

St. Joseph's Catholic College

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# Assistant Lead Practitioner

## Candidate Information Pack



Dear Applicant,

Thank you for your interest in the Assistant Lead Practitioner post currently being advertised at St. Joseph's Catholic College. I thought it might be useful to provide you with a context for our College to help you decide whether or not ours is a community in which you could be happy and contribute to the success of our young people.

The College has made remarkable progress over recent years and has an excellent reputation locally and beyond. This was acknowledged in our Ofsted report published in November 2014.

- “A culture of working together exists to ensure that students receive a highly effective educational experience”
- Our students are “polite ... exhibiting good attitudes to learning”
- “Positive working relationships exist between teachers and students ”

We have wonderful students who are proud to be part of our community, a committed, talented staff and excellent facilities. I firmly believe that this is a great time to join the College.

If you are excited by the prospect of playing a role in helping us achieve excellence and have a core belief that all students can achieve regardless of ability or background then we would very much like to hear from you. If you would like to come for an informal visit you are most welcome to do so by contacting our HR department. We do not require staff to be people of any faith for this post but we do ask that applicants respect the Christian ethos of the College.

Yours sincerely,



Paul Hughes,  
Principal



## Job Description

**This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

<b>Post Title:</b>	<b>Assistant Lead Practitioner</b>
<b>Purpose:</b>	<p>To assist in raising standards of teaching and learning in the department by</p> <ul style="list-style-type: none"> <li>• Planning high quality lessons and leading the delivery of consistently good and outstanding teaching and learning opportunities</li> <li>• Leading, inspiring and motivating colleagues in developing their teaching and learning</li> <li>• Supporting the development of department staff to meet the challenge of any future changes to the curriculum</li> <li>• Carrying out the day to day duties of a classroom teacher on an exemplary basis in line with the School Teachers Pay and Conditions Document and Teachers Standards</li> </ul>
<b>Reporting to:</b>	Deputy Principal
<b>Responsible for:</b>	The provision of a full learning experience and support for students and colleagues.
<b>Liaising with:</b>	Principal/Deputies/ Assistant Principals, teaching/support staff LEA representatives external agencies and parents.
<b>Working Time:</b>	195 days per year. Full-time
<b>Salary/Grade:</b>	5 point range on Lead Practitioner Scale
<b>Disclosure level</b>	Enhanced
<b>MAIN (CORE) DUTIES</b>	
<b>Teaching</b>	<p>To both carry out and model outstanding teaching practice in the department by:</p> <ul style="list-style-type: none"> <li>• Consistently and effectively planning lessons and sequences of lessons, to meet students' individual learning needs</li> <li>• Consistently and effectively using a range of appropriate strategies for teaching and classroom management</li> <li>• Consistently and effectively using information about prior attainment to set well-grounded expectations for students and monitor progress to give clear constructive feedback</li> <li>• Encouraging students' motivation and enthusiasm, developing positive responses to challenge and high expectations</li> <li>• Consistently achieving levels of attainment for students as set in performance management targets</li> </ul>

<b>Operational/ Strategic Planning</b>	<ul style="list-style-type: none"> <li>• To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department.</li> <li>• To contribute to the Curriculum Area and department's development plan and its implementation.</li> <li>• To plan and prepare courses and lessons.</li> <li>• To contribute to the whole school's planning activities.</li> </ul>
<b>Curriculum Provision:</b>	<ul style="list-style-type: none"> <li>• To assist the Head of Faculty in ensuring that the curriculum area provides a range of teaching which complements the college's strategic objectives.</li> </ul>
<b>Curriculum Development:</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• To assist in embedding literacy, numeracy and communication skills across the Curriculum and ensure that they are integral to students' learning</li> </ul>
<b>Staff/Personal Development</b>	<ul style="list-style-type: none"> <li>• To assist with ensuring that staff development needs are identified and that appropriate programmes are developed to meet such needs</li> <li>• Lead and develop professional development/INSET activities</li> <li>• Mentoring and coaching staff to develop excellent practice across the College.</li> <li>• Maintain 'leading edge' knowledge of the curriculum area and teaching practice</li> <li>• To engage actively in the Performance Management Review process.</li> <li>• To assist in creating a climate which enables staff to develop, challenge and support each other</li> </ul>
<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>• To assist in establishing common standards of practice in the department and develop the effectiveness of teaching and learning styles</li> <li>• To help to implement college quality procedures and ensure that they are adhered to.</li> <li>• To contribute to the process of monitoring and evaluation of the curriculum area in line with agreed college procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.</li> <li>• To review methods of teaching and programmes of work.</li> <li>• 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 college.</li> </ul>
<b>Management Information:</b>	<ul style="list-style-type: none"> <li>• To maintain appropriate records and to provide relevant accurate and up-to-date information for schoolbase, 4 matrix, registers, etc.</li> <li>• To complete the relevant documentation to assist in the tracking of students.</li> <li>• To track student progress and use information to inform teaching and learning.</li> </ul>

<b>Communications:</b>	<ul style="list-style-type: none"> <li>• To communicate effectively with the parents of students as appropriate.</li> <li>• Where appropriate, to communicate and co-operate with persons or bodies outside the school.</li> <li>• To follow agreed policies for communications in the school.</li> </ul>
<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>• To take part in marketing and liaison activities such as Open Evenings Parents Evenings, Review days and liaison events with partner schools.</li> <li>• To contribute to the development of effective subject links with external agencies.</li> </ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li>• To contribute to the process of the ordering and allocation of equipment and materials.</li> <li>• To assist the Head of Faculty to identify resource needs and to contribute to the efficient/effective use of physical resources.</li> <li>• To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, curriculum area and the students.</li> </ul>
<b>Pastoral System:</b>	<ul style="list-style-type: none"> <li>• To promote and safeguard the welfare of all children and young people that you are responsible for, or come into contact with.</li> <li>• To be a Form Tutor to an assigned group of students.</li> <li>• To enable prayer both formal and informal, at times as may be required, with students in your care.</li> <li>• To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.</li> <li>• To liaise with Pastoral Leaders of the school to ensure the implementation of the school's Pastoral System.</li> <li>• To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.</li> <li>• To evaluate and monitor the progress of students and keep up-to-date student records as may be required.</li> <li>• To contribute to the preparation of Action Plans and progress files and other reports.</li> <li>• To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.</li> <li>• 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</li> </ul>
<b>Other Specific Duties:</b>	
<ul style="list-style-type: none"> <li>• To continue personal development as agreed.</li> <li>• To engage actively in the performance review process.</li> <li>• To comply with the college's Health and Safety policy and undertake risk assessments as appropriate.</li> <li>• To undertake any other duty as specified by STPCD not mentioned in the above.</li> <li>• To carry out additional responsibilities as required, depending on the needs of the curriculum, the school and your particular strengths.</li> </ul>	

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

It is a requirement, in accord with the guidance of the Catholic Education Council, that staff in Catholic Schools should “have regard to the Roman Catholic character of the school and not do anything in any way detrimental or prejudicial to the interests of the same”

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.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Jan 2018



## Person Specification

Assistant Lead Practitioner Person Specification	Essential	Desirable
<b>Qualifications and professional development</b>		
Graduate, qualified teacher status	✓	
Good honours degree	✓	
Postgraduate or relevant professional qualification		✓
Previous AST status		✓
<b>Catholic Background</b>		
Appreciation of, personal comfort with and contribution to the Catholic and Christian ideals of the College	✓	
<b>Experience</b>		
Proven current successful experience within the subject area teaching across a variety of age and ability groups	✓	
Successful experience of curriculum development and delivery	✓	
Exemplary outstanding practitioner	✓	
Proven record of raising and maintaining high educational standards	✓	
Experience of providing support, guidance to colleagues to improve teaching practice		✓
Experience of delivering whole school development priorities and initiatives		✓
<b>Knowledge, Skills and abilities</b>		
Excellent subject knowledge	✓	
Outstanding knowledge of classroom skills and Teacher Standards	✓	
Good communication and interpersonal skills	✓	
Well organised and able to prioritise and delegate as necessary	✓	
Able to demonstrate best practice classroom teaching and learning to a range of audiences	✓	
The ability to present succinctly clear and sound educational ideas	✓	
An awareness of alternative approaches to the teaching of Maths and their relative value	✓	

An ability to engage and enthuse students interest in Maths	✓	
An ability to establish good working relationships with colleagues that encourages support and development	✓	
Able to act as a role model by setting high personal and professional standards	✓	
IT-literate and enthusiastic in the use of ICT in the curriculum	✓	
<b>Personal Outlook</b>		
A commitment to comprehensive education, high educational standards and a clear understanding of the issues relevant to this College.	✓	
Willingness to explore/ embrace new ideas.	✓	
A desire to share good professional practice	✓	
A capacity to work in stressful, time limited situations with personal flexibility and good humour	✓	
A person with 'potential' looking to develop themselves	✓	
A strong and lively personality	✓	
Flexibility and responsiveness to demands	✓	
<b>Safeguarding Children</b>	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Sound attitudes to the use of authority and maintaining discipline	✓	



# St. Joseph's Catholic College

## Our History

In 1958 St. Joseph's Secondary School was opened for pupils aged 11 to 15. Built close to the centre of Swindon, the school soon made its mark, recognised as one which achieved academically, in sport, and where moral values were unashamedly promoted.

Today St. Joseph's Catholic College is an 11-18 secondary school with just over 1200 students, of which 90% in Key Stages 3 and 4 are Catholic. The College moved to state of the art buildings in 2006 and has excellent facilities across music, drama, sports, science, art and technology.

## Our Purpose

The College believes that every student is unique, with infinite potential to grow and develop. We aim to work in partnership with home, the parish and the wider community to prepare every child for a future in which they are able to make a positive contribution to society. For every student at the College we aim to offer them a secure foundation of learning, promoting aspiration and achievement. We are a fully inclusive, multicultural College committed to the individual, yet still determined to meet the needs and interests of all.

## Our Vision

The College offers an education with a solid foundation of Christian values. We expect the very best from each and every student and seek to be a community where all are valued and where the life of the College and the relationships between all in it are defined by Gospel values. Our Gospel values underpin all the relationships in the College, between students and teachers, teachers and staff, and student to student. They are:

- Love of God and love of others
- Tolerance toward others
- Forgiveness of wrong doing
- Justice for the oppressed
- Concern for the causes of suffering
- Compassion for those who suffer
- Service to others

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