



St Bernadette Catholic Secondary School Bristol



Head of Learning— Modern Foreign Languages



Excellence in Faith & Learning

St Bernadette Catholic Secondary School



Mission Statement

Our Mission is to develop the whole person in a Catholic learning community, to provide a loving Christian environment and to strive for excellence, equality, justice and fairness.

At St Bernadette Catholic Secondary School we aim for our young people to be:

- strong and committed in the faith of Christ
- confident of their personal worth
- active in response to Christ's call to care for others
- responsible members of society

Hence we strive to:

- achieve excellence in all aspects of our life and work
- foster the spiritual growth of each member of our community
- create a happy and successful learning environment
- develop the full potential of each individual
- prepare pupils for the opportunities, responsibilities and experiences of adult life

Excellence in Faith & Learning



Welcome

Jan 2022

Dear Applicant,

We are delighted that you have expressed an interest in the post of Head of Learning MFL at St Bernadette Catholic Secondary School. Community is extremely important to us at St Bernadette's. We pride ourselves on being an ambitious and vibrant community of faith and of learning where everyone is valued and has a part to play. Our pupils, who come from across the south and east of Bristol, are our best ambassadors and greatest asset.

Our identity as a faith school is key to all we undertake and the teachings of Jesus Christ are at the heart of all we do. We are committed to ensuring our students receive the highest quality provision to enable them to achieve their potential, while growing as confident and responsible young people.

This is an exciting time to be joining St Bernadette's. Our focus on excellence for and from all members of the school community, underpinned by robust, embedded systems and structures enable all members of the school community to thrive and we are confident of further growth and improvement. I was appointed as head teacher this September and having served as deputy at the school for seven years am excited to be leading the school into its next chapter. Furthermore St Bernadette's is blessed with a strong, supportive and ambitious staff who have the highest expectations of themselves and our pupils.

We hope this application pack will give you a strong picture of our school and you enjoy learning more about us.

Best wishes

Patrick McDermott
Chair of Governors

Edward Walker
Headteacher



St Bernadette Catholic Secondary School

Head of Learning—MFL

Required:	1st September 2022
Salary:	MPS/UPS + TLR 2c
Location:	Whitchurch, Bristol
Contract Term:	Full-time, permanent

Governors of this outstanding Catholic 11-16 school wish to appoint a well-qualified Modern Languages leader to play a major role in the continued development of Excellence at St Bernadette. You will need to be able to teach French to GCSE and Spanish to the end of Year 9 (GCSE desirable).

We are looking for someone who is:

- Supportive of the Catholic ethos of the school
- Committed to high quality teaching and learning
- Able to challenge and motivate others to achieve excellent practice
- Able to inspire and enthuse staff, students, parents and the wider community
- An excellent classroom practitioner who can consistently deliver and model best practice
- Committed to leading whole school development
- Able to plan strategically and deliver on targets
- An excellent communicator with a proven record of successful leadership

We offer:

- A strong Catholic ethos
- Happy, friendly and talented students
- Enthusiastic, committed and friendly staff and governors
- A commitment to professional and personal development
- A school with strong care, support and guidance

Contact us:

To discuss the post, applying or to arrange a school visit, please contact Mrs Joanne Whalley

School address - St Bernadette Catholic Secondary School, Fossedale Avenue, Whitchurch, Bristol, BS14 9LS

Phone – 0117 377 2050

Email – recruitment@stberns.bristol.sch.uk

Website – www.stberns.bristol.sch.uk

Application forms are available on the school [website](#) and the CES [website](#)

Closing date — Midday Thursday 10th March 2022

- Interviews — w/c 17th March 2022



About our school

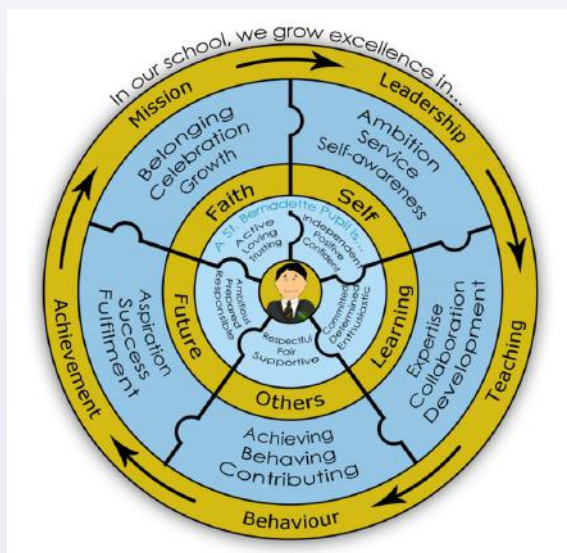
St Bernadette's is a vibrant, successful and ambitious secondary school located in Whitchurch, South Bristol. The school prides itself on being a community of faith and of learning, where everyone is valued and has a part to play.

As a Catholic school it is our mission to work together to serve the needs of the pupils in our care. The work entrusted to us is to help each pupil to recognise their dignity as a child of God and to help each one to fulfil the potential that God has given them. We do this by providing an education grounded in the gospel values of faith, hope and love; in which pupils can grow in faith; are stretched academically and are given a moral and social awareness that will help them to contribute fully to our school community and to play an active part in society both now and in the future. In this way we work for the common good and to build up God's kingdom.



Excellence at St Bernadette's

A commitment to excellence from all and for all is a key feature of our school. Our fundamental belief is that children will succeed when learning in a happy, challenging and safe environment where there is mutual respect for all in the community. Our St Bernadette's Excellence Wheel has been the vehicle to move our Excellence agenda forward.



At St Bernadette's we are committed to providing an education which enables every young person to have a positive relationship with:

- **Themselves** - A St Bernadette pupil is confident, independent and positive.
- **Others** - A St Bernadette pupil is respectful, supportive and fair.
- **Faith** - A St Bernadette pupil is active, loving and trusting.
- **Learning** - A St Bernadette pupil is committed, determined and enthusiastic.
- **Their future** - A St Bernadette pupil is ambitious, prepared and responsible.



St Bernadette's is a community of faith



Our identity as a faith community is at the heart of all that we do. We are proud of our Catholic tradition and our partnerships with the Diocese of Clifton, our partner schools in the Aquinas Group and with St Brendan's Catholic College, which provides our Sixth Form. We celebrate each person's unique set of God-given talents and work hard to ensure pupils use them to the full. We were therefore delighted to be recognized as an outstanding Catholic school in our last Section 48 inspection.

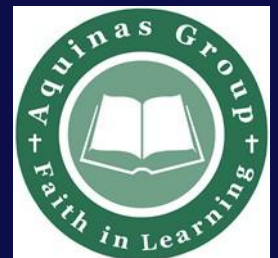


Our faith is at the core of our daily life, our interactions with each other and our learning. As a school we come together as a faith community through assemblies, services and masses. We offer pupils opportunities for spiritual growth and development not only through Religious Education lessons but also through trips retreats and school-based activities in our Chapel.

All curriculum areas within the school support and contribute to the faith life of the school. Each faculty has identified how it contributes to the mission of the school, as well as its contribution to Catholic Social Teaching.



Our pupils put their faith into action by helping others and each year raise thousands of pounds for a number of charities. Pupils are also involved in local community initiatives and we are always impressed by their generosity and energy in helping others.





St Bernadette's is a community of learning

St Bernadette's is an ambitious learning community. We want our pupils to make the most of every learning opportunity, have fun in their learning and be scholars. We work hard to provide the best we can for all pupils and we expect them to give of their best, work hard, behave well and take responsibility for their learning. Our pupils achieve well in examinations and make strong progress.

Our curriculum is broad and is designed to ensure that all pupils have the opportunity to achieve their maximum potential. We promote and value traditional subjects while also embracing new technologies.

Pupil groupings vary across subjects and year groups, giving maximum flexibility to accommodate each individual's needs. All pupils are set challenging targets and their progress towards them is closely monitored.

One of our key priorities is to develop pupils' learning through the promotion of scholarship. By promoting 12 aspects of scholarship through our lessons, the reward system and across school life in general, we are seeking to help pupils to become 'St Bernadette Scholars' who are increasingly successful at learning.

We are strongly committed to the growth and development of our staff. A well-established staff development programme is in place, focused on developing individual and collective excellence through expertise, collaboration and action research.



A St Bernadette scholar is					
QUALITIES		SKILLS		APTITUDES	
AMBITIOUS		PRESENTATION		PERSONAL RESPONSIBILITY	
COMMITTED		COMMUNICATION		PROBLEM SOLVING	
DETERMINED		REVISION		ENQUIRING	
ENTHUSIASTIC		ACADEMIC		INDEPENDENT LEARNER	
successful at learning					



Job Description

Post Title:

HEAD OF LEARNING

Purpose:

- To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
- To be accountable for student progress and development within the subject area.
- To develop and enhance the teaching practice of others.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the faculty, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.
- To be accountable for leading, managing and developing the subject/curriculum area.
- To effectively manage and deploy teaching/support staff, financial and physical resources within the faculty to support the designated curriculum area.

Curriculum Provision and Development

- To liaise with the Deputy Head, Learning, to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements The School Improvement Plan/School Evaluation.
- To be accountable for the development and delivery of all subjects within the area.
- To lead curriculum development for the whole faculty.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the designated SLT member to maintain accreditation with the relevant examination and validating bodies.
- To ensure that the development of subjects within the area is in line with national developments.



Job description

Operational/Strategic Planning

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the faculty.
- The day-to-day management, control and operation of course provision within the faculty, including effective deployment of staff and physical resources.
- To actively monitor and follow up student progress.
- To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety.
- To work with colleagues to formulate aims, objectives and strategic plans for the faculty which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.
- To lead and manage the faculty, and to ensure that the planning activities of the faculty reflect the needs of students within the subject area, SIP/FIP and the aims and objectives of the School.
- To ensure that the work in the curriculum area fully reflects the School's distinctive ethos and mission.
- In conjunction with the Assistant Head i/c ICT to foster and oversee the application of ICT in the designated curriculum area.
- To ensure that Health and Safety policies and practices, including Risk Assessments, through the faculty are in line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager.

Self Evaluation

- To ensure the effective operation of self evaluation systems.
- To work with SLT in the setting of targets within the faculty, and to work towards their achievement.
- To establish common standards of practice within the faculty and develop the effectiveness of teaching and learning styles in all subject areas within the faculty.
- To contribute to the School procedures for lesson observation.
- To implement School quality procedures and to ensure adherence to those within the faculty.
- To monitor and evaluate the curriculum area/faculty in line with agreed School procedures, including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To ensure that the Faculty's quality procedures meet the requirements of Self Evaluation and the School Improvement Plan.



Job description

Operational/Strategic Planning

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the faculty.
- The day-to-day management, control and operation of course provision within the faculty, including effective deployment of staff and physical resources.
- To actively monitor and follow up student progress.
- To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety.
- To work with colleagues to formulate aims, objectives and strategic plans for the faculty which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.
- To lead and manage the faculty, and to ensure that the planning activities of the faculty reflect the needs of students within the subject area, SIP/FIP and the aims and objectives of the School.
- To ensure that the work in the curriculum area fully reflects the School's distinctive ethos and mission.
- In conjunction with the Assistant Head i/c ICT to foster and oversee the application of ICT in the designated curriculum area.
- To ensure that Health and Safety policies and practices, including Risk Assessments, through the faculty are in line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager.

Self Evaluation

- To ensure the effective operation of self evaluation systems.
- To work with SLT in the setting of targets within the faculty, and to work towards their achievement.
- To establish common standards of practice within the faculty and develop the effectiveness of teaching and learning styles in all subject areas within the faculty.
- To contribute to the School procedures for lesson observation.
- To implement School quality procedures and to ensure adherence to those within the faculty.
- To monitor and evaluate the curriculum area/faculty in line with agreed School procedures, including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To ensure that the Faculty's quality procedures meet the requirements of Self Evaluation and the School Improvement Plan.



Job description

Teaching

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy are reflected in the teaching/learning experience of students
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, faculty and school procedures.
- To apply the Behaviour Management systems so that effective learning can take place.

Pastoral System

- To be a Form Tutor to an assigned group of students.
- To monitor and support the overall progress and development of students within the faculty.
- To monitor student attendance, together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as a Form Tutor and to carry out the duties associated with that role, as outlined in the generic job description.
- To contribute to Citizenship, WRL and PSHE programmes according to school policy.
- To ensure the Behaviour Management system is implemented in the faculty, so that effective Learning can take place.



Job description

Management Information

- To ensure the maintenance of accurate and up-to-date information concerning the faculty.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for the faculty.
- To produce reports on examination performance, including the use of value-added data.
- In conjunction with the relevant SLT member, to manage the Faculty's collection of data.
- To provide the Governing Body with relevant information relating to the Faculty performance and development as requested.

Management of Resources

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the faculty budget, acting as a budget holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- To work with the Assistant Head in order to ensure that the Faculty's teaching commitments are effectively and efficiently timetabled and roomed.

Other Specific Duties

- To safeguard and promote the welfare of children and young people
- To apply the Behaviour Management systems so that effective learning can take place.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCB not mentioned in the above.
- To undertake such other duties as may reasonably be expected by the Governing Body.

This appointment is with the St. Bernadette Board of Governors under the terms of the Catholic Education Service contract with the Governing Body as employer. It is subject to the current conditions of service for Teachers contained in the School Teachers' Pay and Conditions Document and other referenced to the National the Teachers' Standards (2011) and the Personal and Professional Code of Conduct, which

Person specification

Essential	Desirable
Ethos	
<ul style="list-style-type: none"> Willingness to support the Christian character of St Bernadette 	Catholic
Qualifications	
<ul style="list-style-type: none"> Graduate QTS 	Good Honours Degree, subject specific
Teaching	
<ul style="list-style-type: none"> Excellent classroom teacher Reflective practitioner Proven ability to motivate and challenge pupils to achieve high standards of performance Good classroom management skills Excellent ICT capability 	<ul style="list-style-type: none"> Additional leadership experience
Professional Development	
<ul style="list-style-type: none"> Evidence of on-going professional 	<ul style="list-style-type: none"> Long-term development plan
Personal Qualities	
<ul style="list-style-type: none"> Ability to develop and maintain good relationships with colleagues Ability to communicate clearly Flexibility and a good sense of humour Optimistic disposition Trustworthy, conscientious and loyal Energy and enthusiastic Organisational skills Good interpersonal skills 	

Excellence in Faith & Learning



What do others say about St Bernadette's?

"A wonderfully stimulating Catholic environment"

Section 48



Listen to Ned, Year 7

<https://youtu.be/HvmXZJvglek>

"Relationships between teachers and pupils are very positive"

Ofsted

"St. Bernadette's remains an outstanding Catholic school and as indicated continues to grow, develop and flourish"

S48 monitoring



Listen to Bella, Year 7

<https://youtu.be/pFss4WKfSWA>

"I value the school's ability to meet the needs of children who as individuals possess different skills, attribute and ability, as well as interests. All were motivated to succeed and give their talent"

Parent

"Pupils are confident and comfortable in their lessons." They "respond well to instructions and are very obedient."

Ofsted

"A harmonious atmosphere pervades the school"

Ofsted

"All pupils benefit enormously from the vibrant Catholic life of the school"

Section 48

"There is a sustained culture of excellence"

External review



Listen to Kelly, Year 11

<https://youtu.be/KVWRAE3g8Ng>

"School leaders work together enthusiastically to ensure that pupils thrive and develop as confident and responsible future citizens."

Ofsted



How to apply

If, having read about our school, you would like to apply to be Head of Learning (MFL) at St Bernadette's, please complete the application form and the recruitment monitoring and Rehabilitation of Offenders Act 1974 Disclosure Form.

Application forms can be downloaded from:

- the school [website](#)
- the CES [website](#)

Completed application forms can be emailed to:

recruitment@stberns.bristol.sch.uk

or posted to:

Mrs Nicky Fear

Business Manager

St Bernadette Catholic Secondary School

Fossedale Avenue,

Whitchurch,

Bristol

BS14 9LS

St Bernadette's is committed to safer recruitment practices and pre-employment checks will be undertaken before any appointment is confirmed.

St Bernadette's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post is subject to Disclosure and Barring Service disclosure.



St Bernadette Catholic Secondary School
Fossedale Avenue
Whitchurch
Bristol
BS14 9LS

0117 3772050
recruitment@stberns.bristol.sch.uk
www.stberns.bristol.sch.uk



Excellence in Faith & Learning