



# **ST. JOAN OF ARC Catholic School**

## Candidate Information Pack



2023-2024

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## APPENDICES

- JOB DESCRIPTION
- PERSON SPECIFICATION



Dear Applicant,

Thank you for showing an interest in the vacancy. There are a number of reasons why this is a great time to join the St Joan's community. Our last Ofsted report was further confirmation that as a school and a wider community we are doing a great job, our students who are progressing very well as a result of the high standard of education and care. We urge you to take a look at the report which judged us to be 'good' in every category, [click here for the link](#).

As a non selective school we were delighted with latest IDSR (Inspection Data Summary Report) data from the Department of Education we are rated in the top 20% of schools for most categories. Our GCSE and A Level results go from strength to strength, here's just a sample of some of the good results:

- Our Progress 8 and 9 scores mean that we are in the top 20% of schools nationally
- 83% of students obtained 5+ GCSEs including English and Maths
- 91% of students passed GCSE English
- 89% of students passed GCSE Maths
- 100% of exams taken at A Level were passed
- 62% of exams taken at A Level were passes at A\* to B
- Overall our examination results are placing us within the top 20% of schools nationally

We are pleased to be part of the ASCAT Academy Trust of schools in Hertfordshire. Whilst a relatively new Trust, having been set up in 2019, it is growing significantly with the expectation of 10 schools by the end of 2024. We already witnessing collaboration across the Trust and we are delighted to be part of a much larger family providing educational support to families across Hertfordshire.

St Joan's is described by past and present students alike as a school that cares, not just for the educational success and the opportunities that this brings. Also in the way that we care for and try to develop all students. Our belief is that we should support families in helping our students navigate the complex world we live in through love and care. As a result we have an active student cohort who respect the school and the people who work here. This respect is reflected back to them.

Yours sincerely

*Bernadette O'Hanlon*

Headteacher



# Message from the Headteacher

# Governance

St Joan benefits from a full complement of Governors with a diverse range of backgrounds and experience. At a time when lots of schools are struggling to attract governors we have continued to have a strong set of governors most recently complemented by a number of ex pupils coming back to re connect with our school

## The core functions of the Governing Board

- Ensuring clarity of vision, ethos and strategic direction
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff
- Overseeing financial performance of the organisation and making sure its money is well spent



Governing bodies exist to improve educational standards so that children and young people have the chance to realise their full potential. More information about our Governors can be found [HERE](#). As part of a wider Trust the School also benefits from the support and expertise of a Multi Academy Trust Board. More information about ASCAT can be found [HERE](#).



I joined St Joan of Arc in 2002 as Head of Geography with the remit to push it on to compete with History. I relished the challenge and assumed I would stay maybe four years and then move on. I like change and new challenges all the time. I found myself being cloaked in the love of the school. The pupils are fantastic and funny and work hard. The staff are supportive and caring and the Catholic values shone out. I now find myself still here 23 years later loving being part of the JOA community. I have had a good career with support through CPD and opportunities to grow as a teacher and a leader. I have no regrets.



# Pastoral Care

Our Pastoral Structure is organised into Year Groups and Tutor Groups. Form Tutors and Learning Co-ordinators support students in both their studies and pastoral care.

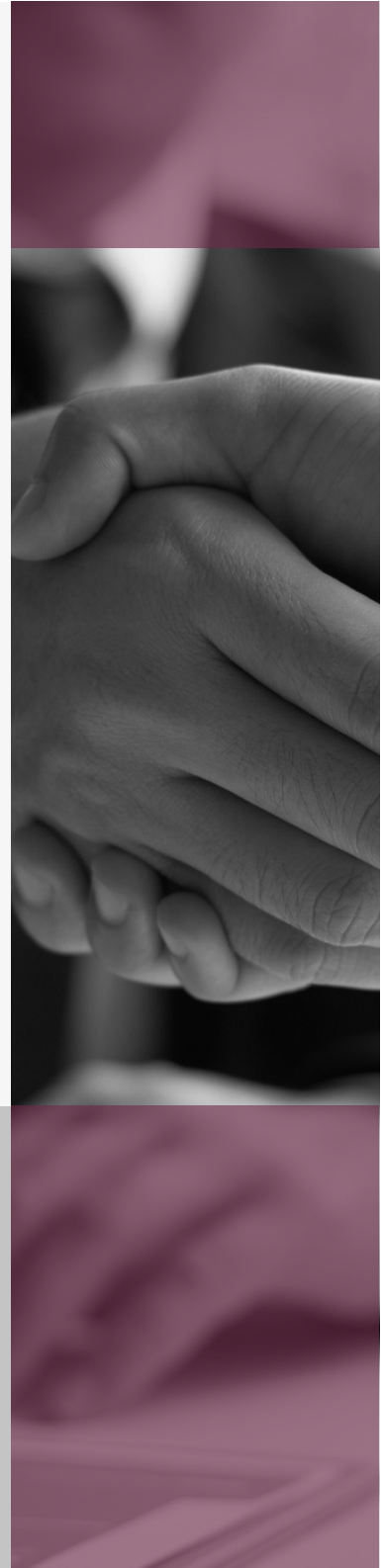
We believe that all children should enjoy coming to our school and our aim is that each child should succeed and fulfil their potential without barriers to this. To support this students have access to the School Chaplain and the School Counsellor.

There are times when staff or students may need a quiet space . The chapel is ideal if you need time to pray, think or collect your thoughts.

This is a place where we are all able to succeed. This is because as Ofsted noted in 2018, "the school's atmosphere is calm and peaceful. Relationships between staff and pupils are excellent."



"Soon after I joined St Joan's my personal life was turned upside down. Without the support from my work colleagues I don't believe I would have survived the turmoil. My colleagues have restored my self esteem and self confidence. They believed in me when I did not . I am an former pupil from St Joan's and was told that as adults we return to a safe place. St Joan's was my safe space as a pupil and continues to be my safe space as an adult. I feel honored to be a part of the St Joan of Arc family"



# Curriculum

In years 7, 8 and 9, our students build a broad knowledge base and develop personal attributes through the study of a balanced range of subjects. Learning empowers students to grow into intellectual, ambitious and virtuous young people, developing depth of understanding and skills integral to success and fostering a desire to make a purposeful, positive contribution to the world.

At St Joan of Arc Catholic School, our curriculum enables each individual student to develop in a way in which 'faith, culture and life are brought into harmony'.

The curriculum from years 10 to 13 becomes increasingly personalised as each student cultivates areas of passion, talent and interest. Placing Christ at the centre of everything provides each student with the faith to overcome adversity and the courage to open themselves up to personal, spiritual and academic development, enabling aspiration towards the highest levels of achievement.

If you would like a detailed overview of our whole school curriculum and subject-specific curriculum journeys please visit the [Curriculum Map](#) and [Subjects](#) pages. Specific information regarding how our curriculum is accessible to those with disabilities or special educational needs can be found [here](#).



# Catholic Life

We are first and foremost a Catholic school, inspired by the example of St Joan of Arc who, although only young, remained true to her faith despite the many challenges presented to her.

Our Catholic ethos is more than the religious activity that takes place. Our students grow in an atmosphere permeated by the Gospel values of love, forgiveness and compassion. All are valued for who they are - pupils and staff. We aim to develop an awareness of the needs of others and the importance of service throughout the community.

St Joan's was judged as outstanding following the schools most recent Section 48 Inspection. The full report can be access [HERE](#)

As a Catholic School we believe in providing both curriculum and enrichment opportunities that encourage pupils to develop their God-given talents whether academic, technical, artistic or sporting. We believe in developing the whole person, equipping and empowering them to achieve their potential and contribute to their communities.



There is a real sense of community at St Joan of Arc with relationships throughout the school based on the highest levels of care.



Pupils are proud of their school, understanding and embracing its distinctive Catholic identity.



# Our Commitment

The governors, headteacher and senior leadership team are committed to recruiting high quality teaching and support staff to support the development of the students we serve at our school. We are committed to supporting the continuing professional development of all our staff 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 our excellent staff and the strong partnership that is nurtured between school, parents, governors, trustees, past students and the local community.

We are affiliated to several local Teaching School Alliance's (TSA's) and School Centred Initial Teacher Training (SCITT) providers to help develop and train teaching and support staff. We actively seek to develop the capacity of our existing staff and provide leadership opportunities to enable successful career progression.



As an employer we provide all staff with a suitable induction programme and mentor where new to leadership positions. The opportunity to engage with further academic research through assisted MA qualifications, research projects and secondment opportunities enables our staff to remain at the leading edge of education.

The school also offers all staff access to an Employee Assistance Programme (EAP) to support mental health and wellbeing.



As a long serving member of staff, I feel part of a family whose previous teaching experience is valued. Saint Joan of Arc aims to provide the students with the best possible teachers. The fact that so many of my colleagues have been at the school for decades means that I am part of a dedicated and supportive team of professionals who genuinely care for the pupils from year 7 to year 13. This makes the school a very warm and happy place in which to work.'



# Staff Benefits



At St Joan's we ensure that all new staff, whatever their professional experience, are well supported as they become full members of our community.

We are proud to offer a wide range of benefits including:

- Safe, friendly, enjoyable working environment
- Well respected school with good community links
- Children of staff are given some admissions preference, please see our admissions policy for further information
- Study programmes
- Excellent continuous professional development
- Mentoring programme
- Membership of the Teacher's Pension Scheme
- Being part of an exciting and expanding Trust you will be part of a wider family of schools
- Free Parking
- Cycle to work scheme
- Employee Assistance Programme

Early Career Teachers (ECTs) who are employed directly through the school will also receive the following benefits:

- Additional financial support
- A tailored induction programme to enable you to develop quickly
- Laptop on induction
- Salary paid from 1st August

As part of a Trust employees benefit from a range of opportunities for collaboration; support; careers progression; and opportunities for leadership development.

