisher.school

Applications must be returned no later than **9am** Monday 19th April

Despite school being closed, we are still recruiting. We will arrange telephone interviews for strong candidates as soon as we receive applications.

Early applications are encouraged. We reserve the right to close the vacancy early if a suitable candidate is found. Interviews will take place shortly after the closing date. If you have any questions, please contact Ian Jordan, Assistant Head teacher, at i.jordan@stjohnfisher.school

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