



Head of English

Start date: April 2022

Closing date: Monday 17th January 2022



Welcome to Mount St Joseph Catholic School

Thank you for your interest in the position of Head of English 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 Baring Service check.



Key facts

Age range	11 - 16
Religious character	Roman Catholic
Diocese	Diocese of Salford
Number of pupils	907

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.

Job Title	Head of English
Salary	L10 – L12
Accountability: The Head of English will be directly accountable to the SLT line manager, with specific responsibility for leading teaching & learning and pedagogy across the department. They will work closely with senior leaders, other, middle leaders and teaching staff to raise standards in English and ensure the impact of quality-first teaching & learning on outcomes and school improvement. You will be responsible for leading and managing the department.	
<u>Leadership Responsibilities</u> <ul style="list-style-type: none">• Uphold the vision and aims of the school• Lead and develop high quality teaching & learning and pedagogy across the department• Model to other colleagues what constitutes highly effective teaching & learning• Develop high quality assessment for learning practice and ensure this is common practice across the department to ensure that assessment of learning is robust and accurate• Establish innovative working practices across the department, using evidence-based research to support new initiatives and impact on raising standards in teaching & learning across the department• Work closely with other specialist practitioners and other middle leaders to ensure the quality assurance of standards in teaching & learning at a whole school level• Ensure curriculum provision is broad, balanced and relevant in support of securing outstanding outcomes in the department• Work alongside senior leaders and other middle leaders on self-evaluation processes, identifying strengths and areas for improvement in the department• Work alongside senior leaders and other middle leaders on improvement planning for English, identifying and prioritising needs across the department in support of securing whole school improvement• Lead professional development strategies within the department to secure outstanding outcomes• Mentor ECTs, support new teachers to the school and provide specific support through within the department as appropriate• Actively lead and develop a culture of coaching within the department in support of colleagues' development• Develop effective working relationships within the department and actively share good practice across other areas and at a school wide level where appropriate• Support other middle leaders and to deputise for senior leaders as appropriate• Ensure policies determined by the Governing Body and Headteacher of the school and reflected in practice across the department• Actively work alongside senior leaders and other middle leaders to raise standards and secure high levels of achievement in English• Actively work alongside senior leaders in monitoring and tracking student progress through highly effective systems and data analysis• Actively work alongside senior leaders to ensure that the performance of students is in line with national trends and to ensure that all students achieve their full potential• Ensure high quality extra-curricular provision provides additional opportunities for students of all abilities to extend their learning experiences beyond the classroom• Work co-operatively with, and in support of, all adults across the school community• Work with students in a courteous, caring and responsible manner at all times and to model high professional standards• Work with other professionals and present oneself in an appropriate manner that it upholds the values of and enhances the reputation of the school	

Operational/ Strategic Planning

- Lead the development of teaching & learning strategies, appropriate schemes of work, resources and assessment in the department
- Lead the monitoring and tracking student progress, and the provision of appropriate intervention to ensure high outcomes
- Lead the implementation of school policies and procedures to ensure that practice reflects policy across the department
- Lead strategic planning across the department, including department SEF and Improvement Plans to ensure the explicit focus on raising standards to secure outstanding outcomes
- Work collaboratively with colleagues across the department to ensure that the needs of pupils are met through focusing on key priorities, which have coherence and relevance in supporting the objectives of the school for school improvement
- Ensure that good standards in student behaviour are maintained and that the school's behaviour system is implemented consistently across the department

Curriculum Provision and Development

- Liaise with the relevant senior leaders to ensure the delivery of an appropriate and highly effective English curriculum, which complements the school's strategic objectives to secure outstanding outcomes.
- Liaise with the senior leaders and other staff to establish a school wide focus on 21st century learning through English.
- Actively monitor curriculum development at national, regional and local levels and respond appropriately to new initiatives
- Support curriculum development within the department in response to developments nationally, regionally and locally to ensure that provision in English best meets the needs of students at the school
- Liaise with senior leaders to ensure that choice of exam specification at KS4 is the most appropriate to secure outstanding outcomes
- Liaise with senior leaders to ensure that links between curriculum provision and assessment of student progress are explicit to secure outstanding outcomes

Staff Development

- Work alongside senior leaders and other staff to ensure that professional development needs are identified and that appropriate provision is delivered to meet such needs promote teamwork and collaborative working to motivate staff and to ensure effective working relations across the department and at a whole school level
- Lead the on 'coaching' within the department
- Ensure the effective deployment of classroom support
- Actively support ECTs and ITT students

Quality Assurance

- Lead the monitoring and tracking of student progress in relation to targets to ensure that students achieve their potential
- Review student progress through highly effective data analysis to inform the most appropriate intervention to ensure outstanding outcomes
- Establish consistent standards of practice across the department and develop highly effective teaching & learning styles
- Actively contribute to the monitoring of standards in teaching & learning through lesson observations, work scrutiny, learning walks and appraisals.
- Implement quality assurance mechanisms across the department and to ensure adherence to them

Management Information

- Actively contribute to evaluative feedback and analytical data on standards in teaching & learning, student progress and curriculum provision
- Actively contribute to the analysis and evaluation of performance data to ensure outstanding outcomes
- Ensure that learning environments are stimulating in support of T&L and that they conform to H&S regulations
- Effectively manage the department budget
- Set work appropriately for staff who are absent

Other duties

- To continue personal development.
- To undertake any other duty as specified by STPCD not mentioned in the above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

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		
<ol style="list-style-type: none"> 1. A relevant degree and teaching qualification. 2. The ability to solve problems that arise in a way that is accessible to the students being taught. 3. Experience of teaching secondary age pupils. 4. High personal standards. 5. A willingness to identify with the ethos and values of the school and be fully involved in its activities. 6. Experience of teaching English Language and English Literature at KS3 and KS4 7. To have proven track record for improving standards of achieve and the quality of teaching and learning 8. To have experience of mentoring other staff 	<ul style="list-style-type: none"> • Catholic Teachers' Certificate • To have worked with other departments/ staff on developing teaching and learning • To have worked with other departments/ staff on developing AFL. 	<ol style="list-style-type: none"> 1. Qualification Certificates 2. Lesson observation and interview 3. Application form and interview 4. Lesson observation and interview 5. Application form and interview 6. Application form, interview and lesson observation 7. Application form and interview 8. Application form and interview
KNOWLEDGE AND ABILITIES		
<ol style="list-style-type: none"> 1. Knowledge of the requirements of National Curriculum at KS3 and KS4 2. Ability to teach to GCSE level. 3. To be an excellent classroom practitioner. 4. Ability to maintain good order and discipline 5. Ability to effectively use ICT to enhance the quality of teaching and efficiency of work. 6. The ability to accurately assess the quality of pupil's work against national standards. 7. The ability to promote the spiritual, moral and cultural development of pupils through lessons. 8. Excellent communication skills. 9. Understanding of the process for school improvement 10. To understand different models of teaching to a wide range of students. 11. An understanding of current educational initiatives and their impact on the school. 	<ul style="list-style-type: none"> • Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well- matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge. • Have teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as, or better than, similar learners nationally. • Promote collaboration and work effectively as a team member. • Contribute to the professional development of colleagues through coaching and 	<ol style="list-style-type: none"> 1. Application form and Interview 2. Lesson observation and interview 3. Lesson observation and interview 4. Lesson observation and interview 5. Lesson observation and interview 6. Lesson observation and interview 7. Application form and interview 8. Application form and interview 9. Interview and Lesson observation 10. Application form and interview 11. Application form and interview 12. Application form and interview 13. Application form and interview

12. To understand self-evaluation and its role within school improvement 13. To have the experience of using a range of tools and evidence, including data, to evaluation the effectiveness of learning and teaching and challenging underperformance.	mentoring, demonstrating effective practice, and providing advice and feedback.	
PERSONAL QUALITIES		
1. Clear dedication to teaching as a career 2. Enthusiasm for working with young people 3. Flexibility and an ability to respond creatively to changing circumstances 4. Ability to relate well with colleagues and pupils and to work with and support colleagues in the department 5. A total commitment to students' academic, personal, social and emotional wellbeing 6. Open to new ideas and initiatives 7. Ability to work as and effectively lead a team 8. To be able to have a corporate responsibility for all decisions made at senior/ middle management level 9. To have integrity, passion, energy, presence, resilience and patience. 10. Appropriate professional dress and appearance	<ul style="list-style-type: none"> • Commitment to extra-curricular activities 	1. Application form and interview 2. Application form/ Interview/ Lesson observation 3. Application form and interview 4. Interview and interaction with others whilst visiting the school 5. Application form and interview 6. Application form and interview 7. Application form and interview 8. Application form and interview 9. Application form and interview 10. Interview

Department Information

The English 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 work together to drive forward with passion to ensure the department continues to improve on its outstanding status. We believe that all students have the right to high quality lessons that stimulate a love of and passion for English that engages students with the English language surrounding them. We believe in equipping our students with the practical aspects of the subject that will enable them to utilise the skills needed for a successful life.

Within the department there are eight highly experienced staff and one early career teacher. 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, know how it fits into the bigger picture and 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.

English language, literature and literacy is taught at key stages three and four. At key stage four, students are entered for the AQA GCSE examinations.

Application Details

Thank you for taking the time to view the details for the Head of English 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 recruitment@msj.bolton.sch.uk

