Dear Applicant,

On behalf of the Board of Directors for The Romero Catholic Academy, we would like to thank you for your interest in the post of Leader of Learning EYFS and ECT lead within our Multi Academy Company. We are proud to work at Romero and offer the following benefits:

* Generous local government pension contributions
* Development opportunities depending on identified skill gaps

The closing date for expressions of interest is via email to HR at [hr@romeromac.com](mailto:hr@romeromac.com) by 1st September 2022. The interview date: 6th September 2022

This letter is intended to help you complete the expression of interest. Please read it carefully before the completion of your expression of interest. If you have any difficulties, please contact HR at [hr@romeromac.com](mailto:hr@romeromac.com)

The expression of interest is your opportunity to provide all the information we will require to help us understand how you meet the requirements of the job. Similarly, it plays an important part in the selection process allowing us to short-list candidates for interview and helping as a basis for the interview itself. To ensure fairness to all applicants, short-listing decisions are based solely on the information you supply on your expression of interest. Even if we already know you as a current or previous employee, it is important that you complete it.

All vacancies are accompanied by a job description and a person specification setting out the main duties and responsibilities of the post in the job description, and the knowledge, skills and experience we are looking for in the person specification.

**Please read this information carefully as you will not be short-listed for interview unless you meet the essential criteria described in the Person Specification.**

Depending on the number and quality of expressions of interest, it may not be possible to shortlist for interview all candidates who meet the Essential Criteria. *However, we guarantee to interview all disabled applicants who meet the Essential Criteria.*

We are unable to accept CVs so please do not attach your CV, references, or copies of educational certificates to your form. If there is insufficient room on the form in a particular section, you can simply attach an extra page and mark it clearly with your name and the job title, indicating the number of the relevant question.

The expression of interested is your opportunity to tell us specifically why you wish to apply and what makes you a suitable applicant. You should include anything you feel would be useful in support of your application telling us as much as possible about yourself in relation to all the items listed in the job description. Please remember that those involved in the selection process cannot make assumptions about you. - **tell us everything relevant to your application.**

# Data Protection

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. By signing and submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate. Romero Academy reserve the right to check the validity and accuracy of your application if successful.

Equal Opportunities

Information provided by you on the Equal Opportunities Monitoring Form will be used to monitor our equal opportunities policy and practices. This part of the form will be detached from the main body of the application form and will not form any part of the selection process.

Work Permits

Under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. Shortlisted applicants will be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to any offer of employment being made.

DBS Checks

In line with our safeguarding and child protection policy, all employees and volunteers working in specific roles at the Academy will be subject to satisfactory clearance being obtained from the Disclosure and Barring Service. The check will be undertaken as part of the appointment process with the successful candidates. If you are invited to interview, you will be asked to bring this information with you.

**PLEASE NOTE** We will take up references for all shortlisted candidates prior to interview and reserve the right to validate all information entered on the application form. Please ensure that any person who is asked to act as a Referee knows this information and is available to give a reference during this time.

We expect all our staff and employees to be in sympathy with our Catholic values and help us to achieve the vision that we have set ourselves to work towards.

A summary copy is included for your information.

A picture containing text

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Patrick Taggart

**Academy Business Director**

**The Romero Catholic Academy**

The Romero Multi Academy Company

**“Securing 3-19 Catholic Education in Coventry”**

“This is what we do:

We plant the seeds that one day will grow.  
  
We water seeds already planted, knowing that they hold future promise.  
  
We lay foundations that will need further development.  
  
We provide yeast that produces far beyond our capabilities.”

Logo

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Each school retains its own unique ethos and mission recognising the local community it serves. However, our unified Mission states that,

*“We are a Christ-centred Communities dedicated to faith formation, academic excellence and individual growth for our young people, all rooted in the Gospel message of Jesus Christ.”*

**Our Schools**

The following schools are within The Romero Catholic Academy:-

# Secondary School:-

**Cardinal Wiseman Catholic School**

# Primary Schools:-

**Corpus Christi Catholic Primary School**

**Good Shepherd Catholic Primary School**

**Sacred Heart Catholic Primary School**

**St Gregory Catholic Primary School**

**St John Fisher Catholic Primary School**

**St Patrick Catholic Primary School**

**SS Peter and Paul Catholic Primary**

**St Patricks Catholic Primary School**

**Job Description for**

**Leader of Learning EYFS and ECT lead**

**Grade: TLR2a**

**Status: Temporary until 31st August 2023**

**Start: September 2022**

This appointment is with the Academy Committee of the school. The post-holder will, by personal example and professional leadership, promote the Catholic ethos and Mission of the school, ensuring that it permeates all aspects of the life of the school.

This job description may be amended at any time, following consultation between the Principal and the Post-holder. It will be reviewed annually.

**Core Purpose**

As a Leader of Learning EYFS and ECT lead at St Patricks Catholic Primary School the core purpose of the job is to provide inspirational leadership within the school, ensuring all of our pupils are flourishing and contributing to improved academic outcomes for all.

Working in partnership with the Principal and Vice Principal, the Assistant Vice Principal will:

* Be a member of the senior management team
* Assist the Principal in managing the school
* Support and represent the Principal at meetings as and when required
* Undertake the professional duties of the Principal during his/her absence
* Undertake such duties as are delegated by the Principal
* Play a major role under the overall direction of the Principal in formulating and
* reviewing the Mission Statement, Development Plan, aims and objectives of the school by;
  + stablishing the policies through which they shall be achieved – Managing staff and resources to that end
  + Monitoring progress towards their achievement

**Duties and Responsibilities**

**Accountability for leading, managing and developing a subject or curriculum area or pupil development across the curriculum**

1. Co-ordinate strategies to achieve relevant school improvement priorities that have been identified in the school/subject/issue.
2. Evaluate and report on the effectiveness of practice in the schools/subject annually, suggesting areas and issues for further improvement.
3. Lead professional development in the school/subject/issue through example and support and co-ordinate the provision of high quality professional development for staff.
4. Build effective links with the local community, including business and industry, in order to develop the school/subject/issue.
5. Use financial and resource management innovatively and effectively.

**Impact on educational progress beyond assigned pupils**

1. Monitor and evaluate assessment data across the school/subject to identify trends in pupil performance and issues for development.
2. Define intervention strategies to address issues for development that are identified.
3. Evaluate and report on the effectiveness of intervention strategies used to address identified issues.
4. Identify quantifiable and challenging pupil progress objectives with teachers within their performance management objectives.
5. Support teachers in planning appropriate strategies to achieve pupil progress target levels and objectives.
6. Ensure that agreed pupil progress target levels within the school/subject are achieved or exceeded.
7. Encourage pupils’ motivation and enthusiasm in the school/subject, developing positive responses to challenge and high expectations.
8. Monitor the objectives and targets for pupils with SEN and promote the importance of raising their achievement.

**Leading, developing and enhancing the teaching practice of others and ECT students**

1. Monitor and evaluate the planning of other teachers, providing constructive and developmental feedback on a regular basis.
2. Disseminate examples of effective planning practice within the school/subject.
3. Ensure that teachers are aware of the needs of inclusion of all pupils and groups and make provision for this in their planning.
4. Ensure that feedback from lesson observation, work scrutiny and analysis of assessment data is appropriately reflected in teachers’ planning.
5. Ensure teachers are clear about the teaching of objectives in lessons, understand the sequence of teaching and learning in the school/subject, and communicate this to pupils.
6. Observe colleagues teaching (through performance management arrangements and/or subject monitoring) and provide evaluative feedback on the effectiveness of their teaching strategies to bring about further improvement.
7. Identify and promote innovative and effective teaching strategies in the school/subject to meet the needs of all pupils.
8. Co-ordinate/monitor the deployment of teachers, support staff and other adults to ensure their effective contribution to pupils’ learning.

All duties and responsibilities must be carried out with due regard to the Romero Catholic Academy’s Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Romero Catholic Academy’s Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)

**Responsible for: n/a**

**Responsible to: Principal**

**Agreed by.................................................... Date ................................**

**Principal................................................ Date ..................................**

**Review date: This job description will be reviewed in September 2023 but may be reviewed before this date should the duties change**

**St Patricks Catholic Primary School**

**Person Specification for**

**Leader of Learning EYFS and ECT lead**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Evidence** |
| **Faith Commitment** |  |  |  |
| A Teacher who is in sympathy with the School Mission Statement, Aims and Objectives of our Catholic School | ✓ |  | AI |
| An ability to outline own philosophy of an inclusive education in which each child can develop his or her God-given potential. | ✓ |  | AI |
| Recognise the close links between home, school and parish. | ✓ |  | AI |
| Further appropriate qualifications or interests. |  | ✓ | AI |
| A practising Catholic. |  | ✓ | AI |
| **Qualifications/Education:** |  |  |  |
| Qualified teacher status | ✓ |  | A |
| Catholic Certificate of Religious Studies (or a willingness to complete) |  | ✓ | A |
| **Experience:** |  |  |  |
| With Foundation and/or Key Stage 1/2 pupils | ✓ |  | AI |
| Experience (recent) of effective and successful teaching within either key stage. | ✓ |  | AI |
| Evidence of successful teaching in a range of year groups across Key Stages. |  | ✓ | AI |
| **Curriculum** |  |  |  |
| Understanding of the requirements of the National Curriculum | ✓ |  | AI |
| Thorough understanding of current Assessment for Learning procedures and an awareness of how the role of a TLR is key to the strategic direction of the school. | ✓ |  | AI |
| Experience of successfully organising, implementing and evaluating a curriculum area. |  | ✓ | AI |
| **Classroom Practitioner** |  |  |  |
| A first-rate, highly motivated and committed teacher who has a love for children, can empathise with pupils and is committed to safeguarding and protecting their welfare. | ✓ |  | AI |
| Understanding of the need for an inspirational and stimulating environment for children. | ✓ |  | AI |
| Clearly defined ideas of good practice in classroom teaching. |  | ✓ | AI |
| Able to articulate a vision to provide a rich stimulating environment for children. |  | ✓ | AI |
| **Leadership and Management of core subject areas** |  |  |  |
| To be able to provide strong professional leadership and management within the school, to embed ambition and drive improvement, an ability to lead a subject area to secure high quality teaching, lead a team of teaching staff, effective use of resources and improved standards of learning and achievement for all pupils. | ✓ |  | AI |
| Evidence of expertise in leading and managing key areas of the school curriculum. |  | ✓ | AI |
| **Working as a member of a team** |  |  |  |
| A good team player who gets on well with children, colleagues, academy committee and parents. | ✓ |  | AI |
| Able to demonstrate how they can develop a lead role within the team and develop each member of the team. | ✓ |  | AI |
| Able to share how you could be an active member of the Senior Management team working with the Leadership Team. | ✓ |  | AI |
| A person with enthusiasm and a sense of humour. | ✓ |  | AI |
| Experience in working as part of a team. |  | ✓ | AI |
| Evidence of developing good relationships and work partnerships with children, colleagues, academy committee and parents. |  | ✓ | AI |
| **Professional Development** |  |  |  |
| Willingness to participate fully in school-based INSET, staff meetings/discussions and to take a leading role in personal professional developments including the Teaching school | ✓ |  | AI |
| Evidence of recent training and professional development possibly in leadership and management. |  | ✓ | AI |
| **Other Interests** |  |  |  |
| Willing to contribute to the broader life of the school and a willingness to ‘go the extra mile’ for the children at Sacred Heart | ✓ |  | AI |
| Experience of curriculum development and active participation in extra-curricular activities. |  | ✓ | AI |
| **Personal Qualities:** |  |  |  |
| Passionate about positively impacting children’s education | ✓ |  | AI |
| Comfortable dealing with parents, staff and children at all levels | ✓ |  | AI |
| Proactive | ✓ |  | AI |
| Collaborative, works well in a team | ✓ |  | AI |

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Disclosure and Barring Service (DBS) will be required prior to appointment. This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All duties and responsibilities must be carried out with due regard to the Romero Catholic Academy’s Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Romero Catholic Academy’s Equal Opportunities Policy. Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)