



# St Bernadette Catholic Secondary School Bristol

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## Head of Year (with Teaching Responsibilities) application pack



*Excellence in Faith & Learning*

# St Bernadette Catholic Secondary School



## Mission Statement

**Our Mission is to develop the whole person in a Catholic learning community, to provide a loving Christian environment and to strive for excellence, equality, justice and fairness.**

At St Bernadette Catholic Secondary School we aim for our young people to be:

- strong and committed in the faith of Christ
- confident of their personal worth
- active in response to Christ's call to care for others
- responsible members of society

Hence we strive to:

- achieve excellence in all aspects of our life and work
- foster the spiritual growth of each member of our community
- create a happy and successful learning environment
- develop the full potential of each individual
- prepare pupils for the opportunities, responsibilities and experiences of adult life

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*Excellence in Faith & Learning*



# Welcome

April 2024

Dear Applicant,

We are delighted that you have expressed an interest in the post of Head of Year at St Bernadette Catholic Secondary School. Community is extremely important to us at St Bernadette's. We pride ourselves on being an ambitious and vibrant community of faith and of learning where everyone is valued and has a part to play. Our pupils, who come from across the south and east of Bristol, are our best ambassadors and greatest asset.

Our identity as a faith school is key to all we undertake and the teachings of Jesus Christ are at the heart of all we do. We are committed to ensuring our students receive the highest quality provision to enable them to achieve their potential, while growing as confident and responsible young people.

This is an exciting time to be joining St Bernadette's. Our focus on excellence for and from all members of the school community, underpinned by robust, embedded systems and structures enable all members of the school community to thrive and we are confident of further growth and improvement. Furthermore St Bernadette's is blessed with a strong, supportive and ambitious staff who have the highest expectations of themselves and our pupils.

We hope this application pack will give you a strong picture of our school and you enjoy learning more about us. If you are interested in being part of the further success of our school community and joining our team we look forward to receiving your application.

Best wishes

Yours sincerely

Best wishes

Patrick McDermott  
Chair of Governors

Edward Walker  
Headteacher



# About our school

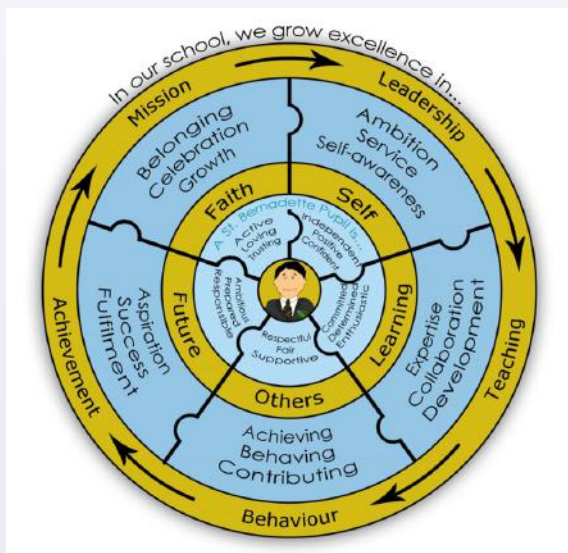
St Bernadette's is a vibrant, successful and ambitious secondary school located in Whitchurch, South Bristol. The school prides itself on being a community of faith and of learning, where everyone is valued and has a part to play.

As a Catholic school it is our mission to work together to serve the needs of the pupils in our care. The work entrusted to us is to help each pupil to recognise their dignity as a child of God and to help each one to fulfil the potential that God has given them. We do this by providing an education grounded in the gospel values of faith, hope and love; in which pupils can grow in faith; are stretched academically and are given a moral and social awareness that will help them to contribute fully to our school community and to play an active part in society both now and in the future. In this way we work for the common good and to build up God's kingdom.



## Excellence at St Bernadette's

A commitment to excellence from all and for all is a key feature of our school. Our fundamental belief is that children will succeed when learning in a happy, challenging and safe environment where there is mutual respect for all in the community. Our St Bernadette's Excellence Wheel has been the vehicle to move our Excellence agenda forward.



At St Bernadette's we are committed to providing an education which enables every young person to have a positive relationship with:

- **Themselves** - A St Bernadette pupil is confident, independent and positive.
- **Others** - A St Bernadette pupil is respectful, supportive and fair.
- **Faith** - A St Bernadette pupil is active, loving and trusting.
- **Learning** - A St Bernadette pupil is committed, determined and enthusiastic.
- **Their future** - A St Bernadette pupil is ambitious, prepared and responsible.



# St Bernadette's is a community of faith



Our identity as a faith community is at the heart of all that we do. We are proud of our Catholic tradition and our partnerships with the Diocese of Clifton, our partner schools in the Aquinas Group and with St Brendan's Catholic College, which provides our Sixth Form. We celebrate each person's unique set of God-given talents and work hard to ensure pupils use them to the full. We were therefore delighted to be recognized as an outstanding Catholic school in our last Section 48 inspection.



Our faith is at the core of our daily life, our interactions with each other and our learning. As a school we come together as a faith community through assemblies, services and masses. We offer pupils opportunities for spiritual growth and development not only through Religious Education lessons but also through trips retreats and school-based activities in our Chapel.

All curriculum areas within the school support and contribute to the faith life of the school. Each faculty has identified how it contributes to the mission of the school, as well as its contribution to Catholic Social Teaching.



Our pupils put their faith into action by helping others and each year raise thousands of pounds for a number of charities. Pupils are also involved in local community initiatives and we are always impressed by their generosity and energy in helping others.





# St Bernadette's is a community of learning

St Bernadette's is an ambitious learning community. We want our pupils to make the most of every learning opportunity, have fun in their learning and be scholars. We work hard to provide the best we can for all pupils and we expect them to give of their best, work hard, behave well and take responsibility for their learning. Our pupils achieve well in examinations and make strong progress.

Our curriculum is broad and is designed to ensure that all pupils have the opportunity to achieve their maximum potential. We promote and value traditional subjects while also embracing new technologies.

Pupil groupings vary across subjects and year groups, giving maximum flexibility to accommodate each individual's needs. All pupils are set challenging targets and their progress towards them is closely monitored.

One of our key priorities is to develop pupils' learning through the promotion of scholarship. By promoting 12 aspects of scholarship through our lessons, the reward system and across school life in general, we are seeking to help pupils to become 'St Bernadette Scholars' who are increasingly successful at learning.

We are strongly committed to the growth and development of our staff. A well-established staff development programme is in place, focused on developing individual and collective excellence through expertise, collaboration and action research.



A St Bernadette scholar is					
QUALITIES		SKILLS		APTITUDES	
AMBITIOUS		PRESENTATION		PERSONAL RESPONSIBILITY	
COMMITTED		COMMUNICATION		PROBLEM SOLVING	
DETERMINED		REVISION		ENQUIRING	
ENTHUSIASTIC		ACADEMIC		INDEPENDENT LEARNER	
successful at learning					



# What do others say about St Bernadette's?

"A wonderfully stimulating Catholic environment"

Section 48



Listen to Desmond, Year 7

<https://youtu.be/T6CUSpE8QZc>

"A harmonious

atmosphere pervades the school"

Ofsted

"Relationships between teachers and pupils are very positive"

Ofsted

"All pupils benefit enormously from the vibrant Catholic life of the school"

Section 48

"St. Bernadette's remains an outstanding Catholic school and as indicated .... continues to grow, develop and flourish"

S48 monitoring

"I value the school's ability to meet the needs of children my children who as individuals possess different skills, attribute and ability, as well as interests. All were motivated to succeed and give their talent"

Parent

"There is a sustained culture of excellence"



Listen to Lily, Year 11

<https://youtu.be/hEDeO4CafX>



Listen to Ellie, Year 7

<https://youtu.be/gBL7m564JGo>

"Pupils are confident and comfortable in their lessons." They "respond well to instructions and are very obedient."

Ofsted

"School leaders work together enthusiastically to ensure that pupils thrive and develop as confident and responsible future citizens."

Ofsted



# Head of Year role

## Purpose:

In addition to the responsibilities of a class teacher (as set out in the STPCC and our teacher job description), you will oversee the academic progress of pupils in an identified year group;

## Responsibilities of the post include:

Assist and fully support the Pastoral Team Leader to ensure all students achieve their full potential.

Provide a significant presence in the school, ensuring students are in class.

Take appropriate action to resolve disciplinary matters, according to policies & procedures.

Monitor attendance and punctuality.

Ensure regular and positive communication with parents/carers and students.

Report directly to the Pastoral Team Leader.







# Job description

<b>Post Title:</b>	<b>TEACHER</b>		
<b>Purpose:</b>	<ul style="list-style-type: none"><li>To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.</li><li>To monitor and support the overall progress and development of students as a teacher/ Form Tutor</li><li>To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.</li><li>To contribute to raising standards of student attainment.</li><li>To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.</li></ul>		
<b>Reporting to:</b>	Head of Learning		
<b>Responsible for:</b>	The provision of a full learning experience and support for students.		
<b>Liaising with:</b>	Head/Deputies, teaching/support staff, external agencies and parents.		
<b>Salary/Grade:</b>	MPS/UPS equivalent	<b>Contract:</b>	Full-time, permanent

## Teaching

- Teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- Ensure that Literacy, Numeracy and skills for learning are reflected in the teaching/learning experience of students
- Undertake a designated programme of teaching.
- Ensure a high quality learning experience for students which meets internal and external quality standards.
- Prepare and update subject materials.
- Use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- Maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- Undertake assessment of students as requested by external examination bodies, departmental and school procedures.



# Job description

## **Pastoral System**

- Be a Form Tutor to an assigned group of students.
- Promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
- Liaise with the Achievement Co-ordinator to ensure the implementation of the school's Pastoral System.
- Register students, accompany them to assemblies, services and masses and to ensure their full attendance at all lessons and encourage their participation in other aspects of school life.

## **Operational/ Strategic Planning**

- Assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department.
- Contribute to the Curriculum Area and department's development plan and its implementation.
- Plan and prepare courses and lessons.
- Contribute to the whole school's planning activities.

## **Curriculum Provision and Development**

- Assist the Head of Learning and SLT members to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.
- assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's Mission and Strategic Objectives.

## **Staff Development**

- Take part in the school's staff development programme by participating in arrangements for further training and professional development.
- Continue personal development in the relevant areas, including subject knowledge and teaching methods.
- Engage actively in the Performance Management Review process.
- Ensure the effective/efficient deployment of classroom support
- Work as a member of a designated team and to contribute positively to effective working relations within the school.

## **Self-evaluation**

- Contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- Review from time to time methods of teaching and programmes of work.



# Job description

## Management of Resources

- Contribute to the process of the ordering and allocation of equipment and materials.
- Assist the Head of Learning to identify resource needs and to contribute to the efficient/effective use of physical resources.
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.

## Management Information

- Maintain appropriate records and to provide relevant, accurate and up-to-date information for SIMS, registers, etc.
- Complete the relevant documentation to assist in the tracking of students.
- Track student progress and use information to inform teaching and learning.

## Communications

- Communicate effectively with the parents of students as appropriate.
- Where appropriate, communicate and co-operate with persons or bodies outside the school.
- Follow agreed policies for communications in the school.
- Take part in marketing and liaison activities such as Open Evenings, Parents Evenings and liaison events with partner schools.
- Contribute to the development of effective subject links with external agencies.

## Other Specific Duties

- Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- Support the school in meeting its legal requirements for worship.
- Promote actively the school's corporate policies.
- Continue personal development as agreed.
- Comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- Undertake any other duty as specified by STP&CD not mentioned in the above

We are committed to safeguarding the welfare of children and expect all staff to share this commitment. An enhanced DBS check is required for the successful applicant and must be maintained.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and those contacting the school.



# Person specification

Essential	Desirable
<b>Ethos</b>	
Willingness to support the Christian character of St Bernadette	Catholic
<b>Qualifications</b>	
Graduate Qualified Teacher status	Good Honours Graduate
<b>Teaching</b>	
Excellent classroom teacher Reflective practitioner Proven ability to motivate and challenge pupils to achieve high standards of performance Good classroom management skills Excellent ICT capability	
<b>Professional Development</b>	
Evidence of on-going professional skills development	Long-term development plan
<b>Personal Qualities</b>	
Ability to develop and maintain good relationships with colleagues Ability to communicate clearly Flexibility and a good sense of humour Optimistic disposition A positive attitude to pupils of all abilities and dispositions Trustworthy, conscientious and loyal Energy and enthusiasm Organisational skills Good interpersonal skills A desire to achieve and be successful	

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# How to apply

If, having read about our school, you would like to apply to join St Bernadette's, please complete the application form and the recruitment monitoring and Rehabilitation of Offenders Act 1974 Disclosure Form.

- Applications welcome from both experienced and newly-qualified candidates.
- Applicants who are supportive of the Christian (Catholic) ethos of the school are particularly welcome

## The post

Teacher of English

Start date - 1 September 2024  
Salary - MPS/UPS + TLR 2b - £5500pa  
Contract - Full time/Permanent

## Contact us

To discuss the post, arrange a school visit contact:

Dan Leiblich, Deputy Head [leiblichd@stberns.bristol.sch.uk](mailto:leiblichd@stberns.bristol.sch.uk)

For application queries contact Nicky Fear, Business Manager

Email – [recruitment@stberns.bristol.sch.uk](mailto:recruitment@stberns.bristol.sch.uk)

Website – [www.stberns.bristol.sch.uk](http://www.stberns.bristol.sch.uk)

## Apply

Closing date - midday 7th May 2024  
Interview & Selection day - Tuesday 14th May 2024

Application/supplementary forms – available from [our website](#)



**St Bernadette Catholic Secondary School**  
**Fossedale Avenue**  
**Whitchurch**  
**Bristol**  
**BS14 9LS**

**0117 3772050**  
**[recruitment@stberns.bristol.sch.uk](mailto:recruitment@stberns.bristol.sch.uk)**  
**[www.stberns.bristol.sch.uk](http://www.stberns.bristol.sch.uk)**



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