



## St Benedict's Catholic College



## HEAD OF HUMANITIES Application Pack

### Message from the Principal

St Benedict's Catholic College is a highly respected and oversubscribed Roman Catholic 11-16 college serving Christian families throughout north-east Essex, we strive to promote the values of our Christian faith throughout our daily life.

Our 2023 Ofsted inspection found that we continue to be a good school, that we are a welcoming school with a strong ethos of caring for pupils and promoting academic achievement. We are recognised for many strengths of our college – as well as noting how well-behaved, confident and happy our young people are.

Student attainment at GCSE in the core subjects of English and mathematics, and in science and humanities subjects, is well above average. St Benedict's is a great place to be and I'm delighted that you are interested in applying to be part of our team.

As our mission statement says, we are proud to be an inclusive community where spiritual, emotional and academic growth are nurtured. We believe in putting learning first and striving for excellence

Our facilities are excellent and we have a rich variety of extra-curricular opportunities that underpin our academic success. The college is set in pleasant, spacious grounds which include hard play areas, playing fields and tennis courts. We have a well-equipped sports hall and fitness suite. Our chapel is used regularly by students and staff for worship, prayer and quiet reflection.

St Benedict's students develop into happy confident and self-aware young adults. There are many opportunities for them to thrive and shine, through high quality teaching and numerous clubs and activities.

We are seeking a talented and dynamic Head of Humanities to lead our visionary and high achieving faculty. The successful candidate will be a Humanities specialist, with a proven track record of inspiring and leading both people and curriculum developments.

#### **The successful candidate will be:**

- committed to providing the very best learning opportunities for their students
- able to challenge all students to make exceptional progress
- a strong team player who forms excellent relationships with staff, parents and students
- willing to support the strong Catholic ethos of our college

#### **We can offer you:**

- a warm and welcoming college with excellent links to parish communities
- enthusiastic and well-behaved students who are eager to learn
- supportive, hardworking staff, governors and parents
- opportunities to further your professional development

If you would like any further information, or would like to arrange an informal visit, please contact Mrs Miriam Davis, Assistant Principal on 01206 549222.

The closing date for applications is midday on 22<sup>nd</sup> April 2024 and interviews will be held on 2<sup>nd</sup> May 2024.

Please apply by completing an application form which can be obtained from the College website [www.stbenedicts.essex.sch.uk/vacancies](http://www.stbenedicts.essex.sch.uk/vacancies) or by emailing [c.miller@stbenedicts.essex.sch.uk](mailto:c.miller@stbenedicts.essex.sch.uk). Details

**St Benedict's Catholic College Application Pack: HEAD OF HUMANITIES**

## RECRUITMENT

about how we will use the personal data you provide as part of the recruitment process can be found in our privacy notice on our website - [www.stbenedicts.essex.sch.uk/welcome/privacy-notice/](http://www.stbenedicts.essex.sch.uk/welcome/privacy-notice/)

The governing body is committed to safeguarding and promoting the welfare of all young people and expects all staff to share that commitment. The successful applicant will be required to complete an enhanced DBS check.

We look forward to hearing from you

Yours sincerely

A handwritten signature in dark ink, appearing to read 'Jo Santinelli', written in a cursive style.

Jo Santinelli  
**Principal**

## Flavour of the local area

The College is situated a short walk from Colchester Town Centre, Britain's oldest recorded town.

Colchester is a thriving, modern town with great visitor attractions, including the family favourites Colchester Zoo and Colchester Castle, as well as fantastic places to eat, drink and shop



There is a growing arts scene in the town, with two highly acclaimed local theatres and the renowned Firstsite and Minories Galleries hosting significant art exhibitions and installations.

The town also benefits from a wide range of excellent schools and colleges as well as being the home of Essex University's main campus.

Colchester also benefits from superb transport links, including excellent road links, direct rail lines going into London (which is less than an hour away), and easy access to London Stansted and London Southend Airports which fly to a growing number of destinations throughout Europe.



## Humanities Faculty

Come and work in a high achieving, supportive faculty, which works at the heart of the ethos of this wonderful Catholic college!

The Humanities Faculty comprises of 4 distinct subject areas: Religious Education, History, Geography and Business Studies. Religious Education is a core subject across the school and all students take RE GCSE, with fantastic results regularly above 75% grade 4+. History, Geography and Business work alongside RE, giving depth and breadth to the study of humanities at St Benedict's. This department is at the forefront of practise and expertise in the college and we are looking for a dynamic and inspirational leader to continue the work of the college in striving for excellence. Alongside the Head of Faculty, there are 2 further TLR positions within the faculty: the Head of History and the Head of Geography and Business Studies. The successful candidate will line manage these two areas, supporting and developing practise in all humanities subjects.

The faculty currently comprises of 10 dedicated and specialist subject staff - there are 7 teachers of RE and History and 3 of Geography and Business Studies. This reflects the hours given to RE as a core subject in the college. The RE Department has recently been inspected by the Diocese of Brentwood in 2022 and the Section 48 report has judged the college to be outstanding. Results are excellent across all subject areas in the faculty. History, Geography and Business Studies regularly achieve 80% grade 4 and above, with our top grade also showing superb results.

In RE, students have 5 periods per fortnight across all year groups. At KS3, we are implementing the new Curriculum Directory published by the Bishops of England and Wales. We also take part in the 'First Give' project in Year 9 organised by the Jack Petchy Association. At GCSE we teach the Eduqas GCSE Religious Studies Route B syllabus, with a focus on Foundational and Applied Catholic Theology and Judaism. RE is well respected by students, staff and parents alike and leads curriculum innovations within the college.

In History and Geography, students in KS3 have 4 lessons per fortnight in Year 7 and 3 in Year 8. Both History and Geography are extremely popular subject choices in pathways at KS4, as is Business Studies. History and Business Studies follow the Edexcel GCSE Syllabus, and Geography the AQA GCSE Syllabus. Further details of units studied are available on our website.

The department and faculty are well resourced: each student has access to online textbooks, there are 2 suites of iPads for faculty use and each classroom is well equipped with interactive screens and computers. Geography has its own teaching block and RE and History share a corridor in the Manning Building of the college.

If you are committed to empowering young people through education, developing an exciting and dynamic curriculum and spiritual leadership, then this post will give you the opportunity to work with other like-minded individuals who will support you to make the St Benedict's Humanities Faculty the best it can possibly be.

## The Spiritual Life of the College

### Section 48 inspection

Our last inspection was carried out in March 2022, the full report can be found on our website.

<https://www.stbenedicts.essex.sch.uk/assets/Uploads/St-Benedicts-Catholic-College-Colchester-S48-Inspection-Report-2022.pdf>



## RECRUITMENT

*St Benedict's is an outstanding Catholic school having continued to improve since the last inspection in 2015. These improvements are a result of outstanding leadership at all levels within the school community. The school provides exceptional care and support for students who thrive in this highly inclusive multifaith community which has Christ at the centre of all its work. Good teaching allows all students to make good progress supported by the very strong behaviour for learning shown by the students in their Religious Education lessons. The faith journey of students is further enhanced by outstanding provision for collective worship as a result of careful planning and evaluation by senior leaders supported by the Chaplain to which students respond positively with great respect and high levels of engagement*

We were delighted to be awarded grade 1, Outstanding in all categories. Please do take the time to read the full report as it describes in detail the catholic life of the college.

### Our Chapel

Our chapel was fully refurbished in 2022 and is a beautiful, peaceful place for prayer and worship.

We are currently having some stained glass designed, which is planned to be installed in the next few months.



### Weekly Reflection

Each week the chaplain prepares a reflection for all students and staff. Recent examples can be found on our website <https://www.stbenedicts.essex.sch.uk/chaplaincy/>

#### Wednesday 21<sup>st</sup> September 2022 Saint Matthew the Evangelist

Saint Matthew would have been an unexpected choice for one of Jesus' apostles. Although he was Jewish, Matthew collected taxes for the Romans from the Jewish people. This would have made him deeply unpopular with his community! However, this can serve to remind us that we are all chosen by Jesus. He loves each and every one of us, and there is nothing we can do to ever change that. Not only that, but he deeply desires to get to know us and for us to know him. So let us ask St. Matthew to help us come to love Jesus as he did.

+ In the name of the Father, and of the Son, and of the Holy Spirit. Amen

Merciful God, you chose the tax collector, Saint Matthew, to have the honour of becoming one of your apostles. By his example and prayers please help us to follow Christ Jesus and remain faithful always. Amen

+ In the name of the Father, and of the Son, and of the Holy Spirit. Amen



### Worship

#### Masses

The whole college share mass together six times a year, with around 1000 members of our college community coming together in the Sports Hall.

Around the major feasts or on Holy Days of Obligation we gather together for worship as a college community.

Each RE class has at least one Mass during the year. Mass is also offered in the chapel each Wednesday morning at 8.15 am. All students and staff are welcome to attend.

### Prayer

The chapel is open every day from 8.00 am for private prayer.

### Retreats

All students in Year 7 participate in a spiritual retreat day during their first year at St Benedict's. Year 9 students join a retreat at the diocesan youth centre, Walsingham House. Students also attend the CYMFed FLAME congress and a pilgrimage to the National Shrine of Our Lady of Walsingham. The Chaplaincy team will also inform students of other events run externally by BCYS including the annual diocesan pilgrimage to the Shrine of Our Lady of Lourdes and Youth Gather events.

### Support

Our chaplain offers support and a listening ear to anyone who needs it.

### Chaplaincy Representatives

We believe that faith grows when you put it into action. There are many ways to be involved. Each form has a Chaplaincy Representative who both brings ideas from the class and also lets them know what's going on. We encourage students to find and develop their individual gifts and prayer life. They can do this by assisting in the preparation of liturgies, assemblies, PSHE lessons, helping with displays and taking part in various clubs and groups that are on offer.

Chaplaincy news is displayed on the LCD display screen outside the chapel and around the college.

### Chaplaincy Activities

The Chaplaincy team offers a range of activities to which all students are welcome to participate. All our activities are published in weekly chaplaincy newsletter.



## HEAD OF FACULTY – Job Description

### Job Description

St Benedict's Catholic College is an inclusive college with Christ at the Centre. We nurture spiritual, emotional and academic growth. We develop our gifts and talents through prayer, work and respect.

**Teacher salary** TLR 1c allowance £13,548

**Responsible to** Assistant Principal

### Purpose:

To be accountable for student progress and development within the department/faculty

To raise standards of student attainment and achievement within the curriculum area and to monitor and support student progress

To lead, develop and enhance the teaching practice of others, evaluating the quality of teaching, securing and sustaining the effective delivery of the subject

To be accountable for the strategic direction, leadership and management of the subject; the development and implementation of plans, policies, targets and practices.

To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims and policies of the college

To effectively line manage teaching staff and deploy teaching/support staff and physical resources within the subject area

To assist the Principal and Senior Leadership Team in the overall management and development of the college

The Teachers' Pay and conditions Document specifies the general professional duties of a teacher. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

You are expected to meet the DfE Teachers' Standards

### Teaching

- Have a secure and up to date knowledge and understanding of the concepts and skills necessary to teach specialist subjects
- Plan and achieve progression in students' learning in line with agreed expectations on targets
- Set homework, mark and assess in line with college policies. Engage with college-wide learning initiatives
- Ensure that high quality teaching and learning takes place in all allocated classes
- Mark, assess, record and report on student achievement and maintain records as required by college policy
- Maintain accurate records and use assessment data to monitor progress, targets and take action
- Contribute to the development of schemes of work, college and department/faculty policies as requested
- Maintain a purposeful, orderly classroom environment including neat storage, learning centred display and by employing a range of behaviour management strategies.

- Monitor targets for students on report
- Undertake specific duties as agreed with your SLT link
- Attend and contribute positively to meetings and professional development activities
- Promote and contribute where possible to the college's extra-curricular programme
- Meet deadlines for reports, marking, submission of coursework and other assignments
- Prepare students for examinations and take part in standardisation or moderating exercises as required by the department\faculty or examination boards
- Provide a welcoming environment to visitors and respond within 24 hours to telephone calls and within 7 days to written correspondence
- Follow college policy and support the Senior Leadership Team in the effective operation of the college
- Carry out the role of form tutor as required

### **Impact on educational progress beyond your assigned students**

- Contribute to setting and monitoring college targets.
- Set and monitor department\faculty targets within the college targets; intervene and act as appropriate
- Contribute to the college development plan. Collaborate with the department\faculty to identify improvement priorities and coordinate the writing and monitoring of the Department\faculty Development Plan
- Monitor behaviour and ensure that teachers place students on subject report in line with the college's Behaviour Policy
- Maintain an overview of parental contact within the department\faculty
- Maintain a central record of assessment data
- Ensure that the department\faculty contributes to the ethos of the college
- Organise events that raise the profile of the department\faculty

### **Lead, develop and enhance the teaching practice of others**

- Create and maintain a department\faculty and college ethos
- Ensure that subject teachers have schemes of work in place
- Monitor planning, record keeping, marking, teaching progress, homework and assessment
- Maintain a central record of assessment data and have numeric targets for examination classes
- Lead, coordinate and monitor the Department\faculty Improvement Plan
- Coach colleagues and support in behaviour and classroom management in order to remove barriers to learning
- Use meetings to share good practice, moderate and cascade training
- Offer training to the department\faculty and across the college in an area of expertise where appropriate
- Ensure that the rewards system is used
- Mentor and support colleagues encouraging their professional development

## Have accountability for leading, managing and developing a subject

- Balance the whole-college view with the specific needs of the department\faculty; address any issues evident from Raise Online reports, self-review or Ofsted inspection
- Communicate the college vision to members of the department\faculty
- Lead, motivate, support and develop all colleagues; be an agent for change
- Innovate in learning; keep abreast of subject developments and bring these to the college
- Engage with college-wide learning initiatives and lead these in the department\faculty
- Conduct an annual review of the curriculum offered at all levels by the department\faculty
- Identify changes or developments in view of national initiatives, curriculum developments or the needs of students
- Prepare for and chair meetings; identify the purpose, circulate an agenda and minutes, ensuring that the Principal and your SLT link receive a copy with identified issues and action points
- Represent the department\faculty at head of department\faculty meetings, ensuring department\faculty representation on other college working groups
- Liaise with the SENCO for the support of students with SEND
- Following each reporting cycle, review assessment data and coordinate follow-up across the department\faculty; identify appropriate intervention for students
- Use student targets to set targets for teacher of examination classes
- Ensure value for money and the effective deployment of the delegated budget for the Department\faculty to resource the curriculum
- Participate in the recruitment and appointment of subject teachers
- Collect, moderate and prepare coursework for submission to examination boards

## Line management

- Line manage and conduct performance management reviews of subject teachers [and any administrative technician support if relevant] drawing on others in the department\faculty to assist
- Observe subject teachers; coordinate peer observations and work scrutinies

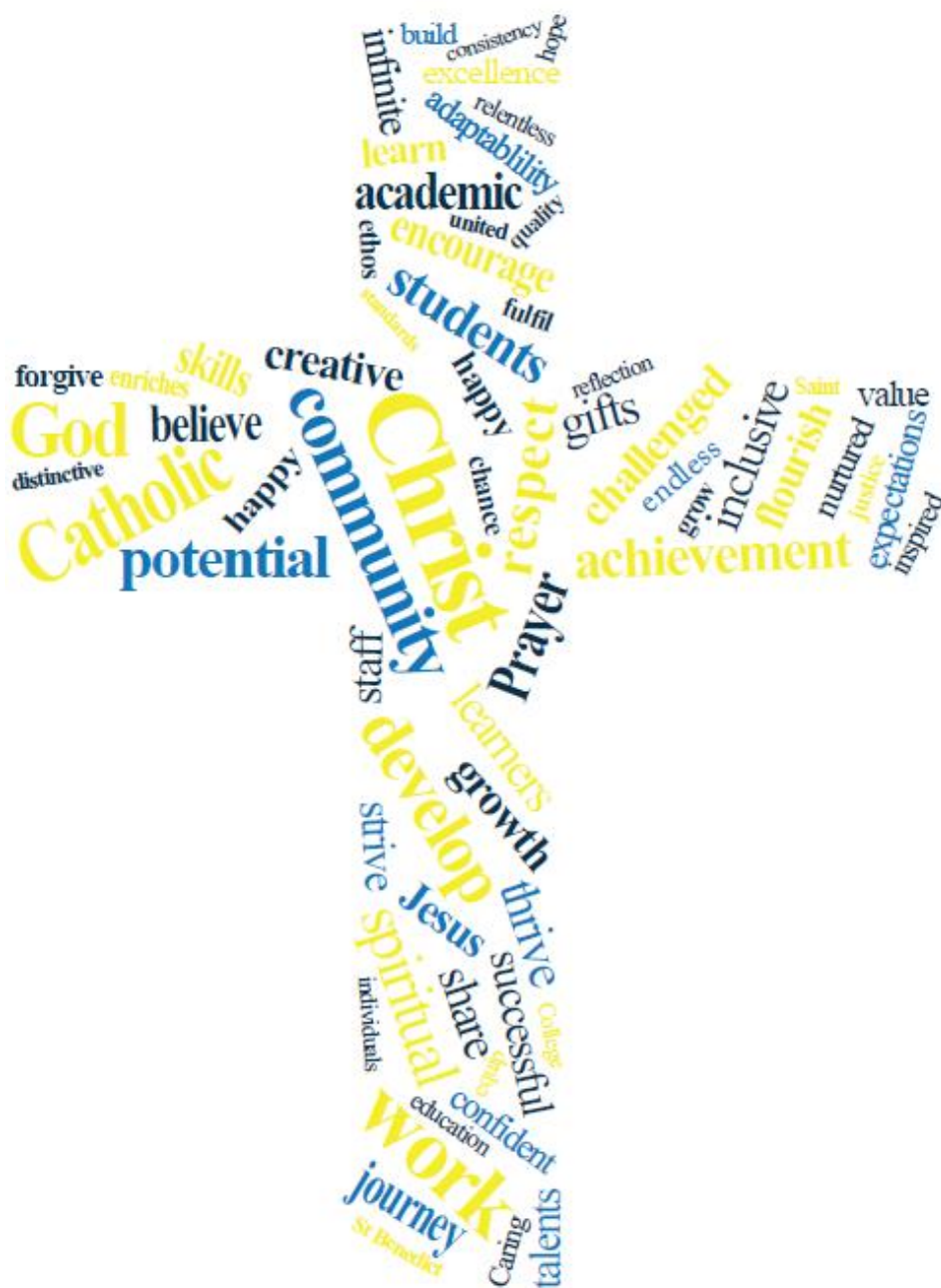
This is a public facing role and the post holder must speak fluent English

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out additional duties within the context of the job, skills and grade

Signed	
Post holder:	Line Manager:
Name in capitals:	Name in capitals:
Date:	Date:

## Person Specification

	Essential	Desirable
<b>Qualifications and experience</b>		
Degree standard or equivalent	✓	
Good pass in English GCSE (or equivalent)	✓	
Good pass in Maths GCSE (or equivalent)	✓	
A relevant degree (or equivalent)	✓	
Qualified Teacher Status	✓	
Experience of teaching at KS3 & KS4	✓	
Experience of being a form tutor / pastoral care of students	✓	
Evidence of Raising achievement		
Evidence of Other Professional Development		
<b>Personal Qualities</b>		
Good organisational skills	✓	
Ability to work accurately with attention to detail	✓	
Stamina, energy, resilience and sense of humour	✓	
Calm and patient	✓	
Team player	✓	
Flexible	✓	
<b>Skills and abilities</b>		
Ability to articulate an ambitious and appropriate vision for the department	✓	
Ability to promote high achievement	✓	
Ability to motivate staff	✓	
Ability to set high expectations which inspire, motivate and challenge students	✓	
Ability to promote good progress and outcomes by students	✓	
Ability to train others to be highly effective teachers	✓	
Ability to analyse and use data to raise departmental performance	✓	
Ability to lead departmental self-review, and monitor the quality of provision and delivery	✓	
Ability to lead departmental development planning	✓	
Ability to manage staff (collectively and individually), with structured challenge, support and CPD	✓	
Ability to demonstrate good subject and curriculum knowledge	✓	
Ability to plan and teach well structured lessons based upon accurate assessment	✓	
Ability to adapt teaching to respond to the strengths and needs of all students	✓	
Ability to manage behaviour effectively to ensure a productive and safe learning environment	✓	
Ability to fulfil wider professional responsibilities	✓	
Ability to communicate and work effectively with parents & colleagues	✓	
Ability to meet all deadlines & work well under pressure	✓	
Demonstrate a clear commitment to develop and learn in the role	✓	
Able to effectively evaluate own performance	✓	
Ability to have 'difficult conversations' in a professional and effective manner	✓	
Ability to manage resources appropriately	✓	
Ability to ensure relevant Health and Safety requirements are complied with in the department	✓	
Ability to work effectively and creatively under pressure	✓	



## St Benedict's Catholic College

Norman Way

Colchester

Essex

CO3 3US

[www.stbenedicts.essex.sch.uk](http://www.stbenedicts.essex.sch.uk)

