



Salvatorian  
College

# CANDIDATE INFORMATION PACK

Teacher of English for September 2022





# FROM THE HEAD OF SCHOOL

Dear prospective candidate,

I am delighted that you have taken an interest in a teaching vacancy at Salvatorian College. This pack is designed to brief you about both the opportunities available, as well as the demands of working as part of a team relentlessly focussed on providing the very best education to the pupils in our care.

The College has a long and proud history; founded in 1926 by the Society of the Divine Saviour, a Roman Catholic religious order, the school has evolved over the years to meet the changing needs of pupils, the local, and the national educational context. Salvatorian College remains, nevertheless, at the heart of the local community.

Teachers and leaders at Salvatorian College are committed to a carefully structured and enriching curriculum intended to empower pupils to develop the knowledge and skills they need to become effective leaders of good influence.

In addition to academic learning, we foster the spiritual growth of the pupils in our care. They develop a sense of their own worth as unique human beings, are provided with a wide range of opportunities to develop their gifts and talents.

Teachers and leaders build quality relationships with pupils within the context of firm boundaries. Effective systems of behaviour management and leadership support free up teachers to focus on delivering quality lessons. The learning environment is calm, respectful, and conducive to learning.

Staff at Salvatorian College are highly valued. In return for your outstanding contribution to our community, we can promise you with rapid career development opportunities, a wide-ranging CPD programme, non-salary benefit schemes, and concessions to work life balance including work-from-home days and lower than average timetabled teaching hours.

I encourage you to read through our website, review our history of examination success, and take a look at our YouTube and other social media channels, to get a feel for school life. You are most welcome to visit us, whether you have decided to make an application or not – I would encourage you to do so. We hope that you discover a community whose values you share, and that you make an application with the same excitement with which it will be received.



With my best wishes,

A handwritten signature in black ink that reads "Alan Bryant". The signature is written in a cursive, flowing style.

Alan Bryant  
**Head of School**





## OUR HISTORY



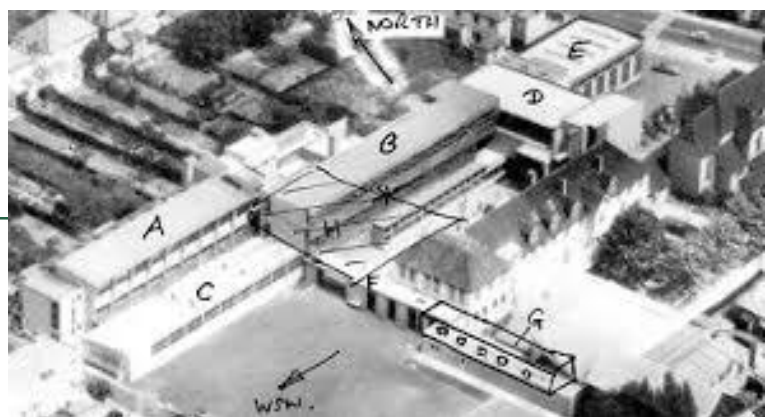
An English province of the Salvatorian Order was founded in 1901, having purchased a large house in Wealdstone, in what was then rural Middlesex. The Order opened a small private school in September 1926 prompted by the wishes of the local Catholic community. An initial group of thirteen boys entered the school.

By the late 1940s, it became clear that the school was outgrowing its original accommodation which was provided in a series of extensions to the Salvatorian Community House. The decision was taken to construct a purpose-built facility for the growing student population.



By the late 1950s the school was again expanding, and the new extensions were opened by the Rt. Rev. David Cashman, Bishop of Caetano in 1961. At this time the school became a Voluntary Aided Grammar School.

In 1979, the sixth form was closed and the College became a comprehensive school for boys aged 11 to 16. The first lay headmaster was appointed in 1981.







In 2012, the College became an Academy, and plans were announced for the complete rebuilding of the campus under the Department for Education's Priority Schools Building Programme.

The school underwent a complete rebuild between 2017 and 2021, and was opened by Bishop John Sherrington in October 2021.



# JOB DESCRIPTION

This generic job description based on the latest Teachers' Standards sets out the main roles and responsibilities of a teacher at Salvatorian College.

Those holding positions of responsibility have specific job descriptions, and Heads of Department may draw up more detailed job descriptions for members of their departments.

Above all, teachers at Salvatorian College are professionals who carry out their duties responsibly; make a positive contribution to the life and extra-curricular provision of the school; uphold the fundamental British values of democracy, the rule of law, the liberty of the individual, mutual respect and tolerance of other faiths and beliefs; and, have regard for the best interests of their pupils and the school.

In particular teachers are expected to:

- conduct themselves in an appropriate professional manner at all times, and to support and foster the aims of the school and the Catholic Ethos;
- teach effectively, being cognisant of pupil prior attainment, target grades and status eg. SEN, EAL, GTP. *This will involve planning differentiated lessons and preparing schemes of work. During all teaching, high standards of literacy and correct use of standard English are vital. Teachers are expected to demonstrate a critical understanding of their subject specialism/s and keep their knowledge and skills up to date. They should make good use and work co-operatively with other school staff including teaching assistants and other adults to foster pupil learning. A teacher planner must be kept with prior attainment grades, assessments, lesson plans and pupil registers completed for each lesson. Appropriate work should be set (including homework) and marked regularly (every two-three weeks) following the guidance in the Staff handbook.*
- manage pupil behaviour effectively to ensure effective control and a conducive and safe school environment;
- prepare pupils for external examinations and carry out the administration necessary to liaise with the examination secretary;
- make themselves familiar with the contents of the Staff Handbook, including the school's aims and policies, and their own departmental handbook and endeavour to follow closely the guidance and schemes of work provided in these documents;
- ensure that they are familiar with the school's health and safety guidance and be mindful of their own health and safety and that of the pupils;
- ensure they undertake their safeguarding duties; behaving professionally at all times and alerting promptly senior colleagues and the Designated Safeguarding Lead of any safeguarding issues or suspicions that come to light;
- undertake the preparation, marking and report-writing required to ensure that pupils achieve the highest possible standards and to carry out any reasonable subject-related duties assigned to them by their Head of Department;
- have a responsibility to ensure the safety and good conduct of the pupils, following the guidance in the Staff Handbook and helping to enforce the pupils' Code of Conduct and Uniform code;
- to undertake the role of a Form Tutor as outlined in the Staff Handbook taking an active interest in each pupil's academic, pastoral and spiritual development;
- carry out such duties, including cover for absent colleagues and examination invigilation, as are allocated to them punctually, efficiently and in accordance with the guidance in the Staff Handbook;



- attend school assemblies; to lead prepared assemblies for their form group and to supervise pupils before, during and after assembly;
- attend staff meetings, Parents' Evenings, Prize Giving, Open Evening for Year 6, and similar important functions out of school hours;
- be willing to lead or accompany school trips during a normal school day;
- notify the relevant person of cover as early as possible if they are going to be absent from school and set appropriate work, as indicated in the Staff Handbook. *Self-certification forms must be completed for sickness - for one to five calendar days, after which a doctor's note must be provided - and submitted to the Bursar's Office.*
- attend relevant in-service training each year including participation in lesson observation at the request or direction of the Head of Department or Headteacher;
- participate in appraisal arrangements in line the school's performance management policy and status as an aspiring Investor in People;
- participate in meetings at the school which are likely to include the following: whole-staff meetings, year group meetings, curriculum meetings, pastoral care meetings, departmental meetings, academic review meetings, SEN reviews, working party meetings etc; and
- undertake a reasonable amount of duty before school, at break-times, lunchtimes and after school.

This Job Description is non-contractual which means that the Headteacher may require variations in line with the changing needs of the school within the competence of the post holder.



## PERSON SPECIFICATION

	CRITERIA	ESSENTIAL	DESIRABLE
1	Good knowledge of the subject area(s) and the requirements of the National Curriculum	✓	
2	Able to teach the specialist subject(s) across more than one key stage within the school. Willing to develop skills in other key stages	✓	
3	Able to teach the specialist subject across all key stages within the school including to GCSE and A level		✓
4	Able to teach outside the specialist subject area		✓
5	Good knowledge of the examination and assessment requirements for the specialist area	✓	
6	Committed to raising achievement among pupils	✓	
7	Able to maintain good discipline among pupils	✓	
8	Able to motivate and interest pupils to learn the specialist subject	✓	
9	Willingness to contribute positively to the life of the school	✓	
10	Awareness of issues relating to access and equality of opportunity in teaching the subject area	✓	
11	Willingness to work collaboratively within the team in sharing ideas and developing resources	✓	
12	Able to support the Catholic ethos of the school	✓	
13	An awareness of Health and Safety and risk assessments as applicable to the Department	✓	
14	Commitment to the protection and safeguarding of children and young people	✓	
15	Values and respects the views and needs of children and young people	✓	
16	Emotionally resilient	✓	
17	Able to cope with challenging behaviours	✓	



## BENEFITS

We offer generous remuneration commensurate with the experience of the successful candidate. In addition, we offer the following:

- Cycle to work scheme
- Complimentary Friday breakfast
- 21 timetabled periods out of 25 period cycle
- Additional pay of £27 per hour available for after school and Saturday teaching
- Additional pay available for lunchtime and morning duties
- Occasional work-from-home days
- Fitness classes
- Employee Assistance Programme



## WHAT OUR STAFF SAY

What do you like about working at Salvatorian College?

- "Collegiality and centralised behaviour systems. Calm and well-resourced environment."
- "The students are good and behave well. They are thoughtful."
- "Friendly staff - Effective and clear systems/procedures - Strong teaching resources - New and spacious classrooms"
- "Sense of community support from Head of School and other members of the Senior Management Team"
- "Very friendly and understanding management and supportive team."
- "Excellent leadership, discipline, instilling humanity and Catholic values, good relationship with the community and feeder schools, cares about staff and their well-being."
- "Clear expectation and policies. Promoting the common good. Creating a caring community among students."
- "Motivated staff completing statutory duties and offering wide enrichment programme. Good sets of Progress 8, Attainment 8 results."
- "My contribution and ideas are taken seriously."
- "Consistent effort from everyone in the school. Strong communication around individual students. Effective behavioural strategies. Lots of Senior Management Team visibility. Good lesson resources. Consistent, flexible, and well-planned CPD."
- "Leadership team that are approachable who care and support their staff. I feel confident to ask for support if I need it."

# APPLICATION PROCESS

To apply, please complete the 'Teacher Application Form' along with the 'Rehabilitation of Offenders Act 1974 Disclosure Form' available on the school website, ensuring that your referees include your current or most recent employer.

[Visit Online Page](#)

Send your completed application to:

**POST**

Recruitment  
Salvatorian College  
High Road  
Harrow  
HA3 5DY

**EMAIL**

[recruitment@salvatorian.harrow.sch.uk](mailto:recruitment@salvatorian.harrow.sch.uk)

**KEY DATES:**

Applications must be received by 23.59 on Thursday 30<sup>th</sup> June 2022.

The school withholds the right to make an appointment before the closing date.



The School of First Choice  
**salvatoriancollege.com**

**Salvatorian College**

High Road  
Harrow  
HA3 5DY

020 8863 2706  
**salvatoriancollege.com**

