



**Saint Cecilia's**  
Church of England School



# Recruitment Information Booklet

## Welcome from Headteacher

Dear Candidate,

On behalf of the Governing Body, I am delighted to enclose some information about the school. I hope you find it interesting and informative, and that you will seriously consider making an application if you meet the essential criteria outlined in the Person Specification.

Please read the Job Profile and Person Specification for the post carefully as we can only consider applications where you have met the essential criteria for selection.

Completed application forms should be returned to the HR Officer, Nicola Anthony-Jones by the date and time specified in the advertisement. Our school address is Sutherland Grove, London, SW18 5JR.

The Governing Body is committed to the safeguarding of children, so all staff appointments are subject to a satisfactory Enhanced DBS check and exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Yours faithfully,



**Renata Joseph**  
**Headteacher**

*OFSTED 2023: 'Staff provide a calm and welcoming environment. They develop positive relationships with their pupils. Classrooms are calm. Pupils work hard; they are enthusiastic learners and take responsibility for their learning. Staff have high expectations for pupils' conduct. Pupils respond to these expectations and behave well.'*



## Our Mission

As a Christian school, we are proud to declare that we exist to ‘Glorify God through outstanding, enjoyable education’. We will deliver on this mission by always striving to have:

**A Great curriculum:** that is ambitious, intentionally demanding and rich with opportunity.

**Great learning** for our pupils and students: that is delivered through first class teaching, consistently challenging and underpinned by effective assessment and feedback.

**Great professionalism:** evident because all our staff are effective and seek to develop their knowledge, expertise and leadership skills in research focussed and evaluative ways.

**Great partnerships:** developed with our local community, local primaries, and our parents and carers, which are mutually beneficial, enhancing our curriculum, staff development and reputation.

## Academic excellence within a caring, Christian community

Saint Cecilia’s is a co-educational secondary academy school for children aged 11-18 years old, specialising in the teaching of Music and Mathematics. We are a highly successful and well-respected school with a proven record of high academic standards taught in a caring, supportive and distinctly Christian environment. We currently have over 800 pupils enrolled in Years 7-11 and approximately 200 students attending our thriving Sixth Form.

We continue to be one of the highest performing schools in the London Borough of Wandsworth. In 2023, our Attainment 8 score was 53.08; 74% of our pupils achieved 9-4 grades in English and Maths and 59% attained 9-5 grades in English and Maths. Seventeen per cent of A Level grades were A\* - A and every year students gain places at prestigious Russell Group universities including Oxbridge.

## A dynamic place to work

We are a very inclusive, friendly and dynamic place to work. Our dedicated team of teachers and support staff have been instrumental in shaping the lives of the children enrolled here and the successes we have achieved as a learning community.

## Career progression

We are committed to your professional development. As a member of staff at Saint Cecilia’s, you will have access to regular learning initiatives and CPD opportunities which will help you grow and develop your skills throughout your time with us. We aim to constantly provide opportunities for staff to collaborate and share their expertise with others both in and outside of departments.

Saint Cecilia’s has been awarded the Quality Mark Gold Award for Professional Learning from UCL/IOE which demonstrates our commitment to realising the potential and excellence of individuals who work for us.

We are also a key partner of the Wandle Teaching School Alliance and a Secondary Beacon School for the London South West Maths Hub.



Newly Qualified Teachers are supported by a programme run by Curriculum Team Leaders, Leadership Team and other members of staff in school.

We work collaboratively with partner primary, secondary and special schools to innovate and develop good practice.



## The school aims and ethos

At Saint Cecilia's we believe that pupils should enjoy and learn from their everyday experiences, both in and out of school, valuing their school days as part of a process of lifelong learning. Fulfilment grows from a sense of personal achievement and pupils are given the opportunity to participate in a wide range of educational and recreational activities, including decision-making.

Teaching is organised to enable pupils to work individually as well as in groups, cooperatively and competitively. Assessment of pupils' work accentuates positive achievement and provides direction for future improvement.

As a Christian school, we are proud to declare that we exist to 'Glorify God through outstanding, enjoyable education'. We have Collective Worship at the end of every day and throughout the year we have parent and staff prayer meetings in school. Key dates of the Christian calendar are celebrated by our Communion in the Community events. Pupils, students and staff visit local churches to learn more about them and to experience a Communion Service.

The school seeks to:

- develop the whole child
- promote the highest standards of academic achievement, motivation and self-discipline in all pupils
- ensure high quality teaching and learning in all subjects and at all key stages
- encourage each individual child to develop her or his talents to the full
- ensure that everyone is treated equally and with respect
- develop an awareness and appreciation of spiritual, moral, social and cultural values and attitudes in pupils
- help pupils develop creative, lively and critically enquiring minds and the ability to question and discuss rationally
- promote an awareness of our place in, dependency on, and respect for the world environment
- promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.



## GCSE and A Level results 2023

A Level	GCSE
A* -A 17%	9-4 English and Maths: 74%
A* -B 47%	9-5 English and Maths: 59%
A* -C 69%	Attainment 8: 53.08

## Main school curriculum

### Key Stage 3 (Years 7 - 9)

Pupils have lessons in all National Curriculum subjects: Music, English, Mathematics, Science Physical Education, History, Drama, Geography, Religious Studies, Art and Design and PSHE. One Modern Foreign Language (French or Spanish) is taught in Years 7, 8 and 9. Homework is set regularly in each subject and parents can monitor their child's private study via the 'Show My Homework' website. At the end of Year 9, pupils select their GCSE choices.

### Key Stage 4 (Years 10 - 11)

Pupils are encouraged to study a range of subjects within a broad and balanced curriculum at Key Stage 4. All pupils will follow a compulsory core of subjects: English, Mathematics, Science (Double/Triple), Religious Studies, Physical Education (non-examined) and PSHE (non-examined). Pupils choose from an exciting range of optional GCSE/BTEC subjects, including: Art and Design, Business Studies, Computer Science, Drama, French, Geography, History, Music, Physical Education, Spanish and Textiles.

## Provision for More Able pupils

National expectations for the high attainers are that they achieve at least Grades 6-9 (B grade equivalent) in all subjects at GCSE. However, at Saint Cecilia's it is expected that these pupils achieve at least 7-9 Grades (A\*/A equivalent) in all subjects. All pupils in school are provided with challenging and thought-provoking lessons and activities to give them the opportunity to develop their academic strengths.

**All pupils in school are provided with challenging and thought-provoking lessons and activities.**

Pupils who display a particular strength within a subject area are identified by departments as Gifted. Pupils may be added or removed from these lists throughout the year. Teachers provide for these pupils through further challenge in lessons and may provide additional experiences outside of lessons, with visits and trips to places

of interest to help pupils develop their passion and academic strengths in the subject.

At a school level, pupils are selected as More Able in Years 7 and 12. The criteria for identification is where they perform well in their Key Stage 2 or GCSE exams and have been identified as 'Gifted' by a number of departments.

More Able pupils are encouraged to take part in the Enrichment Programme, which includes staff-led discovery sessions, university visits, competition and study skills sessions and well-



being workshops, to help them broaden and strengthen their knowledge and skills in a number of areas. At Sixth Form, students are encouraged to explore their areas of interest by attending lectures across London.

## Provision for pupils with Special Educational Needs

We offer a range of provisions to support children with communication and interaction, cognition and learning difficulties, social or health problems or sensory or physical needs. Pupils are screened at the beginning of Year 7 and staff have access to measures of attainment such as their Key Stage 2 National Curriculum Test scores. This information is used to determine whether a child has special educational needs and the support that is needed, whether this is in class or through additional support outside the classroom.

Progress continues to be monitored and tracked during their time at Saint Cecilia's. The Bethany Centre in school also provides pupils with one-to-one or small group support and strategies to resolve any learning barriers.

## Extra-curricular clubs, trips, sports and houses

Every term, pupils are offered a wide range of diverse extra-curricular clubs. Attendance to at least two extra-curricular clubs per week is compulsory and all pupils are encouraged to find something of interest. Clubs on offer to pupils includes Netball, Football (girls and boys), Science, Revision and various music clubs. Regular educational trips take place in the UK and abroad and include trips to West End theatres and London museums, Spain, Austria, Italy, USA and France. Pupils are also encouraged to take part in the Duke of Edinburgh's Award scheme and the school has many links with top universities to provide pupils with a first-hand experience of higher education. The Music Department organises a yearly music tour abroad - in July 2023, pupils and students toured the Mosel Valley, Germany.

The school has strong rugby, netball, athletics and football teams which successfully take part in weekly local and regional competitions. Our annual Sports Day takes place at Wimbledon Athletics track. Our Sixth Form boys can benefit from joining the Saint Cecilia's Rugby Academy with our partners, Premiership Rugby Club, Harlequins. Students can study with us whilst playing and training with professional Harlequins coaches. We have a similar Netball Academy for senior girls.

**'Major trips in the UK and beyond are life changing for many students. The spiritual, moral, social and cultural development of students is impressive and compelling.'**  
**SIAMS Report, 2016**

Our netball teams have won Wandsworth Borough competitions for a number of years and have three teams or more in each age group. Every year, our athletics teams successfully represent the Wandsworth borough at the prestigious London Games. We also have strong links with the Wimbledon Tennis Championships and a number of pupils are selected as ball boys or girls.

The House system embodies the school's ethos and values. The six Houses (Schubert, Archimedes, Ives, Newton, Turing and Carter) named after famous mathematicians or musicians support different charities and regularly take part in sporting, volunteering and other events, including an annual charity run in Wimbledon Park.



## The school day

The school day starts at 8.50am. Pupils/students have a short break of 20 minutes and a 40-minute lunch break every day. Lessons are divided into five periods of one hour. The school day ends with an assembly or mentor meeting. Pupils are expected to attend at least two extra-curricular, enrichment or revision clubs per week. In order to gain maximum curriculum flexibility, the school adopts a two-week timetable. The two weeks within the ten-day cycle are called Week A and Week B.

Monday to Friday			
Years 7, 8 and 12		Years 9, 10, 11 and 13	
8.50 – 9.50	Period 1	8.50 – 9.50	Period 1
9.50 – 10.10	Break (20 min)	9.50 – 10.50	Period 2
10.10 – 11.10	Period 2	10.50 – 11.10	Break (20 min)
11.10 – 12.10	Period 3	11.10 – 12.10	Period 3
12.10 – 12.50	Lunch (40 min)	12.10 – 13.10	Period 4
12.50 – 13.50	Period 4	13.10 – 13.50	Lunch (40 min)
13.50 – 14.50	Period 5	13.50 – 14.50	Period 5
14.50 – 15.10	Assembly/Mentor	14.50 – 15.10	Assembly/Mentor
15.10 onwards	Extra-curricular	15.10 onwards	Extra-curricular

## Our specialisms

As a specialist Music and Mathematics school, provision for talented musicians and mathematics is outstanding. Every year, both departments consistently achieve excellent examination results at GCSE and A Level. Saint Cecilia's is also a Secondary Beacon School for the London South West Maths Hub and regularly showcase the Maths Mastery Style of teaching. This involves regular Maths Open Days in which staff from other schools come and observe best practice in this field.

The school's unique combination of Music and Mathematics specialism with a caring Christian community gives pupils the best opportunities to succeed both academically and socially, supporting all areas of the curriculum.

## Communication with parents/carers

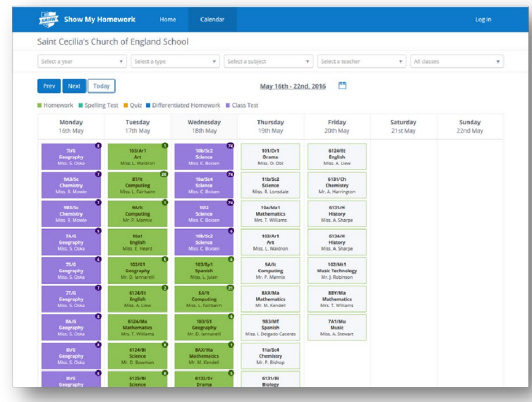
At Saint Cecilia's we assign particular importance to contact with parents/carers. School reports are sent to parents/carers twice a year at Key Stage 3 and termly at Key Stage 4 and 5. Parents' evenings take place once a year for each year group. Mentors are the first point of contact for parents/carers and they are welcome to meet/email them with any queries.



## Private study (homework)

Teachers set private study for pupils on a regular basis. Saint Cecilia’s uses ‘Show My Homework’ for private study, a simple 24/7 online homework calendar showing homework information, deadlines and resources for pupils.

Parents/carers can review deadlines and monitor homework.



## Behaviour and pastoral care

At Saint Cecilia’s, we seek to maintain a clear set of appropriate and robust boundaries and encourage all pupils to behave in an appropriate way, according to biblical values, in order to facilitate learning and help pupils develop spiritually, morally, socially and culturally.

To facilitate effective learning and ensure high achievement we seek to:

- establish clear boundaries, ensuring good order within a safe and secure environment
- develop good relationships that promote respect, worth and belonging
- provide constructive feedback to pupils and students in relation to learning and conduct and provide a ‘way back’ if things go wrong.

We have a central conduct system which allows teachers and support staff to record positive and negative behaviours in school.

**‘Teachers manage behaviour well, and low-level disruption is rarely a problem.’**  
OFSTED, 2023

The strong pastoral system at Saint Cecilia’s ensures that pupils have as few barriers to learning as possible. Mentors play a crucial role in all pupils’ social and academic development.

Mentors develop a close and trusting relationship with pupils and their parents. Mentor groups meet regularly and take part in assemblies and trips.

Bullying is completely against our Christian ethos and will not be tolerated at Saint Cecilia’s.

- Pupils are encouraged to identify and report any concerns to a member of staff. There is an anti-bullying box in the Chapel which is emptied daily.
- Incidents are investigated and, where appropriate, acted upon. Records are kept up to date to help identify those involved.

Our Bethany Centre accommodates all aspects of support and inclusion ensuring we meet the needs of all pupils including those with Special Education Needs, those who speak English as an additional language and those with personal struggles such as bereavement. We also have a school Chapel which is open at all times and our school Chaplain organises regular opportunities for prayer.





## Information Management

Saint Cecilia's uses the Schools Information Management System (SIMS) to record all activity relating to pupils and students. Staff keep records updated with information regarding attendance, behaviour, sanctions, medical details and contact information. We use SIMS In-Touch to communicate with parents, who are asked to download the SIMS Parent App to receive messages and access timetable information. We also use SIMS to keep staff records.

## Our Library

The Library at Saint Cecilia's is a busy and essential resource which receives around 50,000 visits per academic year. With over 5,000 books, a selection of magazines and a set of laptops for use within the Library, we have something to offer pupils and students from all year groups. We have an excellent range of fiction books, from the classics to the latest best-selling novels and graphic novels. Our non-fiction collection covers curriculum subjects and topics of general interest and is regularly updated.

Throughout the year, diverse activities take place to help foster an enjoyment of reading: book clubs, competitions, sponsored reading for charity, trips and author visits. We also mark annual events such as Holocaust Memorial Day and Anti-Bullying Week with displays to engage and educate visitors. Visits by mentor groups and English classes at Key Stage 3 ensure children engage with books in pleasant surroundings. From Year 8, pupils are welcome to apply to become Pupil Librarians. This is a fun and educational position that teaches teamwork, organisation and responsibility. Our Pupil Librarians play a very important role within the Library.

## Leavers' Destinations

Our former students now study at some of the most prestigious universities:

University of Cambridge	Education with English and Drama
University of Cambridge	Engineering
University of Cambridge	Land Economy
University of Cambridge	Mathematics
University of Oxford	English Literature
University of Oxford	Law
University of Bath	Robotics Engineering
University of Bath	Mathematics
University of Bath	Chemical Engineering
University of Birmingham	Medicine
University of Birmingham	Electrical Engineering
University of Bristol	Biochemistry
University of Bristol	Civil Engineering
University of Bristol	Mathematics
University of Bristol	Geography
Cardiff University	Medicine
Cardiff University	History
Durham University	Natural Sciences



University of Exeter	History
University of Exeter	Criminology
University of Glasgow	English Literature
Imperial College London	Medicine
Imperial College London	Mechanical Engineering
King's College London	Global Health and Social Medicine
King's College London	History
University of Leeds	International Politics and Politics
University of Liverpool	Physics
University of Liverpool	Architecture
University of Liverpool	Veterinary Science
London School of Economics	Anthropology and Law
London School of Economics	Law
The University of Manchester	Mechanical Engineering
The University of Manchester	Chemistry
University of Nottingham	Physiotherapy
University of Nottingham	Mechanical Engineering
Queen Mary University of London	Computer Science with Management
Queen Mary University of London	Mathematics with Statistics
Queen Mary University of London	Aerospace Engineering
Queen Mary University of London	Dentistry
Royal Birmingham Conservatoire	Music
Royal Holloway, University of London	Theoretical Physics
Royal Welsh College of Music	Music
St George's, University of London	Medicine
University of Sheffield	Medicine
University of Sussex	Chemistry
Trinity Laban Conservatoire	Music
University College London	Law
University College London	Biological Sciences
University of Warwick	Biomedical Science
University of Warwick	Mathematics
University of Warwick	Computer Science
University of York	Film and Television Production



## Why work with Saint Cecilia's?

- A vibrant and friendly staff, with a diverse mix of teachers and support staff
- Bright and able students who are motivated and eager to learn
- Cycle to work scheme
- Competitive pension scheme
- Childcare vouchers
- Laptops provided for all staff if required
- Free on-site parking
- Free tea and coffee
- Lunch facilities
- Dedicated staff workroom for planning, preparation and assessment
- In-classroom support staff and Pupil Support Services team
- A modern campus close to Wimbledon and Putney with excellent public transport links. We are a three-minute walk from Southfields tube station on the District line and close to the A3.
- Attractive local village with shops, cafes and restaurants

