

St Philip Howard

CATHOLIC SCHOOL



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HEAD OF ENGLISH
RECRUITMENT PACK



LETTER FROM THE HEADTEACHER

Dear Applicant

Thank you very much for your interest in the post of Head of English. The English department is a thriving, energetic and positive department. Since the introduction of the new GCSE 9-1, well over 83% of students have achieved a pass grade in their GCSE papers, with all making outstanding levels of progress; placing the department in the Top 20% in the country. At A Level, English Language, Literature and Media are all taught successfully. You would be leading a committed, talented and hardworking department who work well together in their determination to do the very best for every student. This post provides an excellent opportunity to make a considerable impact upon the future success of the school. It would also prove excellent experience for those aspiring to Assistant Headship, should this be your ambition.

For us, family comes first and your wellbeing is of paramount importance if you are to serve best the children entrusted to our care. You will be well looked after at SPH, with us investing in your professional development and wellbeing; enabling you to have a happy and successful career.

The successful candidate will be someone who is determined, hard-working and committed to ensuring students fulfil their enormous potential. Working at SPH offers excellent opportunities for professional development within the Teaching School Hub and our cross-phase Trust, Bosco Catholic Education Trust.

The attitude and aspirations of the students are excellent. The students really are the best advert you could wish for a school. Staff are committed, caring and supportive of one another. Above all, SPH is a happy and high achieving community; one which we hope you will be keen to join.

You would be joining the school at an exciting time as we continue to innovate and grow, working with the Teaching School Hub and Bosco Trust. Results in recent years have placed us in the Top 10% in the country and the Top 5 schools in West Sussex for the progress students make whilst at the school. Education for us is so much more than this. We pride ourselves on the strength of our faith community, personal care of each individual and our desire to walk that 'extra mile'. If successful in your application, you would be joining a great school, but with opportunities to make your mark and fulfil your potential as a teacher and school leader. We've definitely got room to improve and hope you'll be the person to lead the department on that journey.

Please feel free to contact me (dcarter@sphcs.co.uk) if you have any questions or would like to come and see us in action! We hope you will apply and I look forward to meeting you.

Yours sincerely



David Carter
Headteacher

LIFE AT SPH

Thank you for your interest in the position currently being advertised at St Philip Howard Catholic School (SPH). I would like to take this opportunity to give you a taste of 'Life at SPH' to help you decide if this is the right opportunity for you.

SPH is a co-educational 11-18 Catholic comprehensive school, which in April 2017 helped form the Bosco Catholic Education Trust. Bosco CET currently consists of eight dynamic, supportive and excelling Catholic schools. The school and Trust's ethos is based on its Catholic character, with supportive relationships and high standards being central to our work. As a consequence, both students and staff are happy, positive and enjoy their time at school.

Academic standards at SPH are outstanding with students achieving very well at all levels. In recent years (including pre-Covid!) GCSE progress scores have exceeded 0.5 with over 85% of students achieving 5 or more GCSEs at 4+. The pass rate at A Level is always high and usually 100%, with over 70% of grades being at A*/B. Despite the fact that these results place us in the Top 10% nationally and one of the top schools in Sussex, we have the belief that "getting better never stops!" We are determined to be outstanding in all aspects of our work as a school and pursue this goal relentlessly. There is a great team here at SPH; we are all determined to be the very best we possibly can be and hope that you will be up for this challenge too.

A great deal of emphasis is placed upon enrichment activities at SPH and outside the formal curriculum there are numerous opportunities for students to take part in a wide range of activities: drama, sport, music, exchanges, days of reflection, Duke of Edinburgh and trips, both nationally and internationally. We would expect you to contribute in some way to this important side of school life should you be successful in your application.

SPH is heavily over-subscribed and is very highly regarded in the local community. Whilst students and staff are well supported, expectations of them are high. We are determined to recruit the very best members of staff and those with great potential, to support and develop them in their roles and prepare them for promotion. That is why we invest heavily in professional development. Our staff are our number one asset and must be cherished if we are to succeed in achieving our goals. Being part of a wider group of schools has afforded staff a wealth of opportunities for training and career progression. We prioritise staff wellbeing with employee benefits such as additional inset days, discounted gym membership, employee assistance and an elective car lease scheme.

We have a relentless focus on learning and the quality of teaching; under-performance will always be addressed and student outcomes placed at the heart of all we do. We were delighted to be graded as 'Outstanding' in every category at both our 2016 and our recent 2021 Ofsted Inspection, and believe this to be great affirmation of what we are trying to achieve. I hope you will take the opportunity to access the report on our school website. As a strategic lead within the Teaching School Hub, we are able to engage with other schools, share best practice and provide school to school support; all things which help to enrich the experience of working at SPH.

The challenge now is to continue to improve and become the best school in the country. Are you the person to help us achieve this goal?

The ideal candidate would be enthusiastic, ambitious and an excellent practitioner. We would expect at least two years' hard work and good service. In exchange we will prepare you for the next step in your career.

I believe SPH is a fantastic place to work and I am always excited about the prospect of appointing colleagues to help drive the school forward. There are great opportunities here for the right candidate. I would be delighted to meet you in person or to discuss over the phone any aspects of the role, so please do get in touch.

I hope you decide that SPH is the right school community for you and I look forward to meeting you soon.



BOSCO CATHOLIC EDUCATION TRUST

St John Bosco, founded the Salesian Order in the 19th Century. He had a profound and compelling vision for education, reaching out to some of the most vulnerable, disaffected and uncared for children in Turin and surrounding areas. He provided them with faith, hope and love; giving them opportunities and a future that no one else had afforded them. Don Bosco spoke about the need for children to be 'known and loved'. The deanery schools chose Don Bosco as the patron of the multi-academy trust as it was felt he encapsulated all that we cherished in Catholic education, providing us with a model of leadership and education which would sustain and nourish us on the exciting journey ahead.

The Bosco Catholic Education Trust (BCET) opened in April 2017 with St Mary's and St Philip Howard Catholic School (SPH), Barnham. Annecy joined in February 2019, St Joseph's in September 2020, St Paul's Catholic College in January 2022 and most recently St Peter's Catholic Primary School in October 2022. SPH is an outstanding Catholic secondary school, a strategic lead in the Xavier Teaching School Hub and has a proven track record of raising achievement through school-to-school partnerships. CEO of Bosco CET, Dave Carter, is a National Leader of Education and Headteacher of SPH.

As in other areas of the Diocese of Arundel & Brighton, Catholic schools are working collaboratively, cross-phase to develop an exciting vision for Catholic Education which is fit for the future. Within Sussex, there are 36 schools: 30 primary and 6 secondary. Over time it is anticipated that other schools within Sussex will join BCET, to help develop Catholic Education across the South Coast.

APPOINTMENT OF HEAD OF ENGLISH

MPS/UPS, TLR (commensurate with experience)

The Governors are looking to appoint an ambitious, hardworking and talented Head of English to be part of a great team. This role will provide a first-rate opportunity to demonstrate your ability to lead and make a measurable impact on the success of the school, enabling you to progress to assistant headship, should this be your ambition.

This is an exciting opportunity to join a dynamic, innovative and vibrant Ofsted 'outstanding' school, as it continues on its quest to be the best school in the country. If you want to work with wonderful students, committed staff and a forward thinking leadership team, this is the school for you. We are always striving to improve and we want you to be part of this journey.

- GCSE results are always well-over 80% for those achieving grade 4+, with progress scores regularly placing the school as the highest in West Sussex.
- We have a thriving and growing Sixth Form.
- A Level results and progress scores place us first in West Sussex.
- We are rated as 'Outstanding' by Ofsted in all categories.
- We are a strategic lead in the Xavier Teaching School Hub and help lead the Bosco CET.

The school is an equal opportunity employer and is committed to the safeguarding and protection of children and individuals. This post is subject to a DBS Enhanced Disclosure.

As part of our safeguarding processes for recruitment and due diligence at St Philip Howard Catholic School, we may complete an online search in addition to our standard background checks for your suitability to work within an educational setting. You will have a chance to address any issues of concern that come up during our search if called for interview.

HOW TO APPLY

The method of application is by letter which should be a maximum of two sides of A4. In your letter please outline the relevant experience in your career to date, what you feel you would bring to SPH and how you would contribute to our journey to become the best school in the country. Please also complete the CES application form and email to Jacqui Inglis at jinglis@sphcs.co.uk.

Visits to meet Dave Carter, Headteacher, and to view the school are strongly encouraged. Please telephone 01243 558205 or email jinglis@sphcs.co.uk to make an appointment.

- Closing date: 9am on Thursday, 5 January 2023
- Interviews: Interviews will be held as soon as possible thereafter. Please note that we may also invite promising applicants in for interview prior to the closing date where early applications are received
- Starting date: September 2023

JOB DESCRIPTION: HEAD of DEPARTMENT

Responsible for: Providing professional leadership and management for the subject, in order to secure high-quality teaching, effective use of resources and improved standards of learning and achievement for all pupils

Consulting with: Subject staff
Colleague Heads of Department
Assessment Manager

Reporting to: Leadership Team Link

RESPONSIBILITIES OF THE POST:

- 1 To ensure that the work of the department is in accordance with and contributes to the Catholic Christian ethos of the school, and to the fulfilment of its mission statement.
- 2 To establish a vision for the department that promotes the learning of all students to fulfil their potential.
- 3 To ensure that all practices within the department, including external activities, are managed in accordance with the current safeguarding regulations.
- 4 To ensure that the work of the department conforms to the requirements of the National Curriculum, and to be aware of all changes and adjustments in syllabus, teaching and assessment practice as may be required by JQC, examination boards and the school's own assessment policy.
- 5 To liaise as appropriate with the school's Examinations Officer and with the Data Manager, ensuring that all deadlines are met and statistics processed as required.
- 6 To follow agreed specification syllabuses and to establish and maintain up-to-date and appropriate schemes of work.
- 7 To be aware of the contents of the School Development Plan, and in particular of whole-school aims, priorities and targets, and of how the department should be contributing to these.
- 8 To collaborate with other subject areas and institutions for the effective delivery of cross-curricular learning.
- 9 To develop and implement policies within the department which reflect the school's commitment to high achievement based on effective teaching and learning.
- 10 To maintain an up-to-date departmental handbook, detailing departmental policies and practices.
- 11 To set standards and provide a role model for staff and pupils in the teaching and learning of the subject, acknowledging and disseminating good practice as appropriate.
- 12 To support, guide and motivate all colleagues in the department, creating a climate which enables subject staff to develop and maintain positive attitudes towards the subject and confidence in teaching it.

- 13 To take the lead in maintaining good order and high standards of pupil discipline in the departmental area, liaising as appropriate with Form Tutors, Heads of Year, and Leadership Team.
- 14 To monitor and evaluate the effectiveness of teaching and learning within the department by lesson observations and regular inspection of pupil work and teacher mark-books, together with tracking of individual pupil progress.
- 15 To liaise with other Bosco CET schools and collaborate with schools within the Bosco Teaching School Alliance.
- 16 To analyse and interpret relevant national, local, school and departmental data – together with research and inspection evidence – in order to inform policies, practices, expectations, teaching methods and performance targets within the subject area.
- 17 To liaise with feeder primary schools with regard to transitional work in the subject area, and more generally concerning the transfer to Key Stage 3.
- 18 To ensure that information about pupils' achievements in previous classes/year groups/schools is appropriately transmitted and used effectively in order to maximise their progress in the subject.
- 19 To be aware of the implications for the subject of the Code of Practice for Special Educational Needs, and to liaise with the SENDco to ensure that individual education plans and extension activities are effectively used to set subject-specific targets and to match work to pupils' needs.
- 20 To undertake appropriate professional training in order to enhance subject awareness and to keep up-to-date with recent developments.
- 21 To organise staffing within the department, assist with advertisements / appointments, prepare references, allocate teaching commitments and liaise with the Assistant Headteacher (Curriculum) in the construction of the timetable.
- 22 To guide and direct the use of associate staff in the subject.
- 23 To attend heads of department meetings as required.
- 24 To hold regular departmental meetings in order to provide a forum for the communication of information and for discussions of standards of teaching and learning.
- 25 To ensure good communication with, and between, staff who teach and support the subject.
- 26 To attend relevant school functions, including all curriculum-based events.
- 27 To appraise subject staff as required by the school policy on performance management, and to use this process to develop the personal and professional effectiveness of each colleague, including such in-service training and development as may be required.
- 28 To ensure that student and newly-qualified teachers are appropriately trained, monitored, supported and assessed in accordance with school policy and accepted standards.
- 29 To manage and encourage extra-curricular/extension activities in the subject area.
- 30 To collaborate with LT in the process of departmental review, in order to assess use of resources and standards achieved, as well as to discuss performance targets and other future developments.

- 31 To manage departmental capitation and all other resources efficiently, and to ensure that resource acquisition and use contribute effectively to standards achieved.
- 32 To discuss resource needs with subject colleagues, and to order all necessary books, equipment, materials and teaching aids, subject to the financial limits of the department's formula-funded budget allocation.
- 33 To liaise with the Business Manager on a regular basis, observing good financial practice and maintaining accounts of all expenditure and balances, together with notification of any planned budgetary saving to be carried over to the next financial year.
- 34 To be aware of health and safety regulations as they apply to the subject area, and to ensure sound practice in this connection. To ensure that risk assessments are completed and reviewed as required.