



APPLICANT PACK

Curriculum Leader of Computing Science

St Francis Xavier Secondary School, Richmond



Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of Curriculum Leader of Computing Science at St Francis Xavier Secondary School.

The Trust is looking to attract a Curriculum Leader of the highest calibre. The successful candidate must have the desire to lead on making a significant impact in the all round educational provision of Computing Science at the school.

This is an exciting role for exceptional candidates with the drive to lead and to enhance Computing Science standards within St Francis Xavier. NPCAT is now one of the largest Multi Academy Trusts in the UK with a rich pool of school leaders supported by excellent curriculum Directors and a Standards Team who really knows our schools and the necessary steps required to make the necessary changes as we lead our schools to Outstanding. You will join this dynamic group of school leaders who are leading the way to ensure the education we offer is the best it can be.

We are looking for a curriculum leader who can inspire children and demonstrate a record of delivering high pupil outcomes. We are also looking for a leader who can adapt and be flexible with any challenges they may face.

In this role, you will be able to demonstrate your experience of implementing a range of effective improvement strategies in Computing Science to deliver positive outcomes and lasting impact. This is a wonderful opportunity for individuals with the expertise to lead and influence change in a positive, collaborative way and the flexibility to model outstanding practice. You will benefit from access to nationally leading CPD programmes through the Trust.

How will your role benefit the Trust?

As a Curriculum Leader of Computing Science at St Francis Xavier, you will play a vital part in school improvement and contribute to our Computing Science network across the trust.

If your experience, energy, personal qualities and values support ours, then we look forward to receiving your application.

Hugh Hegarty CEO, NPQH | MSc | PGCCGC | BEd Hons | CTC



Job Advert

Required:	September 2024
Salary:	MPS/UPS plus TLR2a of £3,214 (pro rata)
Hours:	0.7FTE
Contract Type:	Maternity Cover for up to 1 year
Location:	St Francis Xavier Secondary School, Darlington Rd, Richmond, DL10 7DA

The governors of this highly successful and oversubscribed school seek to appoint an enthusiastic, inspirational and talented leader of Computing Science who has experience of teaching GCSE Computing Science. This is an opportunity to lead a small, yet very successful, department, working in a school with exceptional staff and students, great facilities and high academic standards.

St Francis is part of the Nicholas Postgate Catholic Academy Trust (NPCAT), a family of 38 schools and a sixth form from across the north of the Diocese of Middlesbrough. With 12,300 pupils and 1,500 staff, the Trust is now one of the North East's and the UK's largest Catholic Multi Academy Trusts.

The school is consistently amongst the highest performing in the country in terms of progress and currently has the top Progress 8 of all schools in North Yorkshire. The last Ofsted Inspection highlighted the following:

- The exemplary behaviour of students makes an exceptional contribution to learning and is supportive of all. Behaviour is outstanding and reflects the school's values.
- SFX is an aspirational school where attainment is well above the national average. Pupils in all groups make outstanding progress from their various starting points.

Please note you do not need to be a regular attender at Church but you do need to be happy to support the Christian ethos of the school.

St Francis Xavier School is a joint RC/CE 11-16 Mixed Comprehensive serving the picturesque market town of Richmond and the surrounding rural area. We are located close to the A1 and A66 and in commutable distance from York, Durham and Teesside. The school has an excellent reputation in the local community. The school is a strategic

partner for the Red Kite Teaching School Hub. It offers a comprehensive training programme for teachers at all stages in their careers.

You are welcome to visit our school prior to application or to have an informal discussion with the Headteacher. Please contact Mrs H. Harland, Senior Business Support Officer, at enquiries@sfx.npcat.org.uk or on 01748 823414, to book an appointment.

Closing date: Monday 29th April 2024, 9am

Interview date: Week commencing 29th April 2024

Application form and further information is available from:
npcat.org.uk/current-vacancies

Please refer to the back page on how to apply

Job Description

The job description adheres to the conditions laid down in the School Teacher's Pay and Conditions Document and Diocesan guidelines.

In addition to this, teachers undertake to develop the pupils in the understanding and knowledge of their faith. In all the undertakings, the Mission Statement of the Trust should remain central.

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

Post Title: Curriculum Leader of Computing Science

Responsible to: Headteacher

Grade: MPS/UPS plus TLR2a

Job Purpose

- Be responsible for the learning and achievement of all pupils in the relevant subject ensuring equality of opportunity for all
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- Be responsible for pupils' outcomes within the department
- Be a member of the extended senior leadership team, contribute to whole school developments and attend SLT meetings as directed by the headteacher
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Work proactively and effectively in collaboration and partnership with pupils, parents/carers, governors, other staff and external agencies in the best interests of 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 (2012)
- 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 (updated 2013). Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

General

Teaching

- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- Be accountable for the attainment, progress and outcomes of pupils' in your subject area
- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn
- Have a clear understanding of the needs of all pupils, including those with special educational needs and / or disabilities; disadvantaged pupils; gifted and talented; EAL; and be able to use and evaluate distinctive teaching approaches to engage and support them
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject)
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring pupils' progress and levels of attainment
- Make accurate and productive use of assessment to secure pupils' progress
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
- Participate in arrangements for examinations and assessments within the remit of the School Teachers' Pay and Conditions Document

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and adhere to the school behaviour policy and rewards policy both in your own lessons and within your department
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all pupils
- Carry out duties as directed by the headteacher / SLT and within the remit of the current School Teachers' Pay and Conditions Document, before school, during school and after school where relevant
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

Team working and collaboration

- Participate in any relevant meetings (including senior leadership meetings)/professional development opportunities at the school, which relate to the pupils, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
- Cover for absent colleagues within the remit of the current School Teachers' Pay and Conditions document

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to pupils' achievements and wellbeing using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies

- Make a positive contribution to the wider life and ethos of the school

Administration

- Register the attendance of and supervise pupils, before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks within the remit of the current School Teachers' Pay and Conditions Document

Professional Development

- Regularly review the effectiveness of your curriculum (supporting the Trust director where appropriate) as well as teaching and assessment procedures within your department and its impact on pupils' progress, attainment and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012

Other

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the Headteacher

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

Core Priority

Improve learning and teaching to optimise student outcomes in your subject area

Specific areas of responsibility for this post:

1. Promote a culture of excellence and an ethos of high expectations for pupil achievement within the department.
2. Demonstrate passion and excellent subject knowledge of your subject.
3. Model excellent teaching at all times.
4. Work collaboratively with the Trust subject director, where relevant, and actively contribute to curriculum planning and resources.
5. Motivate and challenge all pupils to achieve the highest possible outcomes.
6. Lead with integrity and enthusiasm.
7. Actively monitor and respond to curriculum development and initiatives.
8. Be responsible for all department resources and budget.
9. Take full responsibility for your own professional learning and use evidence based research as a basis for developing engaging and forward thinking teaching strategies.
10. Audit and coordinate CPD needs and opportunities for department staff.
11. Raise standards of pupil attainment and achievement within the department.
12. Analyse data on pupil progress, achievement and attainment and work with all relevant staff to take intervention and strategic action as required.
13. Ensure induction and support of new staff in the department.
14. Ensure effective line management and appraisal of staff in the department as required.
15. Coach and mentor teachers to develop and enhance their teaching practice.
16. Work with Senior Leaders to develop whole school policies in learning, teaching and the curriculum. This includes attending senior leadership meetings as directed by the headteacher.
17. Work across and beyond the school sharing good practice with other schools as part of the Trust.
18. Contribute to whole school leadership of learning and CPD.
19. Report to SLT, the Headteacher and stakeholders as required.

To undertake any other duty as reasonably directed by the Headteacher not outlined in the above, commensurate with the grading of the position.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Headteacher/line manager may determine.

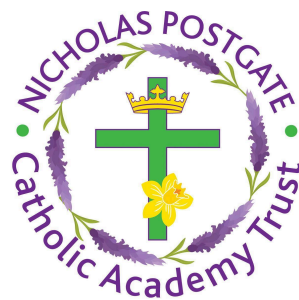
PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES.

<p>THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE.</p>

Person Specification

Criteria	Essential		Desirable	
Qualifications & Training	E1	Qualified Teacher Status.	D1	Working towards / willingness to undertake leadership development such as Teaching Leaders or NPQML.
	E2	Degree 2:2 or higher / PGCE or equivalent qualifications in relevant subject.		
	E3	Relevant up to date training in specialist subject.	D2	Degree 2:1 or higher.
Experience & Knowledge	E4	Good knowledge of assessment and its impact on the curriculum.	D3	Experience in more than one school/college.
	E5	Be able to teach GCSE Computing Science	D4	Proven and successful experience of middle leadership.
	E6	Training and/or experience in the use of data for tracking pupil progress and performance.	D5	Experience of action planning and self-evaluation.
	E7	Evidence of providing excellent provision for all pupils and achieving high standards of pupil progress.	D6	Experience of the management and leadership of a team of teachers and/or support staff.
	E8	Understanding of the relationship between CPD and sustained academy improvement.	D7	Knowledge of new external accountability measures.
	E9	Evidence of success in raising pupil achievement across a broad range of abilities.	D8	Experience of coaching and mentoring.
	E10	Up to date knowledge of educational and curriculum change.	D9	Experience of marking papers for an examination board at GCSE and/or A Level.
Skills	E11	Excellent classroom teacher at key stages 3 & 4.	D10	Proven track record of implementing strategies that raise pupil achievement including monitoring and evaluating the work of others.
	E12	Can model teaching to others.		
	E13	Ability to engage, enthuse and motivate pupils.		

	E14	Excellent relationships with pupils.		
	E15	Ability to work cooperatively as a leader and member of a team and in different partnerships.		
	E16	Excellent people skills – motivating, nurturing and challenging young people and adults to achieve their best.		
	E17	High level ICT skills for teaching and management.		
	E18	Confidence, clarity and decisiveness in making and carrying out decisions.		
Personal Attributes	E19	Enjoyment for working in new and challenging situations.		
	E20	Steer a vision from beginning to end.		
	E21	Ability to identify and implement solutions to problems.		
	E22	Ability to meet deadlines.		
Special Requirements	E23	Understand the importance of emotional intelligence.		
	E24	Sympathetic to the ethos of a Christian School.		



Forming lives ready to face the future

Why work for us?

The Nicholas Postgate Catholic Academy Trust family of 32 primary schools, six secondary schools, promotes the dignity, self-esteem and development of every one of our pupils and staff.

Situated in Teesside, North Yorkshire and the City of York within the northern area of the Roman Catholic Diocese of Middlesbrough, our schools offer high-quality education, with a curriculum that meets requirements of our young people and gives them every opportunity to succeed in adult life.

We are dedicated to academic excellence and the spiritual, physical and moral development of all our 14,000 pupils, as well as the ongoing development and fulfilment of every one of our 2,000-plus staff.

Our Trust is a faith-based community. We provide modern facilities and a safe and secure environment that reflects and supports family values, where standards of behaviour are excellent and parental engagement and collaboration is central to our success.

Learning takes place in an atmosphere inspired by the spirit of Jesus Christ, in which his commandment to love God and neighbour nurtures a caring ethos that is expressed in relationships within and beyond our schools.

We are inclusive and are respectful of and engage with people of all beliefs, encouraging a culture of tolerance where people of diverse identities are recognised, welcomed, respected and cherished.

We seek to make a difference to the lives of all groups of children, working to ensure especially that the most vulnerable in our society are not disadvantaged.

Each school aspires for excellence and is on a journey of continual year-on-year improvement. They work in partnership with families and parishes to promote strong, positive links and have clear strategic aims built on our mission and values.

We:

- Celebrate and share the practice of our outstanding schools, leaders and teachers
- Are committed to excellent governance that challenges, supports and holds to account
- Have strong leadership at all levels
- Ensure our pupils receive outstanding teaching
- Offer a wide range of curricular and extracurricular experiences
- Develop parents and carers as active partners in their child's progress.

We are building a Trust where every child is at the heart of everything we do, where every child is valued, where every family is supported and where every aspiration and every dream can be realised.

“True education enables us to love life and opens us to the fullness of life”
– Pope Francis

Proud to Serve

Teesside, North Yorkshire & the City of York



The area we serve is one of the friendliest and most beautiful places you could choose to live and work in.

With an international reputation for innovation and an exciting mix of modern, cosmopolitan and historic culture, the region includes vibrant cities, quaint villages, an outstanding coastline and stunning countryside. Here are just a few reasons you should live here:

Affordable homes

We have some of the lowest house prices in the UK, with an average North-East house price of just £132,769, compared to £250,677 in England as a whole (September 2019 figures).

Friendly people

We are famous for our friendliness and hospitality. Wherever you go, you'll always find a warm welcome and ready smile.

Arts and culture

Museums and galleries include Middlesbrough Institute of Modern Art (mima), the Captain Cook Birthplace Museum, the Dorman Museum, with its collection of Christopher Dresser-designed Linthorpe Pottery, and Kirkleatham Museum, home to the superb Anglo-Saxon princess treasure exhibition.

Entertainment and leisure

The region boasts large venues, international music festivals, Michelin star restaurants and a vibrant nightlife. It is home to Middlesbrough Football Club and countless grassroots clubs for adults and children, cricket and rugby teams and world-class golf courses. Our coastline offers diving, sailing and some of the world's best surfing at Saltburn and you can enjoy watersports at Tees Barrage International White Water Course.

Outstanding countryside

We have some of the best countryside you'll find anywhere in the UK, including the stunning North York Moors and Dales. Even if you choose to live in one of our larger towns you can always be in the countryside or by the sea in less than half an hour.

Excellence in education

The region boasts many great schools, including four NPCAT primaries that were named in the *Sunday Times* top 250, and Teesside University is also based in Middlesbrough. Famous people educated in NPCAT schools include musicians Chris Rea and Paul Rodgers, Middlesbrough MP Andy McDonald, government advisor Sir Martin Narey, impressionist Kevin Connolly, TV personality Chris Kamara, Middlesbrough FC chairman Steve Gibson and Keith Houchen, who scored in the 1987 FA Cup final.

Strong transport links

Teesside International Airport has three daily flights to Amsterdam operated by KLM, allowing easy connection to anywhere in the world, while Leeds-Bradford and Newcastle airports are also close by and we have excellent rail and road links to the rest of the country.



The Diocese of Middlesbrough

NPCAT is one of two multi-academy Trusts responsible for the running of schools within the Roman Catholic Diocese of Middlesbrough.

The diocese was founded on December 20 1878 when the Diocese of Beverley, which had covered all of Yorkshire, was divided.

Today, the diocese covers an area of 4,000 sq km in the historic counties of North Yorkshire and the East Riding of Yorkshire, together with the city of York.

Bishop of Middlesbrough the Rt Rev Bishop Terence Patrick Draine provides Catholic schools:

- To help him as first educator of the diocese in his mission of making Christ known to all people
- To support parents who at their child's baptism accepted the responsibility of raising their child in the Catholic faith
- To be at a service to their local church, parish and Christian home and to ensure our children give such service to the wider society.

NPCAT is responsible for schools in the boroughs of Middlesbrough, Redcar & Cleveland and parts of Stockton and the county of North Yorkshire.

It is our mission to contribute to the creation of a society that is highly educated, skilled and cultured.

Our schools must educate the whole child, ensuring they develop spiritually and also achieve their full academic potential.

We see parish and school partnership as fundamental to the missionary role of Catholic education.

Each school has a central place in parish life and where a school serves more than one parish, chaplaincy work in school ensures that the appropriate steps are taken to have equal engagement across them all.

We ensure our schools come together to celebrate Mass, with the highlight of the year being the annual celebrations on feast days.

We also come together as a Trust for carol services at St Mary's Cathedral in Middlesbrough during Advent.

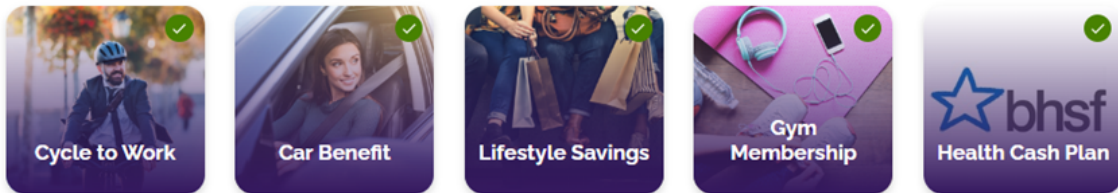
Our schools serve the following parishes:

Brotton, St Anthony of Padua
Catterick Garrison, St Joan of Arc Garrison
Guisborough, St Paulinus
Helmsley, St Mary's
Ingleby Barwick, St Thérèse of Lisieux
Leyburn, SS Peter & Paul
Loftus, St Joseph and Cuthbert
Malton, SS Leonard & Mary
Marske-by-the-Sea, St Bede
Middlesbrough, Corpus Christi
Middlesbrough, Holy Name
Middlesbrough, St Clare of Assisi
Middlesbrough, St Francis of Assisi
Middlesbrough, St Joseph
Middlesbrough, St Mary's Cathedral
Middlesbrough, St Patrick (Sacred Heart)
Middlesbrough, St Thomas More
North Ormesby, St Alphonsus
Nunthorpe, St Bernadette
Ormesby, St Gabriel
Pickering, St Joseph's
Redcar, Blessed Nicholas Postgate (Sacred Heart & St Augustine)
Richmond, SS Joseph & Francis Xavier
Saltburn, Our Lady of Lourdes
Staithes, Our Lady Star of the Sea
Teesville, St Andrew's Parish
Thirsk, All Saints
Thornaby, Christ The King
Thornaby, St Patrick



Ulshaw Bridge, SS Simon & Jude
Wycliffe, St Mary's
Yarm, St Mary and Romauld
York, Our Lady's, Acomb & English Martyrs
York, St Aelred's
York, St George's
York, St Wilfrid's York & St Joseph's Clifton

Why work for us?



The Nicholas Postgate Catholic Academy Trust family of 32 primary schools, six secondary schools, promotes the dignity, self-esteem and development of every one of our pupils and staff.

NPCAT is committed to equality of opportunity and will not tolerate any harassment, intimidation, discrimination or victimisation. Catholic schools are welcoming places to pupils and members of staff from all faiths and none. More than a quarter of a million pupils and almost half of teachers in Catholic schools are not of the Catholic Faith.

Situated in Teesside, North Yorkshire and the City of York, our schools offer high-quality education, with a curriculum that meets requirements of our young people and gives them every opportunity to succeed in adult life.

NPCAT recognises the importance of staff welfare and a managed workload and this is reflected in the way we treat our people.

As a responsible and caring employer, we appreciate and value each of our staff. Their holistic health and wellbeing are vital to enabling all of us to maintain the optimum work-life balance.

We offer:

- Competitive pay and annual cost of living adjustment
- Performance-related pay progression and recognition of additional responsibilities
- Defined benefit pensions
- On-site parking at our school premises

Additional benefits include access to:

- Vivup - Lifestyle savings - store discounts
- Vivup - Discounted gym membership
- Vivup - Cycle scheme
- Tusker Car Salary Sacrifice Scheme
- Health Cash Plan
- SMART Clinic - full wellbeing package

We encourage staff to undertake training and development and to explore new challenges within the Trust wherever appropriate.

Training, Development and Progression



We offer a comprehensive training package that caters for all staff from future Initial Teacher Training pupils through to chief executive officer, as well as our non-teaching support staff.

We encourage staff to undertake training and development and to explore new challenges within the Trust wherever appropriate.

A full suite of training packages are available across the Trust, some delivered in-house and others via partnerships for national continuous professional development (CPD) trainers such as Best Practice Network.

Our evolving team of standards advisers support school leaders in providing individually tailored coaching and mentoring.

We also offer a range of appropriate courses for staff in a variety of roles, including business and school administrators, teaching assistants and pastoral support staff.

Early career teachers benefit from a comprehensive professional development programme delivered in collaboration with nationally recognised partners.

A combination of face to face and remote sessions involving online training videos and materials cover the range of competencies in the Early Career Framework.

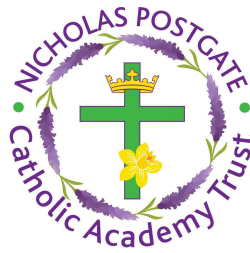
Leaders currently in post engage with Best Practice Network on, for example, Excellent Middle Leaders Courses or School Curriculum Leadership.

Aspiring headteachers undertake National Professional Qualification for Headship (NPQH) and existing headteachers can continue to progress through their National Professional Qualification for Executive Leadership (NPQEL) qualification.

All staff can access training relevant to their current needs, through partnerships with organisations such as the Research School's Network and Leeds Carnegie Centre of Excellence for Mental Health.

In addition to face to face sessions, staff at all levels can undertake accredited courses from Level 1 upwards covering bespoke topics specific to their roles, such as Understanding Autism and Managing Challenging Behaviour.

Central Services and business and administrative staff receive training on key aspects of their roles identified in conjunction with their team leaders.



How to Apply

Application form and further information is available from:
npcat.org.uk/current-vacancies

Applicants should complete and return a **Teacher Application Form** and a **Recruitment Monitoring Form** to: enquiries@sfx.npcat.org.uk

Should you be shortlisted for an interview, you will be required to complete a Rehabilitation of Offenders Disclosure Form.

Job Description: This informs you of the main responsibilities for the post and explains what we are looking for. It informs you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

Person Specification: This specification sets out which criteria will be used to shortlist candidates for interview.

If you require any additional information about this post, please contact the school on enquiries@sfx.npcat.org.uk

Thank you for your interest in NPCAT. We look forward to receiving your application.

Please note that if you do not hear from us within 2 weeks from the closing date you are to assume your application has been unsuccessful on this occasion.

Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks.

