

Application pack for the post of:

Director of Studies

Full time, permanent, to start 1 September 2025 L15-L19 £70,636-£77,931

Closing date: Midnight, Sunday 23 February 2025

Interviews: Wednesday 26 and Thursday 27 February 2025

In Christ we flourish

St Gregory's, Catholic College Combe Hay Lane, Bath, BA2 8PA T 01225 832873 www.st-gregorys.org.uk

Welcome

Dear Prospective Applicant

Thank you for your enquiry regarding the post of **Director of Studies** at St Gregory's, starting 1 September 2025.

St Gregory's is an over-subscribed high achieving school with a national reputation for excellence. Our motto is 'In Christ We Flourish' and we place great emphasis on our inclusive 'family' atmosphere where all are nurtured to develop their God-given gifts and virtues.

Our most recent Ofsted inspection judged us as 'Good' with 'Outstanding' features in both 'Behaviour and Attitude' and 'Personal Development'. We are also recognised as an 'Outstanding' secondary school in our Section 48 Inspection, highlighting St Gregory's as a flourishing educational community where every child is valued and encouraged to grow as individuals.

Our current senior leadership team consists of academic, pastoral and operational specialists, all bringing vast expertise, skill and professionalism. Together, we work collaboratively to ensure that our students achieve the highest levels of academic attainment whilst also retaining an environment that ensures students grow into well-rounded, reflective, caring and thoughtful young people, ready to take their place in society.

The Director of Studies will be a key member of the Senior Leadership Team, deputising for the Headteacher when needed and supporting in the implementation of the vision and development of the school. You will have a proven ability to lead, think strategically and display an enthusiasm for engaging with all aspects of school life.

We are a school community which prioritises the safety and wellbeing of our students and staff. Everyone at St Gregory's is responsible for safeguarding and wellbeing and we are committed to following safer recruitment practices to ensure we provide a safe environment for everyone.

As a Catholic Lasallian Associate school we provide our students with a moral compass based on Catholic Social Teaching that supports their growth and development. It is essential that our students are encouraged to have enquiring minds, ask questions and form their own opinions.

We are an inclusive school that places the student at the heart of everything we do. As a Catholic school our values are explicitly Christian, and as Director of Studies you would be expected to act as a role model and be prepared to maintain these Christian values, however you do not have to be of the Catholic faith to apply for this post.

There is a warm, welcoming family atmosphere at St Gregory's that underpins our culture as a school. By working together we aim to provide the very best opportunities for all our students and staff.

This is a wonderful opportunity for an exceptional existing senior leader or exceptional aspiring senior leader, who is ready to take on a key role of responsibility to make a difference to the lives of ours students, in our high achieving and ambitious school.

Yours faithfully

Mrs M George Headteacher

Mission Statement

As a Catholic school, our inspiration is Jesus Christ. We therefore promote the dignity and well-being of every child and ensure that they flourish with us in a safe, happy and enriching environment.

We believe that everyone is gifted and called by God to fulfil some definite service for the greater good of society. We will help our students to discover their vocation in life, to achieve their full potential and to use their gifts for the greater glory of God.

Mission Statement, approved by the Governing Body

Chair of Governors

Dear Prospective Applicant

Thank you for taking an interest in becoming the Director of Studies, one of two Directors at St Gregory's who are equivalent to Deputy Headteachers.

St Gregory's is a medium sized 11-18 voluntary aided Catholic school in the beautiful World Heritage City of Bath. Whilst our students come from a broad range of backgrounds and have diverse academic needs, they all share the Catholic social values that underpin and permeate everything in the school, giving St Gregory's the 'family' atmosphere that is commented on by anyone who has contact with the school.

We are looking for a candidate who will support and lead the school whilst working collaboratively to shape and fulfil future development in years to come. Our new Director of Studies will be expected to strategically lead and further develop our school. We therefore seek a senior leader or aspiring senior leader who can rise to the challenge and ensure that St Gregory's continues to be a centre for academic excellence.

We welcome applications from outstanding and self-starting individuals who can demonstrate that they have the capability and experience to provide outstanding leadership and take the next step in their career.

We demand high standards of our students, staff, and ourselves as governors, and expect our Director of Studies to do the same. It goes without saying that our new Director of Studies will need to demonstrate a commitment to the Catholic ethos of the school and to provide the leadership the school requires.

You would be expected to act as a role model and be prepared to maintain our Christian values, however you do not have to be of the Catholic faith to apply for this post.

We believe we offer a positive and pleasant school environment and local area to work in. If you are appointed you will be supported by excellent staff and senior leaders, outstanding students, and a governing body which will provide you with support in your leadership of the school and in the development of your professional career.

If you would like to arrange a confidential discussion prior to application please contact Mrs Gormley, the Headteacher's PA, by email to gormleys@st-gregorys.org.uk to arrange a suitable time.

Yours faithfully

Mr John Eddison Chair of Governors

Director of Studies

Post: Director of Studies
Contract type: Full time, permanent

Salary: Leadership Scale L15-L19 £70,636-£77,931 Closing date: Midnight, Sunday 23 February 2025

Interview date: Wednesday 26 and Thursday 27 February 2025

We require a forward-thinking and inspirational colleague to join our Senior Leadership Team (SLT) from September 2025. The Director of Studies will be instrumental in the strategic management of our school, helping to lead and develop it as a centre for excellence in Catholic secondary education, whilst ensuring the best possible outcomes for all our young people.

This is a key senior leadership post within the school, supporting the Headteacher to build upon our reputation for academic excellence whilst ensuring the safety, health and happiness of every student is at the core of our purpose. The successful candidate will work across the school to create a common vision of excellence, helping to make St Gregory's a truly exceptional place to learn and work in.

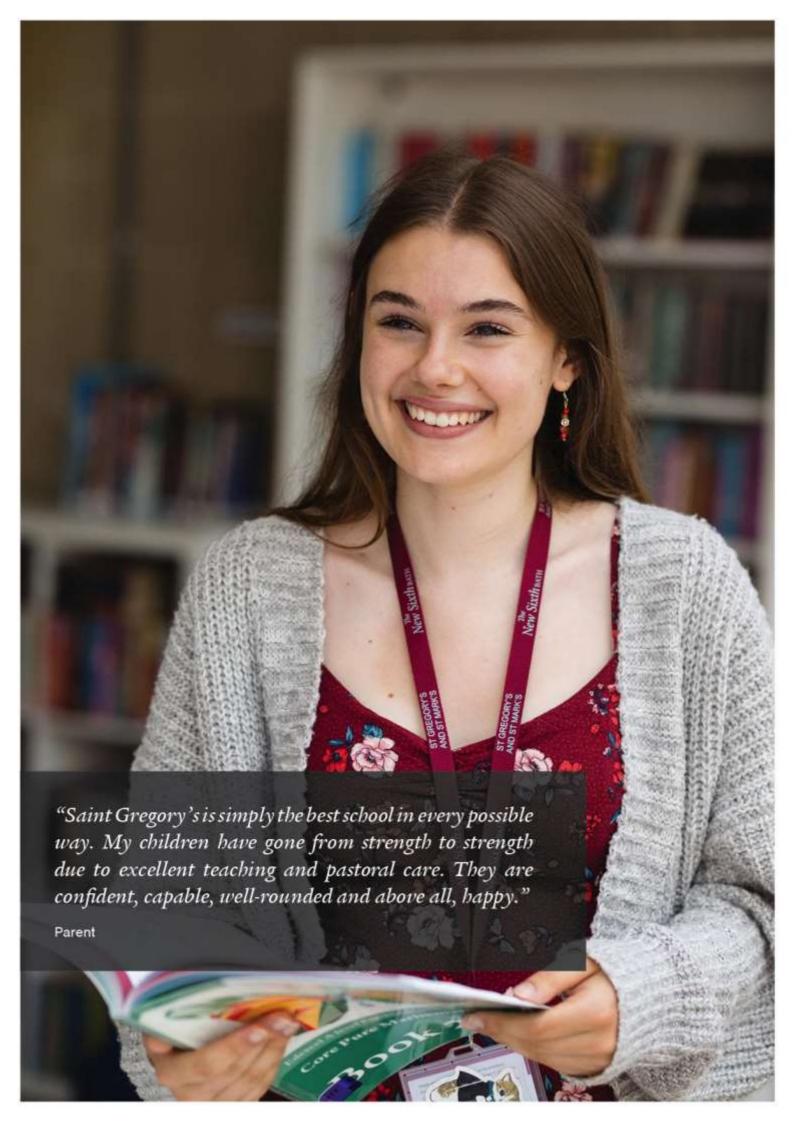
This position is very much about the skills and qualities of the individual and we therefore welcome applications from exceptional and aspiring senior leaders who would like to develop their professional career in a Catholic school and can demonstrate the passion and commitment to make a real, lasting and positive impact upon our school community.

The successful candidate will bring professionalism and academic credibility, balanced with warmth and sensitivity. Applicants must be able to demonstrate a deep understanding of the challenges and opportunities of leadership in schools, with the skill to lead by example and inspire others.

In return, the successful candidate can expect to join a committed and experienced senior leadership team who, together with our Governing Body, will provide you with outstanding professional support at every stage of your career. You will also discover a supportive team of teachers and support staff who take great pride in their work and celebrate one another's success but are always seeking new opportunities to develop their expertise and enhance our educational provision. Finally, you will have the chance to work alongside our amazing, positive and inspirational student body who love learning and deserve the very best in teaching and learning opportunities.

If you would like to arrange a confidential discussion prior to application please contact the Headteacher's PA, Mrs Gormley, by email to gormleys@st-gregorys.org.uk to arrange a suitable time.

We are committed to safeguarding and promoting the welfare of children. We follow safer recruitment practices and appointments are subject to an enhanced DBS check.



About St Gregory's

St Gregory's is a Catholic voluntary aided secondary school, which was established by the Diocese of Clifton. It primarily serves designated Catholic parishes in Bath and North East Somerset, North West Wiltshire and the north of the County of Somerset and admits students of 11-18 years. We are a popular co-educational school, founded on Catholic Christian values and with a strong family and community ethos. These values envelop the learning of our students, providing them with an academic start to life that is supportive, nurturing and inspiring. St Gregory's has a well-deserved reputation for academic excellence, outstanding pastoral care and an excellent enrichment programme.

In 2022, we were rated Good overall with Outstanding Behaviour & Attitudes and Personal Development by Ofsted. We are also recognised as an 'Outstanding' secondary school in our Section 48 Inspection, highlighting St Gregory's as a flourishing educational community where every child is valued and encouraged to grow as individuals.

Our GCSE and A Level results are excellent and not just in raw terms but also in the context of value-added. Such measures seek to identify the progress that every child makes during his or her time with us and show that our students make outstanding progress.

The achievement of our students consistently places our school as one of the top achieving state schools in the country. Students leaving St Gregory's progress to some of the very best academic institutions including Oxford, Cambridge and the Russell Group but, more than this, they leave having acquired the academic success, confidence and skills they need to continue their educational or career journey of choice.

We are located at the southern gateway to the World Heritage City of Bath with beautiful views towards the Severn Estuary and over Bath. Access to the school is easy as it is on main bus routes and next to the Odd Down Bath Park and Ride terminus.

The World Heritage City of Bath itself needs little introduction. Over four million tourists a year come to visit its many attractions, such as its Georgian architecture, its festivals, theatres, museums, restaurants and shops. It boasts excellent schools, rugby and football teams and Olympic standard training facilities at the University of Bath.

Bath is served by many attractive towns and villages, and our staff and students come from diverse locations.

Behaviour for Excellence



St Gregory's Catholic College at a glance

RE

- Religious Education
- Philosophy and Ethics
- Chaplaincy

English

- English Language
- English Literature
- Literacy and Oracy

Maths

- Maths
- Computer Science
- Business and Economics

Science

- Biology
- Chemistry
- Physics

Performing Arts

- Music
- Dance
- Drama

Technology

- Food technology
- Design and Technology

MFL

- French
- Spanish
- Mandarin

Leadership

- Headteacher
- Director of Studies (Deputy Head Academic)
- Director of Pastoral Care (Deputy Head Pastoral)
- Assistant Headteacher Director of Sixth Form
- Assistant Headteacher Teaching and Learning
- Assistant Headteacher Wider Participation and Enrichment
- Assistant Headteacher Behaviour and Attendance
- School Business Manager
- Facilities and ICT Manager
- Associate Assistant Headteacher, Senior Mental Health Lead

PE

• Physical Education

Careers

Careers

Art and Photography

- Art
- Photography

Humanities

- History
- Geography
- Politics
- Sociology
- Psychology

Inclusion

- SENCo
- LSAs
- One to one and small group

Pastoral

- DSL, DDSL
- Behaviour and Attendance
- HOY
- Alternative provision
- Medical

Business Operations

- Attendance
- Admissions
- Data
- Exams
- Finance
- HR
- Sixth Form
- Main Office
- Secretariat

Facilities and ICT

- ICT
- Facilities



Job Description

This job description should be read in conjunction with the professional duties set out in the School Teachers' Pay and Conditions Document, the governors' Pay Policy and Performance Management Policy including the Teaching Standards.

The Governors of St Gregory's are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced certificate from the Disclosure and Barring Service is required for this post prior to commencement.

Key Areas of Responsibility

1. Core Purpose

- 1.1 To actively support and promote the school's vision and values as outlined in the Mission Statement.
- 1.2 To lead the professional development of teaching and learning in the school, keeping up to date with and championing pedagogical development.
- 1.3 To establish coaching and support programmes for relevant staff members and challenge underperformance as required.
- 1.4 To lead and develop the learning culture in the school with a view to raising attainment further.
- 1.5 To lead on arrangements to maximise learners' access, choice and opportunity.
- 1.6 To ensure a consistent and continuous focus on student achievement, using data to track and monitor the progress in every student's learning.
- 1.7 To work with the ICT and Facilities Manager to contribute to the development of the curriculum timetable to best reflect the school's curricular aims and to meet the needs of all students.
- 1.8 To oversee the work of the school's Induction and Inspire Lead.
- 1.9 To continuously monitor and evaluate the effectiveness of learning outcomes and ensure we close any gaps between groups of students e.g. EAL, SEN, Pupil Premium, and More Able.
- 1.10 To be responsible for setting targets using FFT baseline data and communicate these with Heads of Department, students, parents and carers.
- 1.11 To have responsibility for the PGCE and ECT students and programmes.
- 1.12 To undertake a teaching commitment at a level in line with the requirements of the school and the demands of the post.
- 1.13 To promote a culture of best practice.
- 1.14 To chair and attend relevant meetings as required.
- 1.15 To act as the administration lead on key information systems such as Google Classrooms, Class Charts etc.
- 1.16 To support the Headteacher in the maintenance of daily standards.
- 1.17 To deputise for the Headteacher as necessary.

2. Specific responsibilities

1.18

- 2.1 To work with the Assistant Head Teaching and Learning to monitor the quality of teaching by planning and overseeing the whole school Quality Assurance (QA) Programme to include observing lessons, work scrutiny, student interviews in both faculty reviews and learning/ethos walks.
- 2.2 To evaluate the findings of the QA Programme to inform strategic development and implementation of Teaching and Learning strategies, curriculum design and professional development programmes to further raise standards. To report findings and strategic development suggestions to the Headteacher.

- 2.3 To be responsible for the organisation of the CPD programme for teaching staff including INSET days, linked to the Performance Management objectives and School Development Plan.
- 2.4 To be responsible for the administration and delivery of the School's Performance Management process to continuously improve the effectiveness of the link between performance and raising student outcomes.
- 2.5 To organise academic mentoring and the intervention programme for students who are underachieving in conjunction with the raising attainment team.
- 2.6 To organise, monitor and review the target-setting for students and their understanding of their targets.
- 2.7 To effectively utilise, and where appropriate, organise the baseline assessment of students e.g. NFER testing, CATS test, KS2 SATS results.
- 2.8 To liaise with the Exams Officer to organise and oversee external assessments and exams.
- 2.9 To work alongside the Headteacher with the production and ongoing maintenance of an academic calendar.
- 2.10 To lead the organisation of, and ensure the quality of, progress reports and annual reports to parents.
- 2.11 To support the administration and strategic use of key information systems such as SIMS and 4Matrix to ensure robust tracking is in place.
- 2.12 To produce an analysis after each data drop; to disseminate information and implement interventions.
- 2.13 To work with the Assistant Head and Heads of Faculty/Heads of Department to ensure assessment/marking and feedback is embedded with, and managed across, the school and that students understand what they need to do to reach their targets.
- 2.14 To work with the Data Manager to oversee and ensure whole school data is correct and returns are accurate and compliant, e.g. for the School Census.
- 2.15 To collaborate with the PSHE Lead and Careers Lead to develop an outstanding provision.
- 2.16 To work with the Exams Officer to ensure students are entered for the correct exams and to initiate exams in a timely manner and in line with due process.
- 2.17 To oversee the use and effectiveness of Year 7 Catch Up Funding.
- 2.18 To have responsibility for setting, monitoring and applying homework expectations across the school.
- 2.19 To work with the School Business Manager to allocate and monitor curriculum budgets.

3. Responsibilities for key policies and documents

- 3.1 To contribute to the school's SEF and School Development plan as requested by the Headteacher.
- 3.2 To write and review the Performance Management policy and report on its impact to governors.
- 3.3 To be responsible for the Pupil Premium grant funding and Pupil Premium Policy.
- 3.4 To produce annual analysis of the school's exam results, to include mocks and final results, for SLT and Governors.
- 3.5 To produce analysis of the progress of students and groups of students after each data drop.
- 3.6 To contribute, with other members of SLT, to the School Evaluation Document, the School Development Plan and the Headteacher's' Report to Governors.
- 3.7 To produce as required job descriptions for teaching staff.
- 3.8 To ensure curriculum data is on the school website and is accurate and current.

4. Team dimensions

- 4.1 To lead and manage Heads of Department/Faculty and organise Curriculum Leaders Group (CLG) meetings and briefings with them as required.
- 4.2 To work with the Leading Learning Team to support Heads of Department/Faculty in action planning as a result of faculty reviews or QA.
- 4.3 To be a member of Senior Leadership Team and attend meetings as required.

- 4.4 To line manage designated members of staff to ensure they work effectively to raise student achievement and attainment across the school and provide effective support, guidance, challenge and information for all staff within designated areas of responsibility.
- 4.5 To be the SLT link with the relevant Governor committee (to be confirmed) and attend meetings as required.
- 4.6 To work with the Headteacher and HR Team to organise and deliver the school's recruitment programme to include interviewing applications for staff vacancies and advise on the appointment of staff as required.

5. Project Management

- 5.1 To work with the HoY7 and Head of Sixth Form to organise options evenings and open evenings and all relevant administration.
- 5.2 To organise student revision conferences and a programme of after school revision sessions.
- 5.3 To organise INSET days.
- Take a strategic role in the development of new and emergent technologies to enhance and extend the learning experience of students, for example Bluesky, 4Matrix and Class Charts.

6. Professional Development

- 6.1 To keep abreast of developments, including research and development in the area of effective teaching and learning.
- To promote teamwork to ensure effective working relationships and act as a positive role model.
- 6.3 To seek opportunities to collaborate with other schools and other relevant networks to share and develop excellent pedagogies.

7. Additional responsibilities

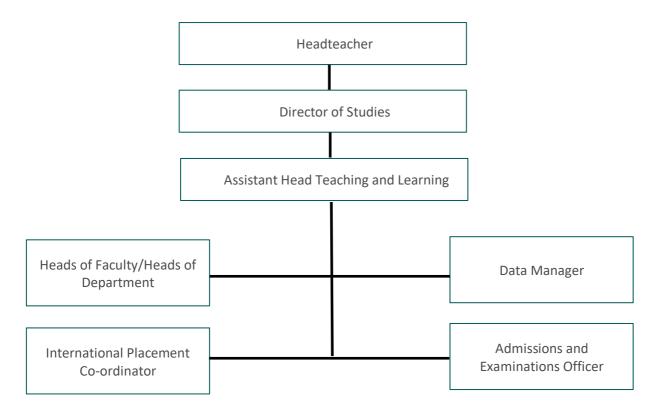
- 7.1 To actively participate in, and support, the development of the extra-curricular and/or enrichment activities across the whole school.
- 7.2 To ensure that all staff members have a clear understanding of their roles and responsibilities.
- 7.3 To liaise effectively with all stakeholders, including governors, parents, carers, students, partner primary schools, partner secondary schools, business and community partners and the wider community, as appropriate to designated strategic responsibilities.
- 7.4 To be present and promote St Gregory's at school exam results days as well as other key school events.
- 7.5 To work with Marketing to showcase the very best of the school and provide content for the website and social media channels.
- 7.6 To support, develop and promote British Values, Catholic Social Teaching principles and mental health and well-being throughout the school.
- 7.7 To perform, in accordance with any direction which may reasonably be given to you by the Headteacher from time to time, such particular duties as may reasonably be assigned to you (see: School Teachers' Pay and Conditions Document).

8. Special Notes and Conditions

8.1 All employees of St Gregory's are expected to be supportive of the Christian ethos of the school, its aims and Mission Statement.

9. Organisational Management Chart

10.1 This job description will be reviewed annually or more frequently if necessary by the Headteacher in consultation with the post holder.



Person Specification

Director of Studies		
Safeguarding Children	Essential	Desirable
A clear understanding and commitment to safeguarding and promoting the	√	
welfare of children and young people		
Ability to form and maintain appropriate relationships and personal	✓	
boundaries with children and young people		
Appropriate attitudes to the use of authority and maintaining discipline.	✓	
Qualifications and professional development	Essential	Desirable
Qualified teacher status (QTS)	/	
Good honours degree or equivalent	√	
Evidence of relevant and recent CPD	/	
Further study or post graduate work		√
Accredited leadership training e.g. NPQH or NPQSL		<i></i>
Safer recruitment training		./
Experience	Essential	Desirable
Evidence of good/outstanding teaching and achieving strong outcomes (at least	Loscittai	Desirable
five years' classroom teaching experience)	√	
Experience of conducting training/leading INSET	/	
Experience of strategic policy and practice development and improvement with		
measurable success	√	
Experience of the monitoring of teaching, learning and assessment in order to	,	
track student progress and raise standards	√	
Experience of leading on school improvement with measurable outcomes	√	
Experience of successful leadership of a curriculum or pastoral area	√	
Experience of developing and sustaining positive collaborative relationships with	,	
a wide range of internal and external stakeholders	√	
Excellent understanding and application of AFL	√	
Experience of monitoring and evaluating curriculum implementation, including	1	
using the Ofsted Inspection Framework	V	
Experience of Senior Leadership		✓
Strategic Leadership	Essential	Desirable
Ability to articulate and share a vision of secondary education within the context	√	
of the mission of a Catholic school		
Ability to inspire and motivate staff, students, parents and governors to achieve	✓	
the aims of Catholic education		
Evidence of successful strategies for planning, implementing, monitoring and	✓	
evaluating school improvement Ability to analyze data, develop strategic plans, set targets and monitor/evaluate.	,	
Ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards these	✓	
Knowledge of what constitutes quality in educational provision, the	√	
characteristics of effective schools and strategies for raising standards and the		
achievement of all students		

Understanding of and commitment to promoting and safeguarding the welfare of students	√	
Understanding and demonstrable knowledge of the complexities of safeguarding and child protection	√	
Experience of managing sensitive pastoral, academic and disciplinary situations with stakeholders	✓	
Teaching and Learning	Essential	Desirable
Specialist knowledge of the National Curriculum up to and including A Level	√	
Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all students	√	
A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning	✓	
Experience of effective monitoring, assessment, recording and reporting of students' learning and progress	✓	
Secure knowledge of statutory requirements relating to the curriculum and assessment	✓	
Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management	✓	
Up to date initiatives on assessment	/	
A thorough knowledge and understanding of current 11-18 educational issues / challenges facing schools, including national policies, priorities and legislation	✓	
Successful experience in creating an effective learning environment and in developing and implementing policy and practice relating to behavioural management	√	
Leading and Managing Staff	Essential	Desirable
Experience of working in and leading and managing staff teams	√	
Ability to delegate work and support colleagues in undertaking responsibilities	√	
Experience of performance management and supporting the continuing	√	
	 	
Experience of performance management and supporting the continuing professional development of colleagues	√	√
Experience of performance management and supporting the continuing professional development of colleagues Understanding of effective budget planning and resource deployment Experience of working with governors to enable them to fulfil whole school	√	√ √
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Skills, Qualities and Abilities	Essential	Desirable
High quality teaching skills	✓	
A commitment to the mission of a Catholic school	✓	
High expectations of students' learning and attainment	✓	
Strong commitment to school improvement and raising achievement for all	√	
The ability to build and maintain positive and effective relationships	✓	
A capacity to work in challenging, time limited situations with personal flexibility and good humour	√	
The ability to deal sensitively with people and to resolve conflicts	√	
The ability to foster an open, fair and equitable culture	√	
Outstanding communication and interpersonal skills	√	
Strong organisational and administrative skills	✓	
Faith Commitment	Essential	Desirable
Understanding of the leadership role in spiritual development of students and staff	✓	
Understanding of the school's wider role in the community and in promoting community cohesion	√	
Experience in leading school worship		√
Evidence of participation in the faith-life of the community		√
A practising and committed Catholic		√
Secure understanding of the distinctive nature of the Catholic school and Catholic education		√





Why work for us?

An inclusive and diverse workplace

We are fully committed to sustaining a positive and mutually supportive working environment free from harassment, discrimination, bullying and victimisation where staff can work collaboratively and productively together, and where all staff are equally valued and respected.

Through working collaboratively with staff, students, parents, volunteers and governors we aim to remove barriers that you may face and promote equality of opportunity so that you can achieve your full potential in our school.

Applications

Closing date: Midnight, Sunday 23 February 2025

Interviews: Wednesday 26 and Thursday 27 February 2025

Applicants are asked to submit their application online via https://www.eteach.com/ or via https://mynewterm.com/

We are not currently able to accept postal applications at this time.

No other material (such as testimonials, résumés or CVs) will be considered during the selection process.

To discuss the role further with Mrs George, Headteacher, please email Mrs Gormley, Head's PA, at gormleys@st-gregorys.org.uk.

We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children.

We follow safer recruitment practices and appointments are subject to an enhanced DBS check, satisfactory professional references, qualification verification including certificates of good standing, overseas certificates of good conduct, right to work in the UK check and social media check.

All staff are expected to undertake comprehensive child protection training and must share in the school's commitment to the safeguarding and wellbeing of our students and staff.

A copy of the Safer Recruitment Policy and our CP Policy can be found on our website at www.st-gregorys.org.uk/useful-information/key-documents.

School Creed

At St. Greg's, we are a family.

We believe in the living presence of God in our school, our community and world.

We are all equal and worthy of dignity and RESPECT in a community founded on inclusion and diversity.

We support each other and recognise our potential to thrive.

ASPIRATION and quality education are at the heart of our mission.

We walk together in the footsteps of Jesus and witness to the Gospel.

Our RESPONSIBILITY is to always be kind and caring to all and to be stewards of creation. We all have VIRTUES and are valued and

loved in the sight of God. Each of our lives is a gift to be nurtured as we journey together towards our true vocation.

In Christ we Flourish Amen

Written by the students of St Gregory's Catholic College

