St Edmund's CATHOLIC SCHOOL

Headteacher Mr Simon Graham BSc NPQH

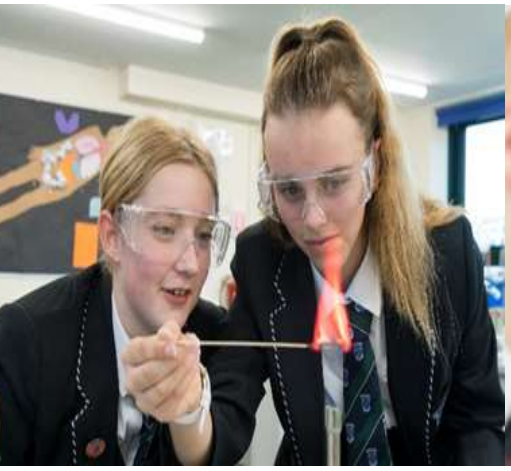
CAELUM DIVES INGREDI



Teacher of Science (REF: SC01)

Start Date: September 2022

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." O*fsted 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 1095 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 73 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.



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.
- ECT 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 sacrafice 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 2021)

Range Reference Point	01-Sep-21
Main Pay Range	**£ p.a.**
MPR1	£25,714
MPR2	£27,600
MPR3	£29,664
MPR4	£31,778
MPR5	£34,100
MPR6	£36,961
Upper Pay Range	**£ p.a.**
UPR1	£38,690
UPR2	£40,124
UPR3	£41,604
Unqualified Pay Range	**£ p.a.**
Unqualified 1	£18,419
Unqualified 2	£20,532
Unqualified 3	£22,644
Unqualified 4	£24,507
Unqualified 5	£26,622
Unqualified 6	£28,735

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: Teacher of Science

Required for September 2022
Applications welcomed from ECTs.
Salary depending upon experience £25,714 - £41,604

The school is looking to recruit an outstanding and inspirational qualified teacher to join the Science department with an excellent track record of success. Science is a very popular and successful subject at both Key Stages. You will have access to good ICT resources and your own classroom.

You will be well supported by a friendly, hard-working and talented team, fantastic staff and lovely pupils. You will have a key role inspiring young people to have a love of Science and perhaps study it as a future career. The role is full time.

This is an exciting time to join us: you will be part of our St Edmund's family and determined team, built on an ethos of trust and collaboration. As a member of St Edmund's Catholic School you will receive excellent professional development and a variety of support through our T&L team. **Closing date: Monday 24th January 2022.**

Job Description

Role: Teacher of Science

Salary: Dependent upon experience

Reporting to: Head of Science

Job Purpose:

- To implement and deliver an appropriate broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- 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.
- To share and support the School's responsibility to provide and monitor opportunities for personal and academic growth.

RESPONSIBLE FOR:

- The provision of a full learning experience and support for students.

LIAISING WITH:

- Staff.
- Parents.
- Governors.

WORKING TIME:

- 195 days per year - full time.

MAIN DUTIES:

Operational/Strategic Planning

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and department.
- To contribute to the curriculum area and department's development plan and its Implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole School's planning activities.

Curriculum provision:

- To assist the DOL to ensure that the curriculum area provides a range of teaching which complements the School's strategic activities.
- To run after school clubs and support school performances within the school.

Curriculum Development:

- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the School's mission and strategic objectives.

STAFFING:

Staff development:

Recruitment/deployment of staff:

- 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 PM review process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the School.

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 seek/implement modification and improvement where required.
- To review methods of teaching and programmes of work regularly.
- 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 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:

- 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.

Marketing and Liaison:

- To take part in marketing and liaison activities such as Open Evenings, 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 assist the DOL to identify resource needs and to contribute to the effective/efficient 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 students.

Pastoral System:

- To be a form tutor to an assigned group of students.
- To promote the general progress and well-being of individual students and of the 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 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 CPSHE and citizenship and enterprise according to School policy
- To apply the behaviour management systems so that effective learning can take place.

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 and School subject specialisms 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 exam bodies, departmental and School procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

OTHER DUTIES:

- To play a full part in the life of the School, 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 DOL not mentioned in the above.

SAFEGUARDING

- To comply with the Safeguarding Policy in conjunction with the School Policies 5.3-5.9 as listed within the Safeguarding Policy.
- To be responsible for reporting all safeguarding concerns to the Designated Safeguarding Leads (DSLs) – Mrs Howorth (KS3) and Mrs Axton (KS4).
- To recognise that 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 offers.
- To ensure volunteers or external workers are not left unaccompanied unless an up-to-date DBS check is in place or are taking part in an organised activity.
- To adhere to the school's E-Safety policy and ensuring the use of photography or recording of still or moving images are not taken without parental consent.
- To ensure risk assessments are taken as appropriate.
- To actively promote the school's commitment to ensure the health and safety and wellbeing of its employees and students, contractors, other visitors and general public.
- To be responsible for keeping up-to-date with safeguarding changes/knowledge.

SPECIFIC RESPONSIBILITIES:

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

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

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

This job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes to the job which are commensurate with the salary and job title.

"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

Attributes	Essential	Desirable	Evidence
Education, Training and Qualifications	• Qualified teacher status. • Evidence of recent and relevant CPD. • Relevant degree. • Understanding of current trends in education both nationally and internationally. • PGCE with Qualified Teacher Status (QTS).	• Further training relating to examinations. • Further relevant qualifications and training.	Application form.
Experience	• Evidence of successful teaching experience in a secondary school or equivalent. • Teaching across KS3 and KS4. • Teaching across the ability range. • Participation within schools wide systems e.g. assessment, CPD. • Contact with parents or carers. • Evidence of student achievement.	• Experience of school (s) in an urban context. • KS2 or 5 experience. • Experience of delivering extra-curricular activities. • Development of curriculum and resources. • Exam marking.	Application form, letter and reference.
Skills and Abilities	• Ability to become an 'Outstanding' classroom teacher (if not already). • Able to inspire, challenge and motivate students. • Ability to track student data and develop effective interventions. • Anticipate problems, develop creative solutions within the context of the classroom. • Set and achieve ambitious, challenging goals and targets for self. • Listen to and reflect on feedback from others. • High level of oral, written and ICT skills. • Excellent presentation skills (e.g. speaking to large groups of pupils/parents/staff etc). • Able to build and maintain positive relationships with individuals and groups. • Prioritise, plan and organise self. • Awareness of student progress and intervention strategies.	• Use of SIMS/Sisra. • Presentation skills to groups of staff, parents / Governors. • Evidence of running extra-curricular events. • Able to run other clubs/activities. • Chair/manage/participate in meetings. • Ability to co-ordinate resources/budget.	Letter. References. Interview. Specific tasks at interview.
Motivation and Personality	• Commitment to educating students in a Christian environment. • Willing to be involved in extra-curricular events and give time/energy to school life. • Ambitious for career development. • Team player. • Positive attitude. • Relentless optimism. • Genuine concern for the welfare of staff and pupils. • A passion for teaching Science.	• Open to the change of practice and ideas. • Practising Roman Catholic/Christian.	Letter. References. Interview.
Personal	• Able to work under pressure and manage own stress. • Willing to accept the demands and challenges of the post and respond in a flexible manner. • A sense of humour. • A commitment to involvement of the wider and spiritual life of the school.	• Knowledge and understanding of wider educational issues,	References. Interview.

Science Department Information

Why work for our Science Department?

Approach to Teaching

Developing and promoting the natural inquisitiveness, enthusiasm, passion and creative talents of students learning Science.

This approach is achieved by students:

- Setting their own learning goals within each topic.
- Planning investigations and obtaining sufficient data to support or refute a hypothesis.
- Observing and reflecting on experimental data.
- Identifying and solving problems by thinking creatively.
- Charting their own progress through extended writing tasks and exam questions.
- Assessing the progress of their peers by offering constructive feedback.

Application Process

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

https://www.saintedmunds.org.uk/home/vacancies/vacancies-support
https://www.saintedmunds.org.uk/home/vacancies/vacancies-teaching
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
Hampshire 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 recruitment@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. The topic will be provided prior to interview day.
3. Tasks relating to Safeguarding and Catholic Ethos.
4. Panel 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