



St Augustine's Catholic College

Applicant Pack





Our College

I am delighted that you have shown an interest in our vacancy at St Augustine's Catholic College and I hope that the information in this pack will encourage you to apply for the position. We seek to appoint a talented and innovative individual who will contribute strongly to the provision for our young people; this is an exciting and rewarding opportunity for the successful applicant.

Working for a St Augustine's Catholic College means being part of a community of exceptional practitioners. Colleagues are warm, welcoming and supportive of each other. Our College engages with, and supports its workforce, thus creating an inspirational working environment which nurtures the development of personal and professional excellence.

Academically, St Augustine's is amongst the highest performing schools in the country. We regularly are in the top 10% of schools nationally for progress and achievement (among non-selective schools) at GCSE. We also have a record of high achievement at A level, and an established record of students accessing their first choice of university, including Russell group and Oxbridge.

As noted in our latest OFSTED inspection "Staff feel proud to work at the school. Early career teachers receive appropriate guidance and feel well supported.

Leaders and governors are mindful of staff wellbeing and workload."

"The arrangements for safeguarding are effective," the pastoral care at St Augustine's enables our students grow into well-rounded young people, ready to take their place in society. It is our belief that there is much more to school life than the rigour of examinations and we strive to stimulate our students in order that they may become caring, compassionate human beings.

As a Catholic school our values are explicitly Christian. You do not have to be of the Catholic faith to apply for this post, though we are seeking someone who will support our ethos with commitment and energy and who will serve the whole college community academically, pastorally and spiritually.

There is a warm, welcoming family atmosphere at St Augustine's Catholic College that underpins our culture as a school. Teamwork is at the heart of everything we do and by working together we aim to provide the very best opportunities for all our students and staff. We are committed to the professional development of our employees. If you are successful you will be joining an established, successful and highly skilled school community, working alongside our committed and dedicated staffing team.



Joining our team

St Augustine's Catholic College is seeking to appoint outstanding individuals. Staff are our most valued asset and we aim to support them both in their current roles and to develop them for future careers. Working alongside the teaching staff, we have a skilled support staff team who perform vital roles within the College. Continuous professional development plays an important role in ensuring that the quality of teaching is very high within the College. There are many opportunities for development, with staff working collaboratively with neighbouring secondary schools within the area.

Professional Development

We are an SSAT leading edge College and use the TEEP model as a framework for Teaching and Learning, and development of outstanding practise.

At St Augustine's, we tailor CPD to an individual's aspirations and make sure that lesson observations are developmental and thoroughly supportive observing a coaching approach. We run pop up hotspots led by staff, to coach and mentor one another, encouraging a culture of collaboration. All support staff meet annually with their line manager to discuss their career aspirations and how the College could help support those. There is a well-developed induction programme to ensure that new staff settle in well and any additional needs are discussed.

Training courses on a wide range of topics are available and the College is always open to consider appropriate professional qualifications. Staff are encouraged to join supportive peer groups which may be comprised of local or national colleagues working in a similar role and the College works hard to foster links with other local schools to share ideas and support each other. Support staff are considered integral to the successful running of the school and are expected to take part in whole school training and team building events where appropriate.

Staff Wellbeing

A staff wellbeing group has been set up, giving opportunities for staff to suggest strategies that would possibly impact wellbeing, alongside regular wellbeing audits. St Augustine's pride ourselves on being a family-centred College, with policies such as Shared Parental Leave and Flexible Working to reflect this.

We understand the importance of a healthy work/life balance so we make sure that there is minimal report writing and data capture is measured and timely – we report progress two or three times a year (depending on year group). We also have a marking and feedback policy that considers a teacher's workload and is tailored to each individual department.



Joining our team

Pension Scheme Contributions

The Teachers' Pension scheme is available to all teaching staff and is a Defined Benefit pension scheme based on your salary and how long you have paid in. It offers a secure income for life which increases every year in line with inflation. The College pays in a large percentage (currently 23.68%) to ensure that your fund is sufficient at the time you retire.

Benefits are:

You will receive tax relief on the contributions you pay (calculated as a % of your annual pay) You have the option to increase your own contributions
Your family receives immediate life cover and there is a pension for your spouse or partner and eligible children in the event of your death in service

If you become seriously ill you can take your pension straight away

Your pension is normally payable from your normal pension age but you can choose to retire or flexibly retire any time after 55 which will increase or decrease your pension.

Cyclescheme

St Augustine's Catholic College is a registered employer of the Cyclescheme which is the UK's most popular Cycle to Work benefit, providing staff members with the opportunity to purchase a bike of their choice, tax free. Staff can save 25-39% of the cost of a new bike and accessories whilst also spreading the cost.

Support

The school calendar and training is planned in advance across the whole year so people know what is happening and when. We have a highly effective and proactive support staff that play an important role in supporting teaching and learning, including an in-house cover supervision team.

Community Focused

At St Augustine's we are a community working together with a common purpose and motivation. An important part of working together as a community involves valuing each other, working together and living in friendship; empowering us all to be the best we can be.

Our aim is to ensure that all staff feel welcome, recognised and valued as members of our inclusive Christian community. Every member of staff is treated with equality, dignity, and respect; staff are protected from discrimination, and diversity is embraced.

We aim to give every member of staff equal access to opportunities, while catering to individual needs, which will allow them to contribute fully and fairly to flourish in our faith community.



The Role

St Augustine's Catholic College invites applications for the role of **Teacher of English** to start **from September 2024 as a 0.4-0.6FTE, temporary post to cover parental leave.**

We would welcome applications from ECT's and experienced Teachers who have the drive and ambition to ensure the departments continued success.

The successful applicant will be an innovative and inspiring classroom practitioner with an ethos that aligns with the College's values and aims. They will demonstrate excellent teaching skills and a reflective, life-long passion for learning, combined with the ability to motivate and inspire pupils and staff alike. They will share our high aspirations and expectations for all our pupils and encourage an engagement with English throughout the College.

A contribution to the extra-curricular life of the College will also be required. The successful applicant will join a friendly, supportive, and ambitious team, both within the department and across the College.

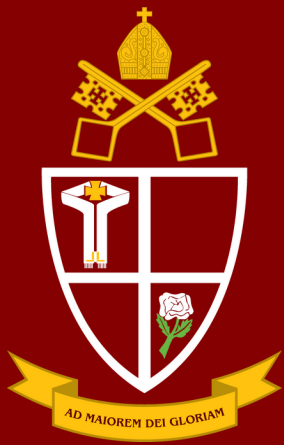
Please consider all the details of the candidate information pack, complete all sections of the application form including your supporting statement that sets out your interests in this post, how you meet the requirements for this role and your ambitions for the College.

Completed application forms should be returned via email to HR@st-augustines.wilts.sch.uk before the deadline date.

Applications will be reviewed as they are received. Early application is therefore advised with interviews possibly being arranged in advance of the closing date.

St Augustine's Catholic College reserves the right to make an appointment before the closing date.

To arrange a tour or an informal conversation about the role, please email HR@st-augustines.wilts.sch.uk.



Job Description

Job Title: Teacher of English

Reports to: Head of Department

FTE: 0.4-0.6FTE

Contract: Temporary

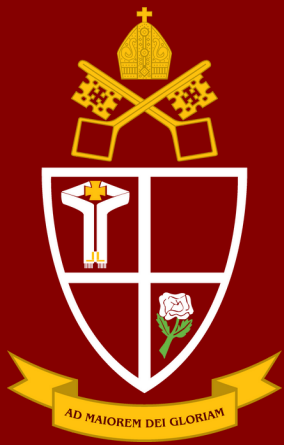
Job Purpose: To carry out the functions of a teacher in accordance with the Teacher Standards and the stated aims and objectives of the Academy and the Department.

The College's policy statements provide a framework for all members of staff to ensure the College's aims and objectives are achieved. Members of staff are expected to familiarise themselves with the policy documents which are available on the College website and work within their parameters.

Main Duties / Responsibilities

Organisation

- In consultation with the Head of Department, to plan, design and produce teaching materials and resources which are appropriate to age and ability and are in accordance with the College Development Plan and the Department Development Plan
- In accordance with scheme of work, plan, deliver and review lessons which are appropriate to the age and ability of the students so as to facilitate progression in students' learning
- Assess, record and report on the development, progress and attainment of the students assigned to him or her within the College guidelines
- Manage the classroom and teaching equipment so as to create a positive learning environment which makes effective use of available resources.
- Attend meetings, carry out administrative tasks and duties as specified in the Staff Handbook
- Provide and facilitate the general progress and well-being of any individual student within any group of students assigned to him or her, providing guidance and advice to students on educational and social matters
- Implement the College policy with regard to registration, student absence, dress code and enforce College rules relating to behaviour and health and safety
- Participate in full staff and departmental meetings and to contribute to College decision making and consultation procedures
- Participate in the College Performance Management process, and engage in professional development activities to enhance personal performance, fulfil professional potential, and be able to participate effectively in the implementation of the College ambitions and Improvement Plans.
- Establish individual active links with industry and business in order to extend both student learning and own professional development
- All employees of St Augustine's Catholic College are expected to be supportive of the Christian ethos of the College, its vision and core values.



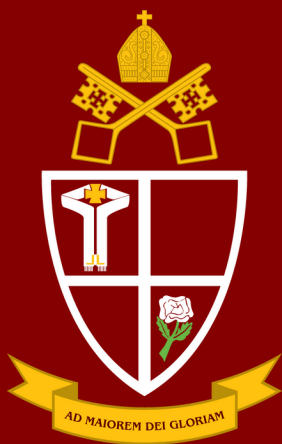
Job Description

General

- Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, SIMS, E-mail)
- Keep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for students
- Regular contributions to extra-curricular activities to extend the learning and organisation of appropriate school visits/ events which enrich the curriculum and support the College ethos.
- As specified in the current School Teachers' Pay and Conditions Document, the Contract of Employment and the attached Generic Role description.
- All staff share responsibility for the pastoral care of students and will be assigned duties.
- To carry out a share of supervisory duties in accordance with published rotas.
- Support Teaching Partners or Support Staff with day to day issues.
- Ensure effective communication with all colleagues (teaching and support staff).

This Job Description is current at the date shown but in consultation with you may be changed by the Headmaster to reflect or anticipate changes in the job commensurate with the grade and job title.

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.



Person Specification

	Essential Requirements	Desirable Requirements	How identified
Qualifications /Training	<ul style="list-style-type: none"> • Appropriate degree • Qualified Teacher Status • Evidence of professional development 		Application form
Experience of Teaching and Educational Leadership	<ul style="list-style-type: none"> • Outstanding practitioner. • Successful record of teaching English across KS3, KS4 and KS5. • Ability to teach pupils with a full range of educational needs, including SEND. • Experience of strategies to increase pupil progress. • Willingness to initiate and regularly support extra-curricular activities to promote subject and the wider school ethos. 	<ul style="list-style-type: none"> • Evidence of sharing good practice. • Successful record of teaching specified subject at Key Stage 5. 	Application form/ interview/ task/ lesson observation
Professional Knowledge and Understanding	<ul style="list-style-type: none"> • Firm understanding of KS3-5 curriculums. • Experience of planning, implementing and reviewing schemes of work. • Knowledge and application of a range of teaching and learning strategies, including all relevant government initiatives. • Ability to be proactive in developing strategies for improvement in aspects of work in the department. 	TEEP training.	Application form/ interview/ task/ lesson observation
Personal and Professional Qualities and Attributes	<ul style="list-style-type: none"> • Committed to safeguarding and promoting the welfare of students. • Ability to inspire and motivate pupils. • Excellent interpersonal skills. • Ability to develop teamwork. • Capacity to communicate an enthusiasm for learning. • Ability to communicate effectively with a range of audiences and a range of media. • Ability to develop positive relationships with students, parents and colleagues. • Ability to motivate and lead others effectively • Ability to prioritise, plan and execute issues within the Department • Excellent time management. • A positive attitude and mindset. • Commitment to the pastoral care of all students. 	Practicing Catholic/ Christian	Application form/ interview/ task/ lesson observation



Application Process

- Only applications will be accepted from candidates who use the St Augustine's application form. Please note, CVs will not be accepted in substitution.
- All posts are exempt from the Rehabilitation of Offenders Act 1974 and therefore, even convictions regarded as 'spent', must be declared using the self-disclosure form, which must be completed by shortlisted candidates only. Please see the information on spent convictions and the DBS filtering rules before completing the self-disclosure form
<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>.
- The successful applicant will be required to complete an Enhanced DBS Disclosure. For further information, contact the Disclosure and Barring Service–
www.disclosuresdbs.co.uk.

Shortlisting

- After the closing date, applications will be reviewed, and the shortlisted candidates will be invited for interview.
- Candidates who are not selected for interview will be informed by email as soon as possible after the closing date.
- Shortlisted candidates will be required to complete a self-disclosure form and an internet search will be carried out.
- St Augustine's will seek references on shortlisted candidates prior to interview unless specifically asked not to do so by an individual. A successful appointment is conditional upon the School receiving satisfactory checks.

Interviews

- Candidates invited to interview must bring with them three forms of original ID: passport, photocard driving licence and full birth certificate. Other acceptable forms of ID include a bank statement or utility bill issued within the last three months and/or a council tax statement issued with the last twelve months. At least one form of ID must show your current address. If these documents are unavailable, please contact HR who will be able to provide details of other acceptable official documents.
- Original qualification certificates must also be brought to interview.
- It is usual for an interview to involve a skills test where appropriate and a lesson observation in the case of Teachers.



Application Process

Conditional offer of employment

All offers of employment for any position at St Augustine's Catholic College are subject to the following pre-employment checks:

- Receipt of two satisfactory references. All references will be validated.
- Verification of identify (name, address, DOB).
- Verification of qualifications.
- Verification of professional status such as GTC registration, QTS Status (where required), NPQH
- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999).
- A Barred List check.
- A satisfactory enhanced check with the Disclosure and Barring Service. The candidate is responsible for bringing in the original DBS certificate for HR to see as soon as it is received prior to commencing work. Failure to do so will result in a delay to the start of the contract.
- A check that no Prohibition Orders exist (for qualifying posts).
- A Section 128 check to confirm the individual is not banned from the management or governance of an Independent School (for qualifying posts).
- A completed medical declaration that states that the candidate knows of no reason on the grounds of health why they are not fit to carry out the duties associated with their position.

- Overseas police check – if the individual has lived/worked abroad for 3 months or more in the last five years, a police check/letter of professional standing will be required from the country in which they were living will be required.
- Satisfactory completion of probationary period.
- Completion of Safeguarding Training.

Under no circumstances should any individual start work at the College until all these checks have been carried out and HR have confirmed by letter/email. In exceptional circumstances and at the discretion of the Headteacher, a candidate may start work before the DBS certificate has been received providing all other checks including a Barred List check are complete. A full risk assessment will be conducted and full supervision will be put in place.



St Augustine's Catholic College

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