



## INFORMATION PACK

### 1. GENERAL INFORMATION

Saint Bede's Catholic High School is a successful, over-subscribed 11-16 Voluntary Aided High School in the Diocese of Lancaster. There are currently 820 pupils on roll.

The school is situated in Lytham and is very easily accessible from Preston, Lancaster and East Lancashire via excellent motorway links. M55 Junction 4, for example, is only 3 miles away.

Saint Bede's is 'a highly effective school' where the students 'develop as confident and

outward-looking citizens.' (Ofsted 2018). Staff and pupils have a real pride in the school and the sense of belonging and levels of support for one another are exceptional. As described in a previous Ofsted report, Saint Bede's is a 'very special place to be'.

Pupils at Saint Bede's are highly motivated and respond well to challenge. Ofsted inspectors noted: 'The pupils we spoke with placed great emphasis on the school's culture, to 'Be a Bede'. They say that it helps to secure an inclusive, safe and aspirational community for all pupils at the school.' (Ofsted 2018)



*"Saint Bede's is clearly an outstanding school and is making rapid progress. The ethos and culture is terrific - enthusiastic, energetic, polite, courteous, 'can do' and values-driven. I was hugely impressed by the school's work."*

*Prof. Steve Munby  
Chair of the Teaching Awards Trust*



*"The very best in  
Catholic education."*

*Bishop Michael  
Campbell OSA*

*'Inspectors were struck  
by the positive attitude,  
courtesy and the high  
levels of self-esteem  
c o n s i s t e n t l y  
demonstrated by the  
pupils at your school.'*

*OFSTED  
(June 2018)*



## 2. THE MISSION AND ETHOS OF THE SCHOOL

The school serves the Catholic Parishes of the Kirkham Deanery, covering the whole of the South Fylde area, and seeks to encourage close liaison with the parishes and primary schools.

We are fortunate to have a beautiful chapel which fosters the liturgical and sacramental life of the school, reinforced by our Lay Chaplain, regular visits from our Priest Chaplain and parish clergy.

All staff are expected to contribute to the realisation of our Mission Statement and will normally undertake pastoral responsibilities as well as academic duties. Pupils are strongly encouraged to develop responsibility for maintaining high standards of behaviour, courtesy and academic progress. They are also encouraged to join a variety of extra-curricular activities in music, drama, sport together with various clubs and societies. The prayer and liturgical life of the school is central to all that we do.

*"We aim to reflect the true Christian values  
proclaimed in the Gospel and seek  
to provide a caring community in which  
young people can grow as balanced individuals,  
morally, intellectually and spiritually and so  
participate fully in the real world."*



### 3. THE RELIGIOUS EDUCATION DEPARTMENT

The governors will appoint a practising Catholic who, by personal example, will ensure that a Catholic ethos rooted in the teachings of Jesus Christ and the Catholic Church permeates all aspects of the life of the School.

This post provides an exciting opportunity to support the Subject Leader of Religious Education in actively guiding all members of the school community to live out Gospel values on a day-to-day basis and in line with our Catholic mission.

If your application is successful, you will be joining an enthusiastic and dedicated team who make a strong contribution to the academic success of the school.

The teaching of Religious Education is central to the whole curriculum and it is the role of the department to bring together those areas of the curriculum which help pupils understand human relationships and the associated Catholic Teaching.

The three full-time members of the department are Religious Education specialists who encourage pupils to enjoy all aspects of the subject, delivering a broad, balanced and differentiated curriculum that meets both the requirements of the Lancaster Diocesan

Framework and the 2018 Edexcel GCSE specification.

All staff are expected to contribute to the realisation of our Mission Statement and will normally undertake pastoral responsibilities as well as academic duties.

#### The Curriculum

In Years 7 and 8, the schemes of work are based on the diocesan programme of study which is the resource recommended for adoption by Lancaster Diocese.

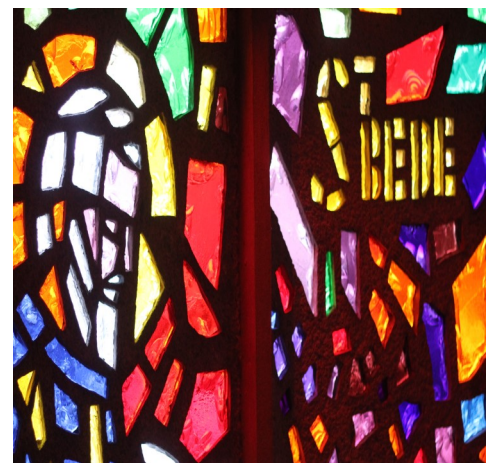
In Years 9-11, pupils follow the Edexcel Religious Studies GCSE specifications.

#### Rooms and Resources

The department are based in 3 specialist teaching rooms, all of which have data projectors and are connected to the school network providing access to shared resources. The department is well-funded and teachers share a variety of resources. Each classroom contains attractive displays of pupils' work.

We also have access to our beautiful chapel. The pupils are provided with opportunities to go to the chapel to meditate, pray and reflect.

*"The outstanding curriculum has been carefully tailored to meet the needs of all students extremely well. It is greatly enhanced by the Challenge Weeks, including the enterprise days, and the broad range of extra-curricular activities. The approach means that all can achieve highly."*



*"The success of the curriculum, the impact of good teaching and the outstanding quality of care, guidance and support are seen in the students' success in examinations across the ability range. The impact is seen also in students' excellent personal development and attitudes to learning."*



### Timetable Allocation

The balance between the time allocated to the Chaplaincy role and to teaching in R.E. will be flexible and based upon the skills and experience of the successful candidate.

### R.E. Staff for 2020/21

Miss H Newsham  
(Subject Leader)

Mr J Harding  
Mrs J Lowe  
Miss A Southworth

### Chaplaincy Staff for 2020/21

Fr. David Burns (Chaplain)  
Mrs P Burdess (Lay Chaplain)

### Extra-Curricular Activities

There is a junior branch of the Saint Vincent de Paul Society – ‘Mini-Vinnies’. This group provides a valuable link with the local community.

The ‘Action’ group is a justice and peace group which works with the diocesan Faith and Justice Commission.

Year 10 pupils are given the opportunity to attend a residential course at Castlerigg Manor in Keswick. The Lancaster Diocesan Youth Centre and the department support the work of our Lay Chaplain, Paula Burdess, in the delivery of this valuable experience.

### Chaplaincy

Daily prayer services and small-scale liturgies are held in the Chapel, whilst large scale worship is held in the school hall or sometimes in a neighbouring parish church. The Religious Education department helps the Priest Chaplain, Father David Burns, and Paula, Lay Chaplain) in preparing the pupils for voluntary weekly Masses and for the school Masses and liturgies which mark special feast days, events and end of term celebrations.

In addition to the teaching role, this post also provides an exciting opportunity to work closely with the school’s Lay Chaplain and Priest Chaplain in the development of worship in the life of the school as well as engaging pupils in a range of activities that encourage pupils to put their faith into action. All members of the RE Department actively guide the school community to live out Gospel values on a day-to-day basis and in line with our Catholic mission.



*“The Catholic Life of the school is outstanding.”*

*“The pupils of Saint Bede’s school are proud to be a part of their Catholic school family.”*

*Denominational Inspection  
Report (Section 48)*

*June 2016*



## 4. JOB DESCRIPTION

Job Title	Teacher of Religious Education / Assistant Chaplain
Grade	MPS
Accountable to	Miss H Newsham (Subject Leader of Religious Education)
Main Purpose	<p><b>The teacher role will be to:</b></p> <ul style="list-style-type: none"><li>• Maintain and build upon the standards achieved in the award of QTS (Secondary) as set out by the Secretary of State.</li></ul> <p><b>The chaplaincy role will be to:</b></p> <ul style="list-style-type: none"><li>• Work alongside the Priest and Lay Chaplain in developing the Catholic Life and Mission of the school.</li></ul>

### Specific Responsibilities of the teaching role

#### TEACHING AND LEARNING

1. To manage pupil learning through effective teaching in accordance with the department's schemes of work and policies.
2. To ensure continuity, progression and cohesiveness in all teaching.
3. To use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of pupil needs, and ensure equal opportunity for all pupils.
4. To set homework regularly, (in accordance with the school homework policy), to consolidate and extend learning and to encourage pupils to take responsibility for their own learning.
5. To work with SEN staff and support staff (including prior discussion and joint planning) in order to benefit from their specialist knowledge and to maximize their effectiveness within lessons.
6. To work effectively as a member of the department team to improve the quality of teaching and learning.
7. To set high expectations for all pupils, to deepen their knowledge and understanding and to maximize their achievement.
8. To use positive management of behaviour in an environment of mutual respect which allows pupils to feel safe and secure and promotes their self- esteem.

#### MONITORING, ASSESSMENT, RECORDING, REPORTING AND ACCOUNTABILITY

1. To be immediately responsible for the processes of identification, assessment, recording and reporting for the pupils in their charge.
2. To contribute towards the implementation of Student Passports as detailed in the current Code of Practice particularly the planning and recording of appropriate actions and outcomes related to set targets.
3. To assess pupils' work systematically and use the results to inform future planning, teaching and curricular development.
4. To be familiar with statutory assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents.
5. Keep an accurate register of pupils for each lesson.

#### SUBJECT KNOWLEDGE AND UNDERSTANDING

1. To have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for examination courses.

#### PUPILS' PROGRESS WITHIN AND BEYOND ASSIGNED GROUPS

The post-holder will support the progress of a wide range of pupils, including those in groups taught by other teachers, by coaching and mentoring staff and directly supporting pupils so that pupils will:

1. Acquire new knowledge or skills, develop ideas and increase their understanding.
2. Apply intellectual, physical and/or creative effort in their work.
3. Be productive and work at a good pace.
4. Show interest in their work and be able to sustain concentration and think and learn for themselves.
5. Understand what they are doing, how well they have done and how they can improve.

## Specific Responsibilities

### ENHANCING THE TEACHING OF OTHERS

The post-holder will enhance the teaching of others within English by enabling colleagues to:

1. Develop and improve subject knowledge and pedagogy.
2. Plan effectively, setting clear objectives that pupils understand.
3. Challenge and inspire pupils, expecting the most of them, so as to deepen their knowledge and understanding.
4. Develop and improve technical competence in teaching basic skills.
5. Use methods which enable all pupils to learn effectively.
6. Manage pupils well and insist on high standards of behaviour.
7. Use homework effectively to reinforce and/or extend what is learned in school.
8. Assess pupils' work thoroughly and use assessments to help and encourage pupils to overcome difficulties.

### PROFESSIONAL STANDARDS AND DEVELOPMENT

The successful candidate is expected to:

1. Be a role model to pupils through personal presentation and professional conduct.
2. Arrive in class, on or before the start of the lesson, and to begin and end lessons on time.
3. Cover for absent colleagues as is reasonable, fair and equitable.
4. Co-operate with the employer in all matters concerning Health & Safety, and that of any other persons who may be affected by their acts or omissions at work.
5. Be familiar with the School and Department handbooks and support all the School's policies, e.g. those on Health & Safety, Citizenship, Literacy, Numeracy and ICT.
6. Establish effective working relationships with professional colleagues and associate staff.
7. Strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures.
8. Maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children.
9. Liaise effectively with Parent/Carers and with other agencies with responsibility for pupils' education and welfare.
10. Undertake any reasonable task as directed by the Head of Department.
11. Be aware of the role of the Governing Body of the School and to support it in performing its duties.
12. Be familiar with and implement the relevant requirements of the current SEN Code of Practice.
13. Consider the needs of all pupils within lessons (and to implement specialist advice) especially to those who:
  - Have SEN;
  - Are gifted and talented;
  - Are not yet fluent in English.

**NB: Every subject teacher will be expected to have pastoral responsibilities which will be outlined on appointment.**

### Specific Responsibilities of the Chaplain role:

- To be agreed and based upon the skills and experience of the successful candidate.



## 5. SUMMARY

Job Title	Teacher of Religious Education / Assistant Chaplain
Reporting to	Miss H Newsham (Subject Leader in Religious Education)
Start Date	September 2021
Salary Grade	MPS
Closing Date for Applications	Monday 10th May 2021 (12noon)
Interview Date	To be arranged.
Type of School	Secondary (VA)
Age Range	11 - 16
Location	Lytham, Lancashire
Denomination	Catholic
Number of Pupils	820
Co-educational	Yes
Date Established	1961



*"The school made us all feel so welcome. It is a rare sight nowadays when students hold open doors when they see you approaching, say 'please' and 'thank you' and have smiles on their faces. Yesterday restored my faith in young people as caring and responsible citizens"*

*A recent visitor to the school*

