



Let Your Light Shine

If we love others, we live in the light. 1 John 2:10

Inspired by our Gospel Values we have a shared responsibility to:

1. create an environment of welcome, love and respect for each member of our learning family.
2. develop the unique gifts and talents of all, striving for excellence in everything we do.
3. live out our commitment to love, service and justice in the local and global community.
4. nurture the journey of faith and discovery for all.
5. celebrate and reflect on the love of God which is at the heart of all we are.



POST OF
Head of Business
and Computing
2nd in Technologies Faculty
Application Pack

Required for September 2023

Permanent Full Time
Head of Business and Computing
(2nd in Technologies Faculty)
TLR 2.1 (£3, 017)

We are looking to appoint a passionate **teacher of Business** who has a determination to make a real difference to the lives of young people. Our newly formed Technologies Faculty comprises of Design Technology, Food Technology, Business and Computing. We are seeking to appoint an enthusiastic and ambitious individual to become a valued member of this flagship faculty in our school and to support the Head of Technologies (DT Lead) in this **second in faculty** role. In this role, the successful candidate will lead the business and computing areas of the faculty. This is an ideal role for candidates who aspire to be head of a large technologies faculty.

The successful applicant will:-

- be committed, and passionate about learning;
- have the skills and determination to make a significant difference to the lives of our students and share our mission to 'let your light shine';
- be committed to contributing towards the extracurricular life of the school;
- have the experience and be able to deliver **GCSE Business**

In return you will join a happy, vibrant and supportive department, which is well supported by our Head of Technologies whose vision is delivering excellence within the Technologies Faculty.

**“This is a school where pupils are confident, full of life, and considerate of others.
Pupils are known well and cared about. Pupils behave well and work hard in class.”**

OFSTED January 2020

Further information and an application pack are available to download from the school website:
www.st-maryshigh.lancs.sch.uk.

Please return completed application to recruitment@st-maryshigh.lancs.sch.uk

Informal visits to the school can be arranged by contacting school on 01772 339813

Closing Date: Monday 17th April 2023 at 12 noon

If you do not hear anything within four weeks of the closing date, you will not have been successful on this occasion

Proposed Interview Date: Within one week of the closing date

This post is subject to an enhanced disclosure with the DBS.
Brownedge St. Mary's Catholic High School is an Equal Opportunity Employer and is committed to ensuring the safety of all its children and young people

BROWNEGE ST MARY'S CATHOLIC HIGH SCHOOL



Letter from the Headteacher

Dear Applicant

I am delighted to be writing to you as Headteacher of Brownedge St. Mary's Catholic High School. Having started my career here almost 27 years ago, I have a deep understanding of our school. It is truly a warm, welcoming and vibrant place to be, where we work as a family to support, challenge and care for one another, striving continuously for excellence and to be the best that we can be.

Here, at Brownedge St Mary's, we place Christ at the centre of our pupils' lives: a place to encounter the living God in all that we are and do. Christ becomes alive by integrating Gospel values into every aspect of teaching, learning and the totality of school life both inside and outside the classroom. As a school we challenge every member of our community to "Let Your Light Shine" and to develop their God-given talents to their full potential. By doing this we ensure that our pupils' journeys into adulthood are also journeys of faith from which grow values, aspirations and morals that inform their actions and choices as unique individuals.

Our school is an environment where pupils feel safe, cared for and confident to express themselves. As a result, excellent relationships are formed, based on mutual respect and care for one another. I am extremely proud of our hard working and dedicated staff who go beyond high-quality teaching and pastoral care and offer a rich extracurricular provision that ensures daily enrichment for all.

This is an exciting time for our school as it moves forward in the next phase of its journey to becoming an outstanding Catholic school. As Head of Business and Computing (2nd in Technologies Faculty), you will be working in a team that is passionate and committed to delivering the absolute best for all our students. If you are someone who has energy, determination and drive and are collaborative and build strong relationships then Brownedge is the community for you.

I hope you are the person we are seeking. Should you decide to apply please read the job description and person specification carefully as it is important that, in your letter of application, you can demonstrate how your current experience, skills and qualities meet the job profile, and in particular, how you meet the requirements of the person specification.

You are reminded that the closing date for applications is **Monday 17th April 2023 at 12 noon.**

Brownedge St Mary's Catholic High School is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. The successful candidate will be subject to satisfactory Enhanced DBS clearance and all pre-employment checks to include satisfactory references.

If you join our team, you will enjoy a full and purposeful career where you are valued, supported to develop and your hard work is recognised. I hope that having read all the necessary information about our school, you are excited about applying for this position.

I look forward to receiving your completed application and reading what you have to offer our School.

Warm regards,

A handwritten signature in purple ink, appearing to read 'N Oddie'.

Mrs Nicola Oddie

Headteacher

BROWNEGE ST MARY'S CATHOLIC HIGH SCHOOL



School Context

We are an 11-16 Mixed Catholic Voluntary Aided High School in Bamber Bridge in the Diocese of Salford. There are currently 760 pupils on roll. This has increased year on year, and we are now oversubscribed in Years 7 to 9. In May 2022, we went through an extensive refurbishment and added a new school entrance, new toilet facilities and developed new ICT suites, a RE classroom, staffroom, music room and additional school dining facility for pupils.

The Mission Statement of Brownedge St Mary's expresses our intention to ensure that all pupils are given the opportunity to fulfil their potential using their unique talents gifted to them by God. Our inclusive ethos and high aspirations for our pupils commits us to providing opportunities that allow all pupils to develop as independent, confident and successful learners who enjoy learning and make good progress.

Through our Mission, we develop pupils' personal and moral values based on our Catholic ethos, teaching them respect for other cultures, religions and ways of life (including British Values) and ensuring that all know how to make a constructive contribution to the local, national and worldwide community.

Our curriculum is responsive to our local context and the profile of our cohort entry. Building on knowledge of pupils' prior learning, we ensure that pupils are challenged from day one through new and engaging learning. We ensure that our broad and balanced curriculum, delivered by specialist staff, equips our learners to transition into appropriate progression routes and ensures that pupils gain secure knowledge, transferrable skills and values which will allow them to lead successful and fulfilling lives.

Our curriculum has been designed and developed to ensure there is no cap on expectations and ambitions and meets the needs of different groups. It has been designed to be ambitious and to give all pupils, particularly disadvantaged pupils and pupils with SEND, the knowledge and cultural capital they need to succeed in life. We plan and sequence our learning such that all groups make good progress. Challenging concepts are revisited so that pupils can make sustained gains in new knowledge.

Five years ago, we adopted a Threshold Model, requiring all subjects to develop Progression Models to ensure that the curriculum is coherently planned and sequenced, and that knowledge is acquired, remembered, built on and applied. These are constantly revised and amended from reflection of what our pupils need to know and when best to teach it. We equip learners with the technical and subject-specific vocabulary to articulate precisely their learning, orally and in extended writing. We expect all learners to appreciate the value of reading widely for pleasure. All learners are engaged in an ambitious curriculum pathway, whether it be traditional EBacc, technical or vocational. Work undertaken on our curriculum intent and implementation has had impact. The deepening knowledge is starting to impact positively on GCSE outcomes. We are committed to continuous improvement.

In January 2020, we were visited by OFSTED who recognized that we are a continuously **GOOD** school.

In November 2022, we were visited by the Catholic Schools Inspectorate who recognized that we are **OUTSTANDING** in terms of our Catholic Life and Mission and Collective Worship and our RE Faculty were **GOOD** in terms of curriculum provision, outcomes and leadership.

BROWNEGE ST MARY'S CATHOLIC HIGH SCHOOL

Faculty Information



The Technologies Faculty consists of three subjects at KS3: Design and Technology, Cooking and Nutrition and Computing. At KS4, the subjects available to study are: GCSE Business, GCSE Computer Science, GCSE Design and Technology, Vocational Hospitality and Catering and Vocational Creative iMedia. This year, to cater for the needs of our children, we have also offered Food Preparation and Nutrition as an additional GCSE option in Food.

All our teachers are specialists, teaching in specialist rooms. There are currently two full time members teaching DT and Food (the Head of Faculty teaches these subjects) and two full time and one part time member of staff teaching Business, Computing, Computer Science and iMedia.

The successful candidate will teach Business and lead other Business and Computing teachers within the faculty.

All rooms are housed together, within the Technologies Area. There is a workshop for DT, which is equipped with the traditional tools and equipment but also 11 computers, an A1 laser cutter, and two Ultimaker 3D Printers. The development of this room is underway with the addition of a 'Technology Hub' which will be a clean area to house 6 more computers, the laser cutter and three 3D printers. There is one Food Technology workshop.

There are three fully furnished computer suites, two of which have been recently refurbished. Each ICT suite houses approx. 25 networked PCs for pupils. This dictates the sizes of classes, and no class either at KS3 or 4 has more than 25 pupils. Computing, Computer Science and Business are all taught in these ICT suites. All classrooms in across the faculty have interactive whiteboards.

Job Description
Head of Business and Computing
(2nd in Technologies Faculty)
Brownedge St Mary`s Catholic High School

To discharge the professional duties of teachers as described in the latest Pay and Conditions of Service document for Teachers in relation to: **Teaching, Assessments, Reports, Appraisal, Educational Methods, Discipline, Health and Safety, Cover, Public Examinations, Management, Administration and Other Activities.**

In addition to discharge those duties in keeping with the CES contract of employment and the stated Mission of the School:

Post title:	Head of Business and Computing
Salary/Grade:	Standard national scale in line with the current School Teachers' Pay and Conditions document plus the appropriate TLR payment
Responsible to:	Head of Faculty, the Head Teacher, members of the Senior Leadership Team (SLT) and the Governing Body.
Supervisory responsibility:	The post holder may be responsible for the deployment and supervision of the work of teaching assistants relevant to their responsibilities.

Job Purpose	<ul style="list-style-type: none"> • Be responsible for the learning and achievement of all pupils in their classes ensuring equality of opportunity for all. • Be responsible and accountable for achieving the highest possible standards in work and conduct. • Treat pupils with dignity and respect and act with honesty and integrity, building relationships rooted in mutual respect. • Contribute to pupils' moral, cultural, spiritual and citizenship development. • Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of their pupils. • Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Teacher Standards (2013) and to discharge those duties in keeping with the Catholic Education Service (CES) contract of employment and the stated Mission of the School. • Take responsibility for promoting and safeguarding the welfare of children and young people within the school.
Duties and Responsibilities	All teachers are required to carry out the duties of a schoolteacher as set out in the current School Teachers Pay and Conditions Document . Teachers should also have due regard to the Teacher Standards (2013). Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.
Teaching and Learning Responsibilities	<p>A teacher must:</p> <ol style="list-style-type: none"> 1. <u>Set high expectations which inspire, motivate and challenge pupils</u> <ol style="list-style-type: none"> a) Establish a safe and stimulating environment for pupils, rooted in mutual respect. b) Set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions. c) Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils. 2. <u>Promote good progress and outcomes by pupils</u>

- a) Be accountable for pupils' attainment, progress and outcomes.
 - b) Plan teaching to build on pupils' capabilities and prior knowledge
 - c) Guide pupils to reflect on the progress they have made and their emerging needs.
 - d) Demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching.
 - e) Encourage pupils to take a responsible and conscientious attitude to their own work and study.
3. Demonstrate good subject and curriculum knowledge
- a) Have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils' interest in the subject, and address misunderstandings.
 - b) Demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship
 - c) Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject.
4. Plan and teach well-structured lessons
- a) Impart knowledge and develop understanding through effective use of lesson time.
 - b) Promote a love of learning and children's intellectual curiosity.
 - c) Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired.
 - d) Reflect systematically on the effectiveness of lessons and approaches to teaching.
 - e) Contribute to the design and provision of an engaging curriculum within the relevant subject area(s).
5. Adapt teaching to respond to the strengths and needs of all pupils
- a) Know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively.
 - b) Have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development.
 - c) Have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.
6. Make accurate and productive use of assessment
- a) Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements.
 - b) Make use of formative and summative assessment to secure pupils' progress.
 - c) Use relevant data to monitor progress, set targets, and plan subsequent lessons.
 - d) Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback.
7. Manage behaviour effectively to ensure a good and safe learning environment

	<p>a) Ensure pupils follow clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour using PARS, both in classrooms and around the school, in accordance with the school's behaviour policy.</p> <p>b) Have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them.</p> <p>c) Cultivate and maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.</p> <p>8. <u>Fulfil wider professional responsibilities</u></p> <p>a) Make a positive contribution to the wider life and ethos of the school.</p> <p>b) Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.</p> <p>c) Deploy support staff effectively.</p> <p>d) Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues.</p> <p>e) Communicate effectively with parents with regard to pupils' achievements and well-being.</p>
<p>PART TWO: PERSONAL AND PROFESSIONAL CONDUCT</p>	<p>A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.</p> <p>1. <u>Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:</u></p> <p>a) Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions.</p> <p>b) Showing tolerance of and respect for the rights of others.</p> <p>c) Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs</p> <p>d) Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.</p> <p>2. Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.</p> <p>3. Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.</p>
<p>Pastoral System</p>	<p>1.To monitor and support the overall progress and development of pupils within classes assigned.</p> <p>2.To act as a form tutor and carry out the duties associated with the role</p> <p>3.To contribute to the teaching of Learning for Life, Citizenship and Enterprise according to school policy.</p> <p>4.To attend regular training with regard to safeguarding and follow school and legal procedures when dealing with safeguarding issues, including referral to the DSP.</p>

School Ethos	<p>The governors of St. Mary's would encourage all staff to be involved in enrichment activities in line with the ethos of the school, specifically:</p> <ol style="list-style-type: none"> 1.To play a full part in the school community, to support its distinctive Mission and to encourage students to follow this example. 2.To support the school in meeting its legal requirements for worship and to lead House acts of worship as requested. 3.To contribute significantly, where appropriate, to implementing the policies and practices of the school and to promote collective responsibility for their implementation.
Other	<ol style="list-style-type: none"> 1.Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012 2.Perform any reasonable duties as requested by the Head Teacher 3. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Note

This job description is current at the date below but will be reviewed on an annual basis and, following consultation, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signature of post holder:

Date:

Signature of Head Teacher

Date:

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.....

Person Specification

Head of Business and Computing (2nd in Technologies Faculty) Brownedge St Mary`s Catholic High School

As a Roman Catholic School, this post requires the successful candidate to be fully supportive of the Christian mission of the school.

Brownedge St. Mary`s Catholic High School is committed the safeguarding and welfare of its children and young people. The successful candidate will need to share fully in this commitment.

Governors will consider applications on the basis of each candidate`s ability to meet the criteria below.

Criteria are classed as Essential (E) or Desirable (D). Criteria will be evidenced through Application Form / Supporting Statement (A) Interview (I) and References (R)

		E/D	A/I/R
Faith Commitment	Fully supportive of the Catholic ethos of the school	E	A
Qualifications, Experience and Professional Development	Qualified Teacher Status	E	A
	A good honours degree (or equivalent) preferably in Business	E	A
	Excellent classroom practitioner with potential to be `outstanding`	E	A,I,R
	Commitment to further professional development	D	I
Personal Skills and Attributes	A clearly articulated vision for subject area	E	A/I
	Successful experience as a classroom teacher and record in raising student achievement	E	A/R
	Proven leadership of curriculum development and delivery	D	I
	Ability to lead and manage effectively, create a coherent and effective team, respond well to challenge, able to motivate, inspire, coach and mentor colleagues	E	A/I/R
	Excellent communication skills	E	A/I
	Commitment to further professional development	E	A
	Positive attitude, resilient, flexible and optimistic approach as well as demonstrate a capacity for hard work	E	A
	Think analytically and creatively, demonstrating initiative in solving conflict	E	A
	Ability to monitor staff performance, support and target set if appropriate	E	A/I
	Ability to establish successful relationships at all levels	E	A/I
	High regard for professional development and awareness of his/her own training needs	E	A/I
	Ability to contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice and providing advice and feedback	E	A/I
	A good health and attendance record	E	A/R
Teaching	Evidence of good teaching leading to high attainment and good progress	E	A/R

	The ability to engage, enthuse and motivate students	E	A/I/R
	Skills to ensure that lessons are effective and consistently well-matched to learning objectives and the needs of learners	E	A/I
Assessment	Extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subject/curriculum area including those related to public examinations and qualifications	E	A
	Full understanding of the use of assessment to inform planning, attitude for learning and progress	E	A
	Understanding and use of data analysis; evidence of improved outcomes	E	A
Planning	Lead and co-ordinate planning for the department	E	A
	The ability to set consistently high expectations for all students through class work and homework	E	A
	Experience of financial resource planning	D	A
Personal qualities	Enthusiasm, drive and a love for the job	E	A/I
	Clear vision and an innovative approach for learning & teaching	E	A/I
	A passion for ensuring all aspects of school life demonstrate integrity and respect	E	A
	Commitment to a high-profile presence in and around the school	E	A/R
	A good sense of humour and team player	E	A
	Excellent communication skills, both verbal and written.	E	A/I
	Ability to organise, plan and prioritise time effectively	E	A
	Willingness to challenge others to produce positive outcomes	E	A
	Flexibility, adaptability and creativity	E	A

THE APPLICATION PROCESS

Applicants should submit an application form along with a formal supporting letter addressed to the Chair of Governors detailing why they would like to be considered for the role.

The letter of application should be a maximum of 2 sides of A4, Arial Font size 12, with normal margin settings.

The letter of application should be

- Be accurate and legible
- Be clear and concise clearly outlining how your experience has prepared you for the post including demonstrating a proven track record in GCSE results
- Outline a clear educational philosophy and link this with the requirements of the post including your future professional aspirations

Please return all completed application forms and supporting documentation to
recruitment@st-maryshigh.lancs.sch.uk

Our recent visit from Ofsted confirmed our school continues to be a GOOD school.
(January 2020).

Extracts from the report include:

“This is a school where pupils are confident, full of life, and considerate of others. Pupils are known well and cared about. Pupils behave well and work hard in class.”

“Pupils said that they feel safe and can be themselves in this school community. Bullying almost never happens.”

“Pupils said the wider curriculum is a strength of the school. It provides them many new experiences. Staff go out of their way to provide pupils with extra activities and school trips. Pupils use these opportunities to find out about the wider world and what they enjoy and are good at.”

“Staff help all pupils to access the curriculum equally. Most parents and carers of pupils with special educational needs and/or disabilities (SEND) are full of praise for the school. They say their children receive excellent support from staff. They achieve well.”

“Pupils develop as good and successful citizens. They learn how to contribute and make a difference to the world in which we live.”

“Pupils pay attention, try hard and behave well in lessons. This good behaviour extends beyond lessons. Pupils are happy and orderly between lessons, and at break and lunchtime.”

“Most pupils achieve well in their examinations, across almost all subjects. This includes pupils with SEND, who move on to well-chosen courses after Year 11. Disadvantaged pupils’ examination results are improving year on year.”

