



Assistant Curriculum Leader of Science and Leader of Biology

Working at St Joan of Arc Catholic School

St Joan of Arc Catholic School is a comprehensive, Catholic, 11-18 co-educational school of 1250 students, including 200 in the Sixth Form. Academic results are consistently high and the school is heavily oversubscribed. At our most recent Ofsted inspection we were rated “a good school” with the behaviour and attitude towards learning of the students identified as “outstanding”. The last Diocesan inspection confirmed that the school is an “outstanding Catholic school”. As a large secondary academy we have many opportunities for both teaching and support staff.

An attractive and easily accessible location in south west Hertfordshire

Situated on a greenbelt site in Rickmansworth, St Joan of Arc Catholic School is a 10 minute drive from the M25 motorway and there is ample parking for cars on site. The school is only a 5 minute walk from Rickmansworth station which is served by the Chiltern overground line (Aylesbury-Marylebone) and the Metropolitan underground line (Amersham - Aldgate). The school site is very attractive and is close to the town centre where there are numerous shops and services.

A strong ethos with clear vision and values

The ethos of St Joan of Arc Catholic School is epitomised by the school’s mission statement – ‘Love Christ- Inspire Others’. Students and staff commit to the acts of love, service, respect, justice and faith. As members of the school community we are committed to serving each other, the pupils and the wider community. Spiritual, moral, social and cultural attitudes are “outstanding”.

Committed and friendly staff

Our dedicated staff work hard, share a positive outlook and enjoy working and engaging with the students. New members of staff are made welcome and settle in quickly. There is a low turnover of staff each year although some move on due to advance their careers or to relocate. We provide in-house training for staff and combine this with access to external training courses as appropriate. Socially, the staff run a ‘Comforts Fund’, staff teas are held every Friday afternoon and there are regular social events. In addition staff are encouraged to support events run by the PFA.

Talented, committed and friendly students

The students are from a diverse range of backgrounds and from a wide catchment area. At our most recent Ofsted inspection behaviour at the school was found to be ‘outstanding’. Students of all abilities make good or better progress throughout the school. Standards are identified as significantly above average because students have outstanding attitudes towards their learning and are keen to make the most of the opportunities that the school gives them. The school aims to develop each student to reach their potential and to develop into caring, active and well-rounded citizens. Students get on very well with each other because of the school’s emphasis on care and respect, they feel safe and pastoral systems are effective.

Our commitment to the staff

The governors, headteacher and senior leadership team remain committed to recruiting high quality staff to the school. They are committed to supporting continuing professional development and to ensuring that St Joan of Arc Catholic School remains a stimulating and pleasant environment in which to work. The success of our students is underpinned by the strong partnership that is nurtured between school, parents, governors, trustees, past students and the local community.

JOB DESCRIPTION



Assistant Curriculum Leader of Science and Leader of Biology

Line Managed by: Curriculum Leader of Science

Salary: Salary to be discussed at interview and placement on St Joan of Arc Catholic School pay scale will depend on qualifications and experience

Purpose of Role:

- To assist the Curriculum Leader of Science in promoting the highest possible quality of experience and achievement in learning for the pupils
- The postholder will be expected to assist with the leadership and management of the department and to deputise for the Curriculum Leader of Science in the event of sickness or absence

Monitoring Quality of Teaching and Learning

- Take responsibility for specific aspects of the department through the preparation of schemes of work and resources
- Ensure that accurate records of pupil progress are kept up-to-date
- Support the Curriculum Leader of Science in the observation of good practice within the department
- Work with members of the department to develop a range of teaching styles / strategies appropriate for all types of learner

Leadership and Management

- Support the Curriculum Leader of Science in establishing and maintaining policies and practice to promote pupil behaviour and achievement in the department
- To assist the Curriculum Leader of Science in providing direction, vision and support for staff
- To motivate staff in the development of the subject curriculum
- To enthuse students in their learning of the subject
- Assist the Curriculum Leader of Science in promoting effective teaching and learning within the department
- Ensure that department staff are kept abreast of current developments, both nationally and locally
- Contribute to the induction of new staff and the supervision of student teachers

JOB DESCRIPTION

Review and Development

- Contribute to the Department Development Plan
- Compile strategic plans to ensure progress towards development priorities
- Identify strategies to improve standards of achievement
- In liaison with Curriculum Leader of Science set annual targets for pupil performance within the school framework
- Encourage the development of extra-curricular opportunities e.g. speakers, visits, extra lessons

Administration

- Assist the Curriculum Leader of Science in ensuring the efficient and effective organisation and administration of the department
- Liaising with staff to ensure that all stock / resources are available
- Set work for colleagues in the absence of the Curriculum Leader of Science
- Ensure necessary planning and administration for pupils and internal examinations, within a particular Key Stage
- Ensure that appropriate communication is made to parents – praise, postcards, concern letters
- To engage actively in the Performance Management Review process
- To maintain appropriate records and to provide relevant accurate and up-to-date information for Management Information Systems (MIS), registers etc

Teaching Responsibilities

- To carry out the duties of a school teacher as set out in the School Teachers' Pay & Conditions Document
- To meet the statutory Teachers' Standards
- To attend all necessary department meetings and INSET and to work evenings during open days, Science department and whole school events as directed
- To be a form tutor to an assigned group of students
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in a aspects of school life
- To alert the appropriate staff to issues experienced by students
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate
- To show a record of excellent attendance and punctuality
- To adhere to the School's Dress Code
- To exercise a commitment to the school's mission statement and stated ethos including the equal opportunities policy, health and safety policy and all other current school policies
- To undertake any other duties or one-off tasks at the reasonable request of the Headteacher / SLT

This job description sets out the duties at the time of drafting. The job description may be amended from time to time without incurring a change in the grading of the post.



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It is expected that the person appointed will have the following qualifications, experience, knowledge / skills and personal qualities and / or special requirements for the post

1. Qualifications

- A good Honours degree or higher qualification
- Qualified Teacher Status or currently completing a course of professional training leading to QTS
- Any other relevant qualifications specific to this post

2. Experience

- A proven record of successful classroom teaching
- Experience of teaching across the full age and ability range
- School experiences which have provided a thorough preparation for this post
- Experience of monitoring and evaluating students' progress
- Experience of initiating, implementing and managing developments within the subject area would be desirable
- Form tutor experience would be desirable, but not essential

3. Knowledge / Skills

- Knowledge of current educational issues
- Ability to teach up to Advanced Level is desirable, but not essential
- Administrative skills to support the work of the department
- Excellent classroom management skills
- The ability to communicate effectively with students and adults
- Secure knowledge of current curriculum developments
- Understanding of the learning process

4. Personal Qualities

- Commitment to the best interests of the students
- Willingness to take responsibility
- Enthusiasm and sense of humour
- An ability to co-operate with colleagues
- Reliability and resilience
- Ability to use a variety of teaching strategies
- Ability to monitor and evaluate students' progress
- Excellent written oral and communication skills
- Excellent presentation skills and smart appearance

PERSON SPECIFICATION

- Excellent organisation, prioritisation and time management skills
- Excellent classroom behaviour management skills
- Ability to use ICT to enhance teaching and learning

5. Special Requirements

- Sympathy with the aims of a Catholic School
- Commitment to raising standards
- Commitment to safeguarding and promoting the welfare of children and young people
- An enthusiastic and effective team player

May 2023