

Welcome to our Academy:

An Introduction for Candidates

Enabling schools, aspiration and faith to flourish by;

Uplifting Hearts, Inspiring Minds

Welcome from the CEO



Dear Candidate,

Thank you for your interest in this post at Pope Francis Catholic Multi Academy Trust.

This is an exciting time to join Pope Francis Catholic Multi Academy Trust. Our CMAT is currently made up of St Edmund Arrowsmith Catholic Academy in Whiston, The Salesian Academy of St John Bosco in Bootle and Sacred Heart Catholic Academy in Crosby.

Each of these schools were judged at their last Ofsted to be Inadequate and are in Special Measures; there is a strong appetite to improve these schools and our clear and publicly stated aim is that we expect these schools to be Good at their next inspection. This is the main priority for our Trust and we are unwavering in the support we will give to our school leaders and staff to enable them to bring about the transformation.

Our Catholic Multi Academy Trust is the cornerstone of the Archdiocesan strategy to enable every school to become part of a multi academy trust in the near future. The Pope Francis CMAT will become the MAT for Sefton which will provide a strong platform for expansion.

The Trust is, therefore, at a crucial and exciting part in its development. We are absolutely passionate about tackling the issues our schools face head on and we are looking for a colleague to join our team of academies who shares our determination for excellence and relentless pursuit of this for the schools we serve.

***We encourage visits to the school to tour the site and discuss this opportunity with our team. Please contact the school directly to arrange an appointment.***



Enabling schools, aspiration and faith to flourish by uplifting hearts and inspiring minds.

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Welcome from the Chair

Dear Candidate



Many thanks for your interest in working for our academy. After the OFSTED Inadequate judgement in October 2021, the Liverpool Archdiocese and academy leaders reflected deeply on what needed to be done to improve the consistency and quality of outcomes for all pupils, academically and more widely. Sacred Heart Catholic Academy joined the Pope Francis Catholic Multi Trust on 1st of July 2022.

We are proud of our students who readily contribute to the life of the academy. Our community wants to enable everyone to realise their unique hopes and potential. At this key time in the college’s journey, the Trust and governors are seeking an exceptional Teacher with a clear track record of raising academic standards. They will manage the necessary change in a way that gains the respect and support of pupils, staff, parents, governors and the Pope Francis Trust.

At Sacred Heart Catholic Academy, we offer:

A community with a strong Catholic ethos which welcomes and values everyone An inclusive community which is striving for the best

Insightful and supportive governance Committed and caring staff

Pleasant learning environment Competitive salary

Informal visits to the school are welcomed. To arrange these please contact the school directly to arrange an appointment.

If you think you could contribute to our mission to make the school good and ultimately outstanding, please make an application. I look forward to meeting you.

Yours sincerely,



# (Mrs) Isobel Macdonald-Davies

Chair of Sacred Heart Catholic Academy

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Welcome from the Headteacher



Dear Candidate,

We would like to express our appreciation for your interest in the post at Sacred Heart Catholic Academy.

We are currently going through an exciting phase of transformation after a setback in 2021 when

we received an inadequate grading. However, we have joined the Pope Francis Trust, and with

their support, we are investing heavily in our new leadership team to ensure that the school is

rated as good or better at its next inspection.

Our vision for Sacred Heart is to provide an environment where all children can reach their full potential and become the best versions of themselves. We believe that this can be achieved by instilling Catholic values and creating a culture of mutual respect, aspiration, and achievement through a combination of structure, routine, hard work, and a sense of community.

As a successful candidate, you will join a school with a rich heritage and a strong sense of community spirit. We are confident that with the educational expertise and infrastructure of the

Pope Francis Trust, Sacred Heart will become a centre of excellence in Catholic education in the years to come.

Thank you once again for your interest in our school, and we look forward to hearing from you soon



Mark O’Hagan

**Principal**

**Sacred Heart Catholic Academy**



**TEACHER OF HEALTH & SOCIAL CARE**

An exciting opportunity has arisen for a highly inspirational, energetic and motivational Teacher of Health & Social Care who is committed and passionate about meeting the needs of our students to help them to achieve their potential. With a proven record of raising achievement in Health & Social Care, you will be part of a department of dedicated teachers.

Teachers Pay Scale.

If you are interested in applying for this role and would like to visit us please contact our appointment secretary Ms T Cleland to arrange a mutually convenient time.

Applications must be made on the CES support staff application form, completed applications which must include all forms requested, should be returned by email to [clelandt@sacredheart.sefton.sch.uk](mailto:clelandt@sacredheart.sefton.sch.uk)

**Deadline for applications: Monday 19th June @ 12pm**

**Interviews: Friday 22nd June 2023**

**Sacred Heart Catholic Academy**



**Teacher of Health & Social Care – Job Description**

**Salary: Teachers Pay Scale**

**Accountable to: Head of Department**

**Hours of work: 1265 FTE**

The statutory arrangements for working time are set out in the STPCD for classroom teachers (other than Headteachers, Deputy Headteachers, Assistant Headteachers, Advanced Skills Teachers, Fast Track Teachers). Full time Teachers (other than those named above) are required to be available for work for up to 1265 hours of directed time over 195 days per year. Subject to the Working Time provisions of the STPCD, the employee’s holidays coincide with periods of school closure and public holidays, details of which will be notified to the employee by the school from time to time. Current information relating to directed time, school closure and in-service training days are available from the school.

It is expected that the post holder will carry out her/his responsibilities within this framework and Teacher Standards.

You will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

All job descriptions define the responsibilities of the potholder in addition to those outlined in the School Teachers’ Pay and Conditions Document**.** This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

**RESPONSIBILITIES OF THE POSTHOLDER**

**EDUCATIONAL:**

1. Supporting the schools Catholic ethos as required
2. Planning and preparing courses, schemes of work and lessons
3. Teaching assigned pupils according to their educational needs including the setting and marking of work.
4. Providing or contributing to oral and written assessments, reports and references for individual pupils and groups of pupils.
5. Teaching the subject across the age and ability range.
6. Ensuring the general progress and well-being of individual pupils and of any assigned class or group.
7. Working collaboratively on the preparation and development of courses of study, teaching materials, assessment methods and pastoral arrangements under the direction of the school’s Leadership Team.
8. Participating in the school’s meetings and INSET programme
9. Supervising, and so far as practicable, teaching any pupils whose teacher is not available to teach them, although this should be a rare occurrence as outlined in the Rarely Cover document.
10. Participating in arrangements for preparing and assessing pupils for public examinations
11. Taking part in the review, development and management of activities, relating to the curriculum, organisation and pastoral functions of the school.
12. Overseeing the curriculum in conjunction with heads of subject
13. Monitoring, assessment and intervention with respect to progress across the key stage
14. Improve links and transition with primary feeders

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| **SYSTEMS:**  1. Keeping records of the achievement and progress of pupils  2. Keeping records of, and profiles on, the personal and social needs of pupils.  3. Participating in administrative and organisational tasks related to such duties as are described above, including the management and supervision of persons providing support for learning in the school and the ordering and allocation of equipment and materials.  **PERSONNEL:**  1**.**  Maintaining good order and discipline among the pupils and safeguarding their health and safety both on the school premises and when they are engaged in authorised activities elsewhere.  2. Co-ordinating and managing the work of learning support staff in the classroom.  3. Providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; keeping relevant records and reports.  4. Registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.  5. Be a role model and act as an ambassador for Sacred Heart Catholic Academy in and outside the school by: speaking positively about the school in the local community; upholding a commitment to excellence at all times and by dressing appropriately and smartly i.e. in accordance with the school’s dress code.  **REVIEW AND EVALUATION**:  1. Participating in any arrangements, within an agreed national framework, for the appraisal of her / his performance and that of other teachers.  2. Reviewing regularly her / his methods of teaching and programmes of work.  3. Participating in arrangements for her / his further training and professional development as a teacher.  4. In the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for her/his supervision and training.  **LINKS AND COMMUNICATION:**  1. Communicating and consulting with the parents of pupils.  2. Communicating and co-operating with persons or bodies outside the school.  **GENERAL**  This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.  Must be willing to undertake first aid training and administer first aid when necessary.  Be aware of and comply with school policies and procedures relating to protection, health, safety and security, confidentiality and data protection, reporting any concerns to an appropriate person. Includes all policies found in the Staff area of the School Website.  Undertake personal development through participating in meetings, training and other learning activities when required.  All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.  Sacred Heart Catholic Academy is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.  **Note:** Where the post holder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.  **SPECIAL CONDITIONS**  In accordance with the Criminal Justice and Court Services Act 2000, the successful candidate must be able to obtain satisfactory enhanced criminal record disclosure in order to be appointed to the post. |
| **Sacred Heart Catholic Academy**  **Teacher of Health & Social Care – Person Specification**   |  |  |  |  | | --- | --- | --- | --- | |  | **Personal Attributes Required** | **Essential (E)**  **or**  **Desirable (D)** | **Method of Assessment** | | **Qualifications/Training** | | | | | 1. | Qualified Teacher Status | **E** | AF (Certificate Proof) | | 2. | Evidence of on-going professional development (if not an NQT) | **E** | AF | | **Experience** | | | | | 3. | Experience and expertise of teaching in the subject. | **E** | AF/I/R | | 4. | Evidence of success in outcomes for students | **E** | AF/I/R | | 5. | Evidence of effective use of assessment for learning to enhance progress. | **E** | O/I | | **Skills/Knowledge/Aptitudes** | | | | | 5. | Good Classroom Management Skills | **E** | I/R | | 6. | Commitment to continuous self-improvement | **E** | AF/I/R | | 7. | Ability to think innovatively | **E** | AF/I | | 8. | Ability to offer extra-curricular activities | **D** | AF/I | | 9. | Understanding of current assessment practice | **E** | AF/I | | **Personal Qualities** | | | | | 10. | A love of the subject, a genuine liking for young people and a conviction that education should be enjoyable. | **E** | I/R | | 11. | Good relationships with colleagues and students | **E** | I/R | | 12. | A strong sense of humour, combined with a sense of perspective. | **E** | I | | 13. | DBS clearance will be sought on appointment | **E** | I |   **AF = Application Form, I=Interview, R=Reference, O=Observation** |