



St. Matthew's
Roman Catholic High School
VOLUNTARY ACADEMY



DIOCESE OF Salford

Job Application Pack

**Director of
Religious
Education**

We **Pray**
We **Care**
We **Achieve**





St. Matthew's
Roman Catholic High School

WELCOME TO St. Matthew's RC High School

As the Headteacher, it is my great privilege to be leading a school where the holistic development of our pupils is of primary importance.

Our commitment to the pursuit of academic excellence and our rich personal development curriculum is underpinned by our Catholic identity, brought to life through our values of praying, caring and achieving.

St Matthew's is a vibrant faith and learning community that's enriched by our cultural diversity and unique young people.

Our curriculum is broad and well-balanced, designed and delivered by expert teachers to support all pupils to reach and exceed their academic potential. This is in conjunction with a bespoke Personal Social, Health and Economic Education (PHSE) programme and a wide-ranging extracurricular offer.

It is our intention that this, supported by our ethos and values, will allow each pupil to complete a five year journey with us and take their place in society, where their gifts and talents will be of benefit to all.

We insist on the highest standards of behaviour for learning and have clear policies in place to ensure these are maintained. It is my absolute belief that this consistency of approach will enable our community to flourish and enables our pupils to live out our mission statement. If you have any questions, please do get in touch with us.

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Mr A Nightingale
Headteacher



OUR School



St. Matthew's
Roman Catholic High School

St Matthew's is a mixed Roman Catholic inner-city school based in Moston, North Manchester.

The school was established in 1977 and benefitted from a complete rebuild in 2009. The school serves close to 1400 pupils and benefits from a rich diversity across both the staff and pupil population. Our school is within easy access to the M60 motorway, providing a link to the rest of Manchester and the surrounding areas. St Matthew's is part of the Emmaus Catholic Academy Trust (CAT), which is one of three CATs in the Diocese of Salford. The school has recently started a rapid improvement journey and we anticipate the school will provide a high quality education in the near future.

We are a child centred, Christ centred community. Our core purpose is our Catholic mission: 'We pray, We care, We achieve'. Each element of our mission is important to us providing a unique education for all who join the school. St Matthew's works closely with other Catholic secondary schools to ensure we benefit from the very best practice available.

St Matthew's is located within extensive grounds and provides a bright, modern facility within an environment that supports teaching, learning and achievement across all subject areas with specialist facilities available. Computer facilities have been incorporated into the school design enabling all teaching areas to benefit from the latest IT products. We have music and drama suites, a recording studio, industry standard science laboratories, media, photography, ceramics, food and resistant materials provisions along with a dedicated sports hall and 3G pitch to enhance the physical activities of our learners.

At St Matthew's we are steadfast in our mission to keep all our pupils safe and happy, every day that they come to our school. We support all students academically and pastorally, enabling them to achieve positive outcomes at the end of their time with us. Our effective pastoral systems provide relentless care and support for all pupils, underpinning our core business of teaching, learning and achievement.

Safeguarding is at the heart of what we do at St Matthew's. All staff and volunteers are expected to have read and be fully compliant with the following policies:

- Safeguarding and child protection
- Online/E-Safety
- Whistleblowing
- Staff Code of Conduct
- Data Protection
- Privacy Notice

They are also expected to be familiar with 'Keeping Children Safe in Education, 2022'. A read receipt is required from all staff at the start of each academic year and from newly appointed staff prior to taking up appointment. St Matthew's are never complacent about safeguarding and work with the following always at the forefront of our minds... 'it could happen here'. We have rigorous and tested procedures in place which are constantly reviewed to ensure we have the highest of expectations from all our staff and volunteers when it comes to safeguarding and child protection.

Newly appointed staff are given a full induction programme with the safeguarding element of this completed prior to their commencement of work at the school.



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SAFEGUARDING AT St. Matthew's



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WHY WORK AT St. Matthew's?



St. Matthew's
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We are a Catholic school which lives out our mission each day by caring for all staff. You will be challenged to be your best and constantly improve, and you will be supported and guided every step of the way.

Our aim is to help everyone achieve this by providing the following:

- Research-led CPD package for all staff, with weekly sessions dedicated to helping everyone become more effective in their role.
- Frequent career-development opportunities including access to qualifications eg NPQ, Apprenticeship programmes
- Generous non-contact time above the national average to enable teaching staff time to prepare and plan effectively.
- Average class sizes below the national average with approximately 25 per class. Option groups in KS4 often significantly smaller.
- Joint-planning of effective lessons across all departments to share outstanding practice yet reduce workload.
- Rigorous yet sensible marking policy which focuses on 'quality not quantity'.
- Highly effective and wide-ranging pastoral support structure to enable teachers to teach.
- Opportunity to boost salary via voluntary paid lunchtime duties.
- Employer Assistance Programme available to all staff via 'Health assured', offering 24/7 access to online GP as well as other services such as Telephone counselling, support regarding family issues, debt concerns, lifestyles addictions, relationships and legal. In addition, you will also have access to an online health portal which can offer personal coaching, emotional support, health checks, medical fact sheets, fitness advice and BMI assessment.
- Newly refurbished staff room offering quiet space for staff to work, free tea and coffee available at all times.
- Access to Education Mutual Healthcare including Physiotherapy, Mental Health services and surgical assistance.



TRAVELLING TO St. Matthew's



St. Matthew's
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North bound

Take exit 21 from M60

At Junction 21, exit towards A663/Rochdale/A627 (M) Chadderton (0.2 miles)

Turn left onto the A6104 slip road to Hollinwood/Oldham/A62/Manchester/A663 (82 ft)

Turn left onto Semple Way/A6104 (194 ft)

Turn right onto Hollinwood Avenue/A6104 (0.5 miles)

Turn left onto Broadway/A663 (0.4 miles)

Turn right onto Nuthurst Road (0.3 miles)

South bound

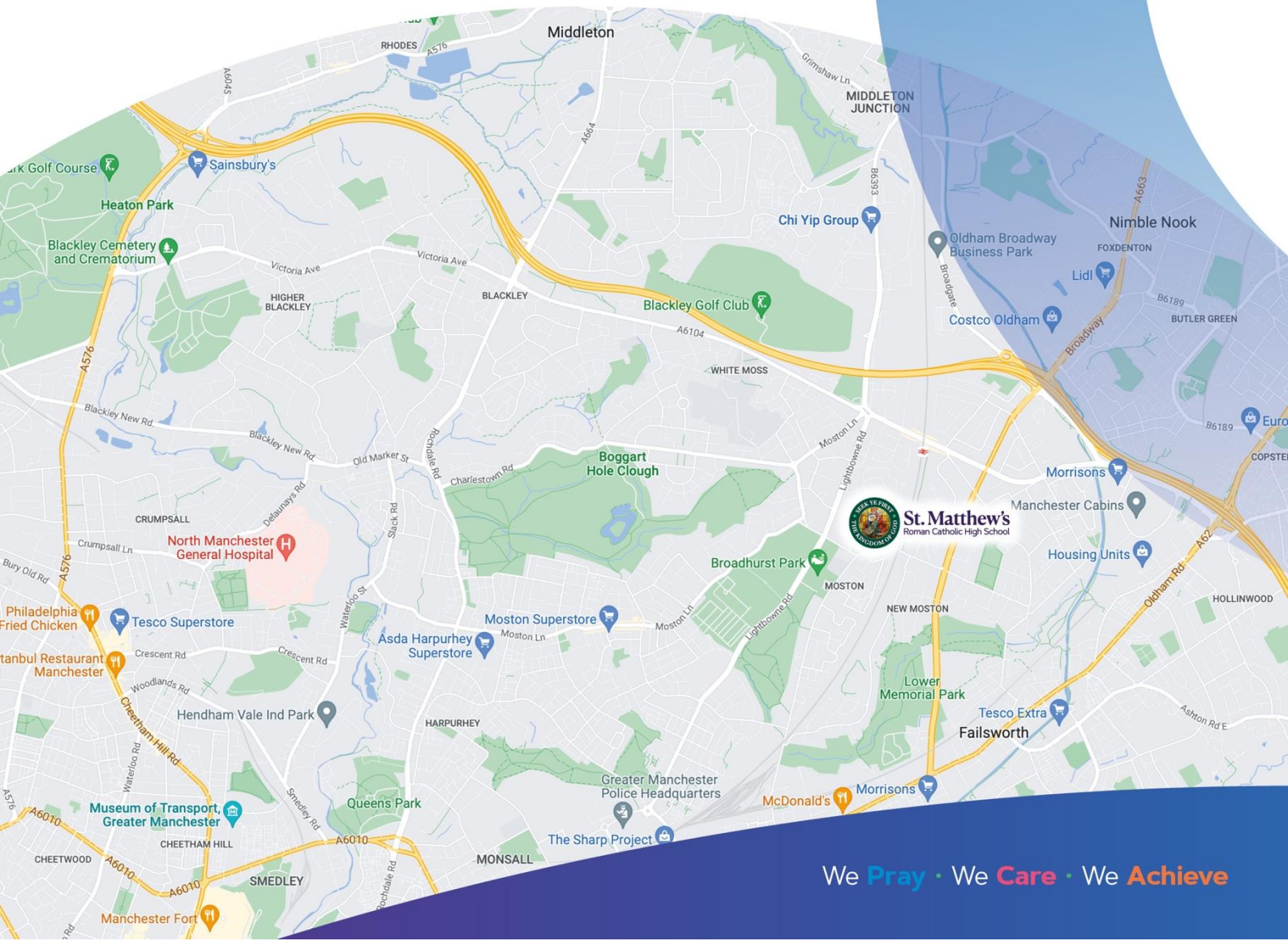
Take exit 20 from M60

Use the right 2 lanes to turn right onto Alkrington Interchange/Rochdale Rd/A664

Turn left onto Victoria Avenue East/A6104 (2.3 miles)

At the roundabout take the 4th exit onto Lightbowne Rd/B6393

Turn left onto Nuthurst Road



DIRECTOR



St. Matthew's
Roman Catholic High School

of Religious Education

Full time, permanent

Salary: L6-L10 dependent on experience

Start date: September 2024 or sooner if possible

The Governors of St Matthew's RC High School seek to appoint a dynamic and exceptional practising Catholic to join our wonderful school as Director of RE.

Brief overview of position

We are looking for someone who is passionate about Religious Education and determined in their mission to impart knowledge, skills and understanding to all of our young people, whilst exciting and engaging them in their learning. Applicants must be a committed classroom practitioner with a passion for learning and teaching and be able to establish excellent relationships with pupils and colleagues, and work well within a team.

Reporting to: Deputy Headteacher

To arrange an informal visit, please contact Mrs Gibson, PA to the Headteacher, on 0161 681 6178 or by email at k.gibson@smrchs.com

Closing date for applications: Monday 15 April 2024

Interview date: Friday 19 April 2024

Application packs can be downloaded from the school website www.smrchs.com. Completed applications and supporting documentation should then be submitted by email to Mrs Gibson at k.gibson@smrchs.com.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

St Matthew's is also committed to providing a diverse and inclusive community, ensuring equal opportunity.

The successful applicant will be required to complete an enhanced DBS check.



Description

The job description below gives an insight into the responsibilities of the post of a Director of Religious Education, and while this is not an exhaustive list, it should allow candidates to have an understanding of what this role entails, and the key elements of this role.

The person specification provides an indication of the skills and experience that we are seeking. We are interested in candidates with a proven examples of how they can improve rates of progress and outcomes in their subject.

The Role

- A clear vision for the development of the RE department with a focus on curriculum design and development
- To deliver outstanding teaching and learning in all aspects of your subject and therefore help pupils achieve excellent academic outcomes.
- To design effective subject -specific CPD and to deliver this CPD to a very high standard
- Confident, focussed and passionate about their subject
The ability to gain trust and respect of school staff, pupils and parents
- Outstanding subject/ faith knowledge with an ability to share this with pupils in an exciting and academically rigorous way
- Excellent leadership and management skills
- Evidence of recent professional development
- Outstanding communication skills, both orally and written
- Well organised and reliable
- Good knowledge of current issues relating to Teaching and Learning
- Ability to work under pressure
- Loyalty and commitment to the team
- Enthusiastic and able to bring new ideas to the school and department

Leadership

- To create a climate within the department and the wider school which enables staff to develop, challenge and support each other, resulting in improved teaching and learning.
- To participate in an effective quality assurance programme which informs departments and whole school self-evaluation processes and identifies priorities for improvement.
- To lead the professional development of Religious Studies staff and liaise with appropriate colleagues to co-ordinate the provision of high-quality professional development.
- To delegate tasks and devolve responsibilities as appropriate, evaluating practice and developing a shared sense of accountability.
- To ensure through robust line management that whole school strategies for literacy and numeracy, and for DP/SEND pupils are consistently followed by all staff.
- To conduct appraisals in accordance with the school Teacher Appraisal Policy and use the process to develop their professional effectiveness.

Accountability

- Specific responsibility for the delivery of and outcomes in Religious Education.
- Secure continuous improvement and development in every area of Religious Education including teaching and learning, raising standards and producing the highest levels of pupil achievement to ensure pupil targets are met or exceeded.
- Manage the department budget and resources effectively and efficiently.
- Effectively lead, manage and deploy teaching and support staff within Religious Education to ensure the highest pupil outcomes.
- Continuously raise standards of student attainment through a rigorous schedule of assessment, tracking and intervention so that underachievement is identified early and redressed through precise, effective intervention.



Responsibilities

- To lead on the development of all aspects of the Quality of Education of the RE department.
- To be a model of excellent practice, maintaining a clear focus on outstanding delivery to pupils.
- To assist in embedding consistent pedagogy and practice for teaching in your department by contributing to CPD sessions and sharing resources.
- To contribute in the development of consistently high quality MTPs and LTPs, for both Key Stages 3 and 4.

Duties as a classroom teacher

Teaching and Learning

- With direction from the Quality of Education team, and within the context of the school's curriculum and LTPs/MTPs, plan and prepare effective teaching modules and lessons.
- Teach engaging and effective lessons that motivate, inspire and improve pupil attainment.
- Use regular assessments to set targets for pupils, monitor pupil progress and respond accordingly to the results of such monitoring.
- To produce/contribute to oral and written assessments, reports and references relating to individual and groups of pupils.
- Develop plans and processes for the classroom with measurable results and evaluate those results to make improvements in pupil achievement.
- Ensure that all pupils achieve good rates of progress, given their starting points.
- Maintain regular and productive communication with pupils, parents and carers, to report on progress, sanctions and rewards and all other communications.
- Direct and supervise support staff assigned to lessons and when required participate in related recruitment and selection activities.
- Implement and adhere to the school's behaviour management policy, ensuring the health and well-being of pupils is maintained at all times.
- Participate in preparing pupils for external examinations.
- Identify the intervention needs of pupils in your classes and liaise with relevant members of staff to ensure needs are met.
- To play a full and active role in all quality assurance processes, reviewing and improving rates of progress for all classes and implementing and reviewing in-class interventions for targeted pupils with concerning rates of progress.

- To seek ways of constantly raising standards of students' attainment and support students' progress
- Coach other staff to raise standards of attainment and accelerate student's progress where necessary
- To keep up-to-date with national developments not only in the subject area but also in teaching and learning practice and methodology
- To ensure that classrooms and the surrounding area provides a positive and safe environment which promotes well-being, raises aspirations and high achievement for all
- To set challenging and aspirational targets to develop all students academically, emotionally, spiritually and socially and coach other staff within the team to do the same
- To co-ordinate appropriate and timely intervention for students that fall off their flightpath at each key stage
- To develop and support implementation of appropriate 24/7 learning resources to support students' progress outside of the classroom and ensure the quality of these is regularly reviewed and monitored
- To convene and chair regular departmental meetings (including Track and Plan sessions) producing an agenda and ensuring effective minutes are recorded and retained
- To lead and promote outstanding literacy teaching in the department in line with the whole school literacy policy
- To manage the available resources of staff, money and equipment effectively within the limits guidelines and procedures determined by the school

Wider school responsibilities

- Support the school's aims and objectives, take a full part in the liturgy and prayer life of the school and play a major role in the development of the school's Catholic ethos and fulfilment of the School Mission Statement.
- Monitor and support the overall progress and pastoral development of pupils as a teacher/ Form Tutor
- Fulfil any other reasonable duties requested by the Headteacher





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PERSON Specification

The person appointed will:

- Be a practising Catholic, committed to the Catholic ethos of the school;
- Hold a suitable degree and UK recognised teaching qualification
- Have a passion for learning and teaching
- Demonstrate understanding of current teaching and learning issues
- Demonstrate understanding of the wider role that their subject has within the curriculum
- Have a proven track record of student achievement
- Demonstrate understanding of the role their subject plays in the delivery of the Mission of a Catholic School
- Demonstrate a commitment to the wellbeing and safeguarding of young people
- Demonstrate the ability to enthuse, enable and negotiate with others

Have experience of:

- Successful teaching in their subject across the full age, gender and ability range in a secondary school
- MTP/LTP creation experience
- Awareness of the necessity for QA
- Possess good skills in:
 - Clear communication both one to one and with large groups
 - Effective time management and organisation
 - Excellent interpersonal relationships & Leadership & Management skills

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out the duties of the job.





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Contact

St Matthew's RC High School
Nuthurst Road
Moston
Manchester
M40 0EW

Tel: 0161 681 6178

Web: www.smrchs.com

Email: contact@smrchs.com

Headteacher: Mr A Nightingale



DIOCESE OF  SALFORD

OUR MISSION

We pray as a community with Christ and with the teachings of the Gospel at our centre, shown in the things we do and in the ways we worship together.

We care for everyone in our school community, respecting them as individuals created by God and recognising and celebrating talents and successes. We see caring for others in the world outside of our school as part of our Christian responsibility.

We achieve the best we can in all aspects of school life by learning in lessons, succeeding in examinations and committing to extra-curricular activities.

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