



St Edmund's CATHOLIC SCHOOL

Headteacher Mr Simon Graham BSc NPOH

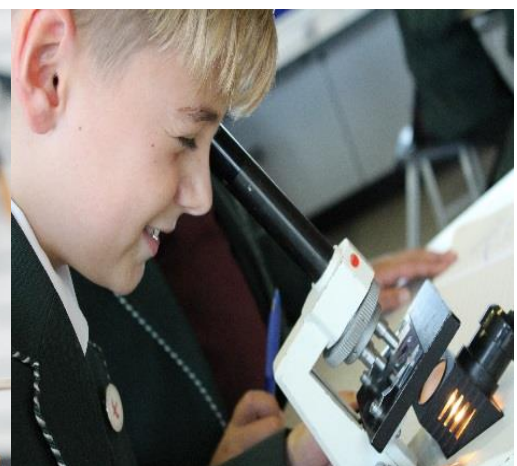
CAELUM DIVES INGRES



Head of Learning (Maternity Leave)

March 2021

Application Pack and information for candidates





An 'Outstanding' School

Ofsted 2016



"The behaviour of pupils is outstanding. Pupils consistently demonstrate positive attitudes to their work and a determination to improve. Pupils adhere to the school's behaviour systems in an exemplary way and there is no disruption to learning." Ofsted 2016



St Edmund's Catholic School, Portsmouth

11-16 Mixed VA School



Background to the School

St Edmund's is a popular Voluntary Aided Secondary School in the heart of Portsmouth and serves a wide area. **It is an Outstanding school (Ofsted 2016) serving a diverse population.** . It is an average sized Secondary School and is the most popular Secondary School within the city. Currently we have 1060 students on our roll.

St Edmund's Catholic School has a well-qualified, dedicated and supportive and enthusiastic staff team. There are 69 teachers and 70 support staff, all of whom are committed to providing outstanding education for our students.

The school has Teaching & Learning Co-ordinators who work with teaching staff to ensure TEEP is embedded within all lessons and visually displayed in all classrooms. The T&L Team incorporates a group of experienced teachers who will offer support and guidance to ensure that any new teacher is striving to reach their full potential thereby transforming the lives of our St Edmund's family.

St Edmund's a thriving, positive and happy environment where individuals achieve excellent levels of personal development. The school is the top performing school within Portsmouth and local Hampshire (Ofsted Outstanding February 2016).

The students and staff recognise the importance of the school's Catholic and Christian education and are committed to it in every way.

The fundamental aim of the school is to present a clear Christian philosophy and way of life, providing opportunities in which Christian values may develop. This is reflected in the School motto:

Caelum Dives Ingredi
(To enter Heaven enriched).



A message from the Headteacher



Thank you for your interest in our vacancy at St Edmund's Catholic School. I am proud and privileged to be leading our school which gained an 'Outstanding' Ofsted judgement in February 2016 in all areas.

I have highly qualified and motivated staff that are passionate about ensuring all students feel safe, happy and reach their full potential.

At St Edmund's we provide a curriculum which is broad and balanced, challenging in its delivery and is based, where possible, on the everyday experiences of the students.

At the heart of our curriculum is a strong emphasis on learning and teaching. We want our students to be involved, inspired and curious about the world around them.

Our broad and balanced curriculum offers both traditional academic subjects and a range of applied learning courses so that all our students are able to be successful.

Through the personalisation of learning we aim to ensure that the needs of the learners are met, whether that is through academic or vocational courses, clear information, advice and guidance as well as individual mentoring sessions to ensure each individual makes progress.

Stimulating lessons as well as continuity and progression, ensure that the learning experience is enjoyable, challenging, engaging and relevant. Our curriculum aims to ensure that students leave us as well-rounded individuals, with all the skills needed to be successful in life and fully prepared for their chosen careers.

We Aim to:

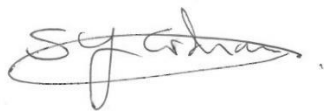
- Encourage spiritual development and understanding of the faith handed down to us by the Church.
- Create an atmosphere of order, discipline and respect.
- Build a community which cares for all its members and where understanding, mutual trust, friendship and collaboration are fostered.
- Enable every pupil to achieve his or her true potential in every activity.
- Set standards of excellence in teaching and learning and to provide a broad, balanced and relevant curriculum. Strengthen self-discipline, responsible maturity and creativity.

"Teachers are skilful at ensuring lessons are carefully matched to what pupils need to learn. This means that no pupil is left behind and over time all make strong progress. Every individual is catered for effectively." **Ofsted February 2016**

"GCSE outcomes for pupils are Outstanding." Ofsted 2016

Our website <https://www.saintedmunds.org.uk/> is full of information about our school and we hope you enjoy finding out more about our St Edmund's family.

I very much look forward to meeting you.

A handwritten signature in black ink, appearing to read 'S. Graham'.

Simon Graham
Headteacher

**"The curriculum is tailored to match the aspirations and interests of all pupils." *Ofsted*
2016**



What makes St Edmund's Catholic School a great place to work?

As a member of staff at St Edmund's Catholic School you can expect:

- Weekly staff briefing updates.
- NQT Support and new staff meetings in the first year.
- Significant investment in your continuing professional development each year.
- Performance Management based progress through the teacher pay scales.
- A classroom fully equipped with interactive whiteboard.
- A team of dedicated Teaching & Learning ambassadors.
- An outstanding school with modern, state of the art facilities.
- Access to the Portsmouth City Council 'My Rewards' scheme
 - **Carplus** – a salary sacrifice scheme where you offset some of your salary each month in exchange for a brand new, fully maintained car – and can save you money on tax and national insurance.
 - **Cycle scheme** – a salary sacrifice scheme where you offset some of your salary each month in exchange for a brand new bicycle – and can save you money on tax and national insurance.
 - **AVC Wise** – a salary sacrifice shared cost additional voluntary contributions scheme which offers additional savings to standard AVCs – and saves you money on national insurance contributions and income tax.
 - **Discounts** on a wide range of goods and services – access a range of discounts and offers from thousands of restaurants, shops and more.
 - **Salary finance** – offering simple savings, access to salary as it is earned, and affordable loans – all underpinned by accessible, engaging financial education.
 - **Travel loans** – purchase an annual First bus, Stagecoach, Hover travel, Gosport or Wightlink ferry pass via ten monthly deductions from your net salary
 - **Monthly offers and competitions.**
- Regular Department, Year Group and Staff meetings.

New staff are given training and induction.



Enhanced Pay Scales at St Edmund's Catholic School (from September 2020)



QUALIFIED TEACHERS England (excluding London and the Fringe)		
Spine point	1 Sep 2019 – 31 Aug 2020	1 Sep 2020 – 31 Aug 2021
MAIN PAY RANGE		
Min M1	£24,373	£25,714
M2	£26,298	£27,600
M3	£28,413	£29,664
M4	£30,599	£31,778
M5	£33,010	£34,100
Max M6	£35,971	£36,961
UPPER PAY RANGE		
Min U1	£37,654	£38,690
U2	£39,050	£40,124
Max U3	£40,490	£41,604

TEACHING AND LEARNING RESPONSIBILITIES (TLRs)		
Payment 1 (TLR1)	1 Sep 2019 – 31 Aug 2020	1 Sep 2020 – 31 Aug 2021
Min	£8,069	£8,291
Max	£13,654	£14,030
Payment 2 (TLR2)	1 Sep 2019 – 31 Aug 2020	1 Sep 2020 – 31 Aug 2021
Min	£2,796	£2,873
Max	£6,829	£7,017
Payment 3 (Fixed Term)	1 Sep 2019 – 31 Aug 2020	1 Sep 2020 – 31 Aug 2021
Min	£555	£571
Max	£2,757	£2,833

Teachers make the education of their pupils their first concern, and are accountable for achieving the highest standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up to date and are self – critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

Progression onto the salary ranges is dependent upon the annual performance management review which is carried out within a two week cycle in October.



The Role: Head of Year (Maternity Leave)

Required for March 2021 (Job reference HY01)

Teaching or Non-Teaching

Teaching: £25,714 - £41,604 (Depending on Experience) + TLR 2A (£2,873)

or

Non-Teaching: Pay Band 7 / 8 (Depending on Experience)

FTE £25,481 - £32,233 (Pro rata: £22,001.86 - £27,831.95)

Are you of graduate calibre, with or without teacher status?

Do you have the ability to inspire and motivate young learners?

Are you able to assist and guide pupils in a disciplined learning environment? Do you have experience of working in a school?

Do you believe in always going the extra mile and 'above and beyond?' Passionate about the education, health and welfare of young people?

If the answer to these questions is yes, then please do apply.

Applications should be sent c/o Headteacher, St Edmund's Catholic School, Arundel Street, Portsmouth, Hampshire. PO1 1RX quoting the job reference HY01 or electronically to recruitment@saintedmunds.org.uk

Closing date for return of completed applications is Friday 15th January 2021 at the latest. However, forms can be accepted prior to this and candidates interviewed.

The school is committed to safeguarding and the promoting the welfare of children, and young people, and expects all staff and volunteers to share this commitment. DBS disclosure at Enhanced level will be required prior to any offer of appointment.

**"Pupils are well cared for and the school's work to keep them safe and secure is outstanding."
Ofsted 2016**



Job Description



In a Catholic School the Head of Learning plays an important role in realising the School's Mission Statement and supporting the learning of all pupils within the year group.

She/he must strive to maintain and develop the Catholic character of the School in dealings with pupils, parents, colleagues and outside agencies.

1. CONTEXT

The local Catholic feeder schools attain the best results in the LEA and the catchment stretches well beyond Portsmouth. This job description recognises the requirements of the current Pay and Conditions Regulations and reflects the aims and policies of the Governors of St Edmund's. This role will be specific in its support for other Pastoral colleagues, careers and transition.

2. GENERAL RESPONSIBILITIES

The post holder will be expected to

- 2.1 raise attainment across the year group.
- 2.2 work closely with the Form Tutors in knowing, understanding and supporting pupils and so develop the sense of community within the Year Group.
- 2.3 support all staff in the pursuit of the highest possible all-round standards of discipline and good order within the Year Group, in order to enable pupils to achieve their maximum potential.
- 2.4 oversee supervisory duties in accordance with the published schedules and carry out lunch duty.
- 2.5 ensure the effective use of registration time including the observance of the daily Act of Collective Worship.
- 2.6 participate in appropriate meetings with colleagues, parents and outside agencies.
- 2.7 undertake a teaching role as required/appropriate and provide cover for lessons.
- 2.8 contribute to the School performance management scheme.
- 2.9 apply the School Behaviour Management Policy and contribute to its Development.
- 2.10 Monitor attendance, uniform and equipment.

3. SPECIFIC RESPONSIBILITIES

3.1 To have a general oversight of the pastoral and academic welfare of pupils either within a year group or in support of other Pastoral colleagues. To contribute to their spiritual and moral development in accordance with the aims of the School. These will vary and change as the Head of Learning moves through each year with their year group.

4. KEY TASKS

4.1 Maintaining the Catholic Ethos of the School

- (a) work with and by supported by the School Chaplaincy team.
- (b) providing resources to ensure that the daily Act of Worship is Observed.
- (c) supporting tutors, pupils and visiting speakers delivering the year group assembly.
- (d) to oversee the annual Carol Service and other events in liaison with School Chaplain and other staff.

4.2 Care of individual pupils

- (a) to get to know pupils to ensure their academic, spiritual, social and moral potential is developed as fully as possible.
- (b) to act as a source of guidance and advice for all pupils within the Year.
- (c) to refer pupils to external agencies where appropriate.
- (d) to ensure the smooth induction of new pupils and be responsible for this process.

4.3 Learning. To work with the Assistant Head and other Pastoral staff:

- (a) ensure full and effective use of all data in order to assist Directors in enabling pupils to be correctly placed academically and also ensure their placement in appropriate tutor groups.
- (b) track pupil progress and identify individuals or groups of pupils who are achieving above or below expectations.
- (c) take supportive actions such as organised with departments; Intervention, booster or revision programmes.
- (d) assist the SENCO in the deployment of teaching assistants to support pupils.
- (e) meet regularly with other Directors of Learning and other colleagues in the Pastoral team.

4.4 Organisation

- (a) to ensure that pupils are informed of all matters that pertain to them.
- (b) to ensure the maintenance of up-to-date pupil records.
- (c) to co-ordinate the compilation of Records of Achievement and reports.
- (d) to issue and oversee the use of Homework Diaries.
- (e) to authorise the issue of exit chits.
- (f) to oversee all aspects of the school reward system, including assemblies and systems.

4.5 Links with Form Tutors. To work with the Assistant Head to and/or Pastoral colleagues to:

- (a) provide leadership, support and encouragement to a team of Tutors.
- (b) organise regular meetings of the Year Tutors. Inform tutors of such meetings, writing relevant agendas and minutes and disseminating same to appropriate colleagues.
- (c) ensure the effective induction of new Tutors and help to identify their training needs.
- (d) ensure that Tutors are informed of significant matters pertaining to any pupils in their group.

4.6 Links with Senior Management

- (a) to inform the Assistant Head and Pastoral colleagues of any significant developments arising from individual pupil's behaviour.
- (b) to inform the Assistant Head and Pastoral colleagues of pupils requiring special courses of action.
- (c) to inform the Assistant Head and Pastoral colleagues of the work of the Year Team.
- (d) to liaise with Assistant Head and Pastoral colleagues on matters relating to assessment in the Year group.
- (e) to liaise with Directors of Learning and Pastoral colleagues in deciding a particular course of action for any pupils in the Year, with regard to progress reviews, behaviour etc.
- (f) to support the Senior Management in ensuring that the homework policy is adhered to.

- (g) to liaise with Deputy Head in relation to careers support.

4.7 Links with Staff. To work with and be supported by the Assistant Head to :

- (a) liaise with the Chaplain.
- (b) liaise with the Special Needs Co-ordinator to ensure that relevant pupils with learning/behavioural difficulties are appropriately provided for.
- (c) liaise with the Assistant Headteacher, the CPSHE co-ordinator and Careers Guidance in planning, organising and delivering the CPSHE programme.
- (d) to maintain contact, as appropriate, with external support agencies.
- (d) liaise with the Inclusion Officer.

4.6 Links with External Agencies

- (a) to prepare the necessary documentation and to refer designated pupils to the appropriate external agency.
- (b) to liaise with such agencies and follow-up appropriate action.
- (c) to liaise with external agencies, specifically:-
 - (i) links with Parishes and Parish Priests
 - (ii) the Educational Welfare Officer
 - (iii) the Educational Psychologist
 - (iv) Connexions
 - (v) Social Services
 - (vi) relevant medical services
 - (vii) Juvenile Courts
 - (viii) Community Police Officer
- (d) to attend case conferences, Juvenile Courts and other events, where requested (these may be after school or during holidays).
- (e) to organise careers events for students when appropriate.

4.7 Links with Parents

- (a) to be available to discuss with parents matters affecting their child's progress and development.
- (b) to organise Parents' Evenings and follow-up enquiries.
- (c) to issue or organise the issue of standard letters to parents following-up tutors' concerns over absence,

uniform infringements and behavioural problems.

- (d) to oversee the collation and distribution of reports to parents (as appropriate).

5. RELATIONSHIPS

To whom responsible:-

- (a) immediate responsibility - Assistant Head.
- (b) ultimate responsibility – Headteacher.

6. STAFF FOR WHOM RESPONSIBLE

All staff serving as Year Group Tutors.

7. OTHER

At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above.

- Addendum:**
- (i) *the above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.*
 - (ii) *this job description allocates duties and responsibilities but does not direct particular amount of time to be spent on carrying them out and no part of it may be so construed.*
 - (iii) *this job description is not necessarily a comprehensive definition of the post. It will be reviewed once every year and it may be subject to modification or amendment at any time after consultation with the postholder. This will be kept under review.*

“Teachers meticulously plan to support pupils to improve their skills, knowledge and understanding. As a result almost all pupils make outstanding progress. Pupils know precisely what they need to do to improve and consequently are confident in tackling more demanding work.”

Ofsted 2016



Person Specification



	Essential	Desirable	Evidence
Catholic ethos	<ul style="list-style-type: none"> Have knowledge and understanding of Christian faith. Be comfortable working in a Catholic School. 	<ul style="list-style-type: none"> Be a practising Catholic. 	References Interview Application
Personal qualities	<ul style="list-style-type: none"> Good health and attendance record. Be enthusiastic and energetic. Good ICT, literacy and numeracy skills. Democratic, sensitive and display a good sense of humour. Possess good communication skills. Be a good administrator. Have good organisational and time management skills. Be assertive and confident. Be well educated with English and Maths. Maintain excellent standards of behaviour. Discretion. Ability to work hard with competing deadlines, completing deadlines, prioritising appropriately and maintaining good humour. Willingness to attend outside meetings and to work outside the timetabled day. 	<ul style="list-style-type: none"> Be educated to degree level. Experience of running and organising extra-curriculum events. 	References Interview Application
Experience	<ul style="list-style-type: none"> Having worked with young people not necessarily in Schools. Understanding of successful strategies for meeting the needs of all students. 	<ul style="list-style-type: none"> Experience of working with outside agencies. Worked in School or with young people. Developing and implementing effective pastoral care and behaviour management of students. The use of a range of tools and evidence, including performance data, to support, monitor, evaluate and improve student progress. Understanding of Child Protection and safeguarding practice and responsibilities. Knowledge of issues affecting students on transition from Primary School. 	References Interview Application

“The Headteacher is resolutely determined that all pupils have the best possible education, whatever their circumstances. He has instilled high aspirations in all leaders, teachers and pupils.” Ofsted 2016



Application Process

All our jobs advertised need to be applied for via the St Edmund's Catholic School website:

<https://www.saintedmunds.org.uk/the-school/vacancies-work-experience/vacancies-support>

If applying for the teaching role please complete the teaching staff application form and for support staff (non-teaching application form).

You are asked to complete and include the following:

Application Form

Personal Statement – Two sides of A4.

Completed applications should be returned to:

Mr Simon Graham
Headteacher
St Edmund's Catholic School
Arundel Street
Portsmouth PO1 1RX

Electronic Applications should be returned to: recruitment@saintedmunds.org.uk

If you require a copy of the application pack or further information in relation to any of our vacancies please contact Ms Lisa Slight, Executive PA to Headteacher/Office Manager on 023 9289 2585 or by email lsight@saintedmunds.org.uk

Interview Procedure

If a candidate is selected for interview the procedure will test how the candidate fulfils the requirements of the post. The selection process will include consideration of the candidate's suitability to work with children and young people.

1. Tour of the School.
2. To teach a lesson (during of an hour). The topic will be provided prior to interview day.
3. Tasks relating to Safeguarding and Catholic Ethos.
4. Panel Interview.

In light of covid-19 guidelines the interview candidate is offered the opportunity to undertake the interview process 'virtually' via Microsoft Teams or Zoom whereby the tasks will be emailed to the shortlisted candidates in advance of the virtual interview.

The school is committed to safeguarding and the promoting the welfare of children, and young people, and expects all staff and volunteers to share this commitment.

DBS disclosure at Enhanced level will be required prior to any offer of appointment.

I can do all things with the help of God who strengthens me. Philippians: 4:13

"Spiritual, moral, social and cultural experiences are highly developed and are an impressive feature, thoroughly preparing pupils for life after leaving the school"

Ofsted 2016