



Saint Joseph's
CATHOLIC SCHOOL

Head of English and Drama

CANDIDATE INFORMATION



Welcome from the Headteacher

Dear Candidate,

The Governors and I welcome your interest in the position of Head of English and Drama at St Joseph's Catholic School. The opportunity we are offering is for an experienced aspiring leader to be part of an exciting period in the history of this great school.

St Joseph's is a smaller than average school. The warm and welcoming atmosphere is matched by a strong focus on pupil progress and hence improving their life chances.

Our reputation within the community has resulted in us becoming oversubscribed and a school of choice for many parents. Since 2016, the school has seen an increase in pupil numbers of 31%.



Following an extremely pleasing Ofsted inspection in January 2018, we have a clear focus on the areas we need to improve. We are thrilled that the Inspectors recognised the tireless hard work, commitment and dedication that occur every day and how the school has improved over time because of the relentless drive for excellence. The school was judged to be Good in all areas with clear evidence of elements that are Outstanding.

Our 2023 headline figures for Maths and English showed a 10% rise compared to the previous year's results which bucks the national trend.



This is an invaluable opportunity to make a significant impact as a teacher on the development of our school. If successful, you would become part of a dynamic team seeking to achieve the very best education for the young people that we serve.

If you believe that this is a challenge that you would like to be a part of, we invite you to visit the school and see for yourself the opportunity we are offering.

I very much look forward to receiving your application. Should you have any queries, please do not hesitate to contact me.



Mr J. McParland
Interim Headteacher

Key Information

Post: **Head of English and Drama**
Salary Range: **Dependent on experience**
Responsible To: **Assistant Headteacher**
Contract Type: **Permanent**

Dates

Application Deadline: **Monday 29th January 2024**
Interviews: **Thursday 1st & Friday 2nd February 2024**
Start Date: **April 2024**

“Thank you for your support and leadership throughout my time at St Joseph’s. I am very grateful for the high standards you set and feel confident to further my career, but St Joseph’s will always hold a special place for me.”



Responsibilities & Key Tasks for Head of English and Drama

Job Purpose

In addition to the requirement of the class teacher and any other agreed responsibilities, to be accountable for the results of the subject and to hold accountable, develop and lead teachers of the subject.

Areas of Responsibility and Key Tasks

- To agree and support the achievement of pupil progress targets in the subject and to make a measurable contribution to whole school targets through effective target setting and monitoring.
- To support, facilitate and monitor the progress of the designated subject development plan to ensure it makes a significant contribution to the school development plan.
- To provide regular feedback for the subject teachers in a way which recognises good practice and supports their progress against appraisal objectives resulting in a tangible impact on student learning in the subject.
- To review and report annually on the standards of teaching and learning in the designated subjects.
- To consult with the designated subject teachers and assist with formulation, communication and monitoring of the school development plan to ensure concerns and ideas are considered and all staff understand the key school targets and the part they play in achieving these.
- To support and assist teachers to ensure they understand and are actively implementing the key aspects of the school's behaviour and inclusion policies.
- To provide regular progress updates to the SLT to ensure they are fully aware of all successes, issues and concerns in the subject.
- To promote clear expectations and standards of both students and staff, through personal example and practice.
- To lead subject team meetings and brief the team on whole school issues and individual student progress.
- To act as a reviewer of appraisals for teachers of the subjects.
- To be responsible for consistency of standards and expectations in all teachers of the subjects, ensuring the school policies and procedures are implemented effectively.
- To ensure that teachers of the subject are informed of subject developments and pedagogy at both local and national level.
- To effectively share and update data on student progress and attainment.
- To ensure that suitable professional development is accessed by teachers of the subject in line with appraisal targets and whole school priorities.
- To ensure that students are appropriately taught and prepared for external exams.
- To ensure that achievement is both promoted and celebrated through a positive subject ethos.
- To ensure that students' work is marked and assessed according to school policy and practice and that appropriate feedback is provided to ensure further progression.
- To oversee the reporting to parents of progress in the subject and that this is punctually completed to published school timelines.
- To ensure that parents are informed and their child's progress, celebrating success and sharing any concerns that may arise which might affect progress in the subject.

- To participate in arrangements for supervision during examinations where necessary.
- To contribute to a regular programme of supervisory duties assigned in an equitable way.
- To perform particular duties in accordance with directions given by the Headteacher, allocated from time to time on a reasonable basis.
- To represent the subject's views to the SLT as required.
- To liaise with the timetabler concerning the subject's requirements.
- To develop, promote and ensure implementation of quality assurance of SoW, teaching and learning as a result of lesson observations, monitor and evaluate the progress made towards achieving the subject area's development plans and targets via regular update to departmental SEF.
- To analyse results of external examinations and prepare reports as required.
- To record and use data on students' prior and ongoing performance to inform effective target setting and interventions and enable students to fulfil their potential.
- To assist in the implementation of school policies and procedures, for example equal opportunities, health and safety etc.
- To ensure the effective, efficient deployment of support and teaching staff to secure the best outcomes for learners.

We are committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

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 SLT to reflect or anticipate changes in the job commensurate with the grade and job title.



“Before I came to St Joseph’s I was very close to giving up on teaching as I had many knock backs in my first school... but it turns out I just hadn’t found the right school. I will be forever grateful for the support I received on a professional level, but also on a personal level when I needed it most.”

“You really have been a wonderful lot to work with. You are so patient and kind which really makes a difference. I will miss the banter over the phone and in the corridors which has made it a joy coming to work. You are all part of an amazing team and the students at this school are very lucky to have you.”



Person Specification for Head of English and Drama

Criteria	Essential	Desirable	Identified By
Qualifications			
Qualified Teacher Status	✓		Application Form
A degree or equivalent in a related subject	✓		Application Form
Further accreditation in leadership and management		✓	Application Form
Professional Development			
Recent relevant in-service training in English-based subjects	✓		Application Form
Commitment to own professional development	✓		Interview
Further professional training		✓	Application Form
Experience			
Ability to teach and lead the teaching of English based subjects at Key Stage 3 and 4	✓		Application, Interview
Excellent practitioner – evidence of outstanding lesson observations	✓		Application, Interview
Experience of developing resources to enhance learning and assessment throughout appropriate Key Stages	✓		Application, Interview
Ability to inspire and motivate students of all abilities	✓		Application, Interview
Proven success in raising attainment	✓		Application, Interview
Use of ICT in teaching		✓	Application, Interview
Experience of assessment for learning		✓	Application, Interview
Experience of managing an area of responsibility		✓	Application, Interview
Experience of managing change successfully		✓	Application, Interview
Knowledge & Skills			
Good knowledge of national and local initiatives in English	✓		Interview, Selection Process
Use a variety of teaching strategies	✓		Interview, Selection Process
Experience of monitoring and evaluating students' progress	✓		Interview, Selection Process
Good communication and interpersonal skills	✓		Interview, Selection Process
Ability to motivate, challenge and inspire your team and staff	✓		Interview, Selection Process
Excellent ICT skills	✓		Interview, Selection Process
Ability to work using own initiative	✓		Interview, Selection Process
Proven ability to set and meet deadlines	✓		Interview, Selection Process
Examination marking experience		✓	Interview, Selection Process
Ability to analyse data		✓	Interview, Selection Process

Commitments			
Sympathetic to Catholic values	✓		Interview
Professional and positive working relationships with staff and students	✓		Selection Process
An understanding of the school's priorities in line with the Development Plan and Self Evaluation process	✓		Application, Interview
Involvement in cross curricular initiatives and projects		✓	Interview
Personal Qualities			
Enthusiasm and energy	✓		Application, Interview
Commitment to safeguarding and promoting the welfare of children and young people	✓		Application, Interview
Ability to be flexible	✓		Application, Interview
Good leader and team player	✓		Application, Interview
Good organisation	✓		Application, Interview



About St Joseph's Catholic School

"Excellence for the sake of the Gospel"

St Joseph's is a co-educational, 11-16 Catholic voluntary-aided school in the diocese of Clifton and the county of Wiltshire. Our aim is to provide a caring educational environment where each person is valued and is given the dignity due to a child of God.

Our School Ethos

St Joseph's Catholic School is a small 11-16 school located in the beautiful city of Salisbury, Wiltshire. It is a vibrant, exciting, and caring school where our Catholic ethos is at the heart of everything we do.

Our values and ethos permeate everyday life as a community, each child and every adult are treated with the utmost dignity and respect. Consequently, pupils leave us as well-rounded individuals and staff turnover is exceptionally low.

Our school is committed to be a centre of excellence for all faiths and abilities, and we are very proud of our successes and our outstanding reputation within the local community.

Overview of the School

Our school encourages and guides each of its pupils to develop their own unique gifts and talents.

By providing a broad range of learning experiences and a supportive and nurturing environment, our pupils enter the world as confident, rounded individuals, with high expectations of themselves and the self-belief, skills, and attributes to achieve their true potential.

Everyone in school is here for a purpose, to learn each day, and to widen their knowledge, experience, and imaginative understanding.

At both Key Stage 3 and 4, opportunities within the curriculum enable pupils to enjoy, achieve, and grow in their learning. Pupils follow a curriculum that is appropriate to their needs, provides challenge and enables them to achieve.

There is a positive atmosphere for learning in lessons at St Joseph's, as teachers and subject leaders are constantly finding innovative and engaging learning experiences for pupils.





Academic Success

Over the past five years, St Joseph's Catholic School has exceeded challenging targets, securely placing us, yet again, as one of the best schools in the country and in Salisbury for the progress of pupils.

We have received local and national recognition for our GCSE results which places our school as one of the top-performing smaller educational establishments in the country.



Staff Welfare & Career Professional Learning

As a school that values Career Professional Learning for all our staff, we have an extensive range of courses and opportunities on offer which enables our staff to flourish.

We offer a suite of NPQ national qualifications to all those staff who show leadership potential and wish to move into Senior Leadership in the coming years.

Recently, we have supported four staff to become qualified teachers via SUPA Salisbury and the Assessment Only route.



Safeguarding & Child Protection

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The school will conduct online searches through Google for all shortlisted applicants. All new staff must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The school has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our Child Protection policies.



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Thank you for your interest –
we look forward to hearing
from you soon.

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