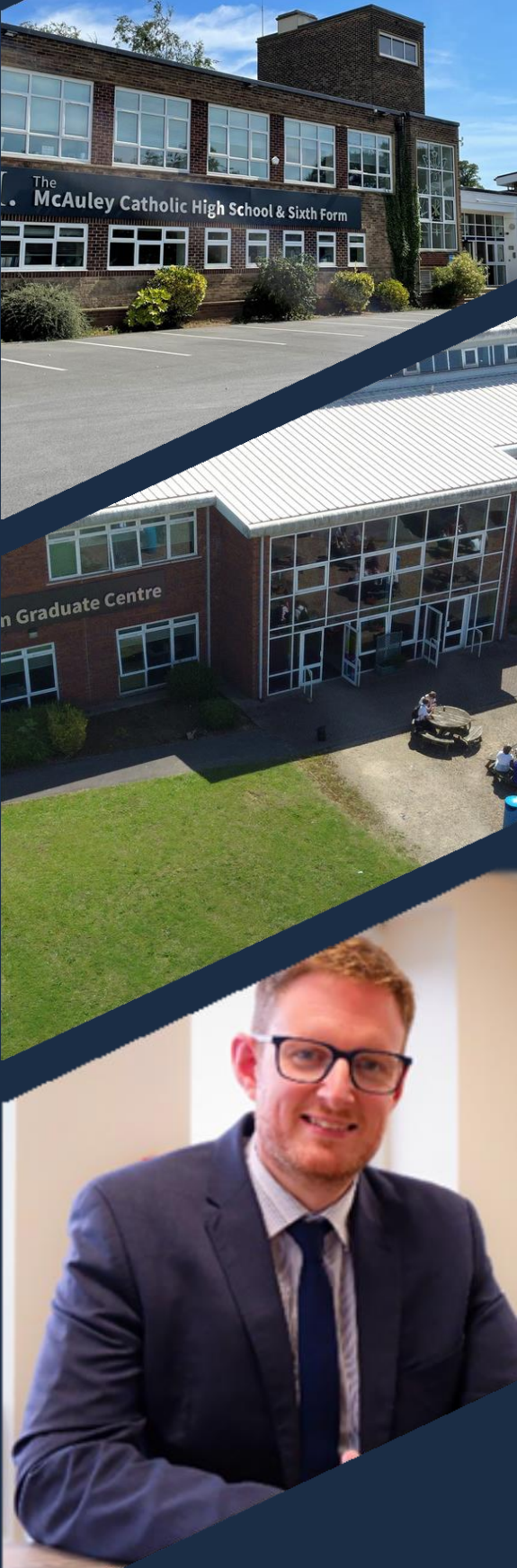




The **McAuley** Catholic High School & Sixth Form

# CANDIDATE PACK

Lead Teacher of ICT



Dear Candidate,

Thank you for showing interest in our school.

At McAuley there is a pattern. Staff join us and stay! It's not just about the great pupils, or the 2.15pm finish. It's the staff first approach which ensures we care and support staff like few other schools do.

We are looking for someone with BIG ideas! If you have a passion for ICT and have a compelling vision to further developing this important curriculum area, then we want to hear from you.

If successful, you will be joining McAuley, the biggest school in Doncaster and the biggest Catholic school in Hallam Diocese at a very exciting time.

As Head, I am committed to staff welfare and well-being and see my role as removing those obstacles that prevent staff being brilliant.

We have a well-developed Staff First Policy. We're committed to bringing the very best people to work at McAuley to join a community of Learners committed to the values and vision of the school and dedicated to making a difference to the children we teach.

If you want to be part of something genuinely unique then we want to hear from you.

Informal discussions are positively welcomed by emailing [jtucker@mcauley.org.uk](mailto:jtucker@mcauley.org.uk)

**James Tucker**  
**Headteacher**

**M.**



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# The McAuley Catholic High School



## WHY MCAULEY?

- Large Catholic Comprehensive School
- Enrolment of 1,200 students in Years 7 to 11
- A Sixth Form with 300 students
- Recipient of the ArtsMark Gold Award
- Designated as an Inclusivity Quality Mark Centre of Excellence
- Received a "Good" rating from Ofsted in all areas (December 2023)
- Achieved positive outcomes in Key Stage 3 and Key Stage 4 assessments
- Consistent back-to-back +P8 scores
- Offers a diverse array of Sixth Form courses
- High staff morale and engagement
- A vibrant and unique student body
- Emphasises a family-first ethos, prioritising the welfare of staff and the community



'I have come that they may have life and have it to the full.'  
- John 10:10

# THE McAULEY CATHOLIC HIGH SCHOOL

Lead Teacher of ICT

## Job Description

<b>Salary/Grade:</b>	Teachers' Pay Scale plus TLR 2.1
<b>Reporting to:</b>	Associate Headteacher
<b>Responsible for:</b>	To lead, maintain and develop excellent provision in this subject
<b>Liaising with:</b>	Associate Headteacher, other curriculum leads, teachers, support staff, external agencies and parents.
<b>Working time:</b>	Full-time as specified within the STPCD
<b>Disclosure level:</b>	Enhanced

### Job Purpose

- Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD)
- To lead, develop, implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students
- To monitor and support the overall progress and development of students as a teacher/Form Tutor
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- To contribute to raising standards of student attainment and achievement and to monitor and support student progress
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth

### Responsibilities

School Ethos:

- To play a full part in the life of the school community, promoting its distinctive mission and ethos as a learning and caring community committed to following Christ's teaching.
- To support the students' spiritual development through the daily act of worship

Teaching:

- 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 mark, grade and give written/verbal and diagnostic feedback as appropriate
- To ensure that Literacy, Numeracy, ICT, Citizenship and PHSEE and school subject specialisms are reflected in the teaching/learning experience of students

Operational/Strategic Planning:

- To develop the appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the subject area and Department
- To write the Department's Development Plan and ensure its implementation
- To plan and prepare courses and lessons
- To contribute to the whole school's planning activities
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate

#### Curriculum Provision:

- Together the Associate Headteacher, liaise with the members of the Leadership Team to ensure the delivery of an appropriate, comprehensive, high quality and cost---effective curriculum programme which complements the School Development Plan and School Evaluation
- To be accountable for the development and delivery of your subject programmes

#### Curriculum Development:

- To ensure that the Curriculum Area provides a range of teaching which complements the school's strategic objectives

#### Staffing:

- To take part in the school's staff development programme by participating in arrangements for further training and professional development
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.
- To ensure the effective/efficient deployment of classroom support assistants

#### Quality Assurance:

- To help to implement school quality procedures and to adhere to them
- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To implement modification and improvement where required.
- To review from time to time your methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

#### Management Information:

- To maintain appropriate records and to provide relevant accurate and up---to date information for MIS, registers, etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning

#### Communication and Liaison:

- To communicate effectively with the parents of students as appropriate
- Where appropriate, to communicate and co-operate with persons or bodies outside the school
- To follow agreed policies for communications in the school
- To take part in liaison activities such as parents' evenings, review days and liaison events with partner schools
- To contribute to the development of effective subject links with external agencies

#### Management of Resources:

- To contribute to the process of the ordering and allocation of equipment and materials.
- To identify resource needs and to contribute to the efficient/effective use of physical resources
- To co---operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students

Pastoral System:

- To be a Form Tutor, if required, to an assigned group of students
- To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole
- To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of action plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
- To contribute to PHSEE and citizenship and enterprise according to school policy.
- To apply the Behaviour Management systems so that effective learning can take place

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.



**THE MCAULEY CATHOLIC HIGH SCHOOL**

**PERSON SPECIFICATION: Lead Teacher**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Education, Qualifications & Training	<ul style="list-style-type: none"> <li>▪ Degree</li> <li>▪ Qualified Teacher Status</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of commitment to own continuing professional development</li> </ul>
Knowledge & Experience	<ul style="list-style-type: none"> <li>▪ Experience of teaching pupils of all abilities and aptitudes</li> <li>▪ Clear understanding of the use of assessment and data to support teaching and learning and the tracking of pupil</li> <li>▪ Experience of developing new resources for teaching</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of teaching at KS5</li> <li>▪ Leadership experience</li> <li>▪ Experience of teaching Business Studies and Applied Law</li> </ul>
Personal Skills and Abilities	<ul style="list-style-type: none"> <li>▪ Ability to demonstrate the principles and practice of effective teaching and learning</li> <li>▪ Able to use data effectively to support teaching and learning</li> <li>▪ Ability to organise workload, prioritise, meet deadlines and maintain effective working relationships</li> <li>▪ Excellent interpersonal skills</li> <li>▪ Excellent oral and written communication skills</li> <li>▪ Competent in the use of ICT both in the curriculum and for administrative purposes</li> </ul>	
Other Requirements	<ul style="list-style-type: none"> <li>▪ A commitment to safeguarding and promoting the welfare of children &amp; young people</li> <li>▪ A commitment to and ability to implement the principles of equal opportunities and inclusion</li> <li>▪ An understanding of the distinctive nature of Catholic Education and a willingness to lead and support our school ethos</li> </ul>	<ul style="list-style-type: none"> <li>▪ Practising Catholic</li> </ul>



## Working at McAuley. What's in it for you?

Our 'staff first' policy means that we invest in our people. Our staff tell us what they value.

- Wellbeing time – this is time off for all staff up to one day a year to engage in wellbeing or family occasions that would not normally be covered under the leave of absence policy
- Wellbeing CPD for all staff – from the McAuley Minds working group, through to staff wellbeing sessions, we encourage all colleagues to participate in the programmes that we offer this could be learning how to make a curry through to menopause awareness, crafting, darts. There is something for everyone even reminding people how to laugh!
- Staff Wellbeing suggestion boxes – these are regularly emptied!
- Staff Wellbeing surveys – regular surveys allow us to see how we are doing and what we need to change stop doing or consider.
- Membership of Westfield Health – the school pays for level one of a cash policy so you can claim for optical, dental and other therapies such as physio and chiropractic appointments. In addition, you will have access to Doctor Line which offers our staff general appointments with a private GP when you are unable to see your own doctor at short notice.
- Employee assistance programme – from practical legal support through to face-to-face counselling, the 24 hour counselling and advice line offers our staff access to a range of issues such as mental health, physical health, financial health and debt management, trauma, parental support and relationship support any time of the day or night 365 days a year.
- Westfield Rewards – being a member of Westfield Health also gives you access to a range cash back or percentage discounts off high street retailers and supermarkets when you shop online or reloadable auto top up vouchers for your weekly shop helping you budget and save with a large range of retailers.
- Working Day – The timing of our school day, means a 2.15pm finish for students and means that staff have a significant part of the afternoon to do what they want to do, whether that is pick your own children up from school, engage in some form of exercise or go to that appointment you have been putting off. It gives staff extra flexibility to manage that work life balance.
- Email protocol – Our email policy takes the pressure off receiving emails at unacceptable times. We do not expect you to receive or send emails outside of your working day and we have an email embargo in between the hours of 7pm to 7am and weekends. Our policy is to speak to each other!
- Leave of absence policy – We know that there are times when we need to have time off work for whether that is because of an emergency or if you are taking your driving test. Our generous leave of absence policy allows you to request an absence during the school day when you find it is not possible to manage outside of working hours. Depending on your request, this will be either paid or unpaid, however we will always try and support your work life balance by doing what we can to give you that time. If we can't, we will explain why.