



**Our Lady's Catholic High School**

**A National Teaching School**



# Application Pack

# TEACHER OF ENGLISH





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## Welcome letter from the Headteacher

Dear Applicant,

Thank you for your interest in the position of Temporary Teacher of English at Our Lady's Catholic High School.

Our Lady's Catholic High School is a highly successful, oversubscribed, 11–16 mixed High School of 900 pupils serving mainly the Catholic community in the north of Preston. In 2019, 79% of students achieved 5 or more standard GCSE passes and a positive Progress 8 score of +0.39. Behaviour and relationships in our school are simply outstanding. This was also confirmed by Ofsted when they recognised our outstanding performance in all four areas of assessment. In 2018 our Section 48 Denominational Inspection also recognised our school as “An outstanding Catholic school” in all areas. Our teachers use our highly respected and successful system for managing behaviour and relationships called, ‘Behaviour 4 Learning’. This is supported by a sophisticated system for rewarding pupils for being fit to learn and for commitment to school life.

We are a National Teaching School and are the lead school for the Catholic Teaching Alliance which is a partnership of over 60 Catholic primary and secondary schools and post-16 colleges, with a shared vision and commitment to providing a first class Initial Teacher Training programme and excellent professional development opportunities for practising teachers and school leaders.

Due to a maternity leave, we are seeking a well-qualified, enthusiastic and committed teacher of English to join our outstanding and ambitious English Department.

Potential candidates are encouraged to visit our school and see for themselves our wonderful pupils and staff. Should you wish to visit please contact Pam Bilsborrow using the details on the final page.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.

We look forward to hearing from you.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'N. Ranson'.

N. Ranson  
Headteacher





# Our Lady's Catholic High School

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## Advertisement

**TEACHER OF ENGLISH**

**TEMPORARY FULL TIME**

**Main Pay Scale**

**from 1<sup>st</sup> September 2020 to July 2021**

We are seeking a well-qualified, enthusiastic and committed teacher of English to join our outstanding and ambitious English Department. This role is to cover a maternity leave within our English Department and we would welcome applications from NQTs and experienced teachers.

Our Lady's Catholic High School is a highly successful, oversubscribed 11-16 mixed High School of 900 pupils serving mainly the Catholic community in the north of Preston. In 2019, **79%** of students achieved 5 or more Standard Passes at GCSE including Mathematics and English and our Progress 8 score was **+0.39**.

Further details and applications to be sent/emailed to:

Pam Bilsborrow, PA to The Headteacher, Our Lady's Catholic High School, St Anthony's Drive, Fulwood, Preston, Lancashire, PR2 3SQ.

T: 01772 326913 Email: [pbi@olchs.lancs.sch.uk](mailto:pbi@olchs.lancs.sch.uk)

**Closing date: Monday 23<sup>rd</sup> March 2020 at 12 noon**



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# Information about the curriculum area

## English at Our Lady's Catholic High School

All pupils in Years 7, 8 and 9 are taught English for three to four hours per week depending on their academic set. The English Department comprises a team of six specialist teachers. It has a well-developed strategy for delivering the Key Stage 3 Curriculum, with excellent schemes of work and a rigorous assessment process. At KS4 all pupils complete GCSEs in English Language and English Literature. English results have been consistently outstanding and in 2019 85% of pupils achieved standard pass (G4+) or above in English and the Progress 8 score for English was +0.45.

Facilities for the teaching of English are outstanding. There are six suited English rooms with interactive white boards and projectors, in addition to storage rooms and an office. Two of the rooms have suites of computers. There is also an English intervention room used specifically to provide one to one intervention for pupils at KS3 and staffed by a full time HLTA English specialist.

There are many extra-curricular opportunities offered by the curriculum area such as:

- All Year 7 and 8 pupils have the opportunity to meet authors as part of our author visit programme.
- All Year 8 and 9 pupils take part in the Spelling Bee competition
- All Year 7 and 8 pupils take part in the Poetry Slam competition.
- All pupils are encouraged to take part in World Book Day.
- The Word Up writing club takes place every Friday lunch time in Room 11.
- The Fiction Addiction reading club takes place in the LRC on a Thursday lunch time.
- The Department has continued in the Rotary Public Speaking competitions.
- The Department runs a number of writing competitions.
- Our Lady's pupils are involved in Lancashire Book of the Year on an annual basis.
- Year 10 and 11 pupils have the opportunity to attend before and after school revision sessions.
- We enter teams for various county wide quiz competitions.
- The Department runs theatre and cinema trips.



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### JOB DESCRIPTION TEACHER OF ENGLISH

**Please note that under the Criminal Justice and court Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, or accept or do any work in a regulated position. An individual is disqualified from working with children if he/she is included on certain lists held by the Criminals Records Bureau, or has been disqualified from working with children as part of a sentence.**

#### 1. Job Purpose and Accountability

Teachers at Our Lady's Catholic High School have a prime responsibility to promote the core principles of the school as a Catholic Christian community. In supporting the Catholic ethos of our school one of their prime duties is to manage prayer at the start and end of the day.

They are effective professionals who are thorough in their curricular knowledge, teach and assess effectively, take responsibility for their professional development and have students who achieve well. (Ref TTA). The purpose of the teachers' job is to facilitate and encourage learning which enables students to achieve high standards; to share the corporate responsibility for the well-being, education and discipline of all students. (Ref HayGroup)

The Key Leadership Behaviours which contribute to success at this level are:

<b>Self Awareness</b> Emotional Self-Awareness* Accurate Self-Assessment* Self-Confidence	<b>Social Awareness</b> Empathy Organisational Awareness* Service Awareness*
<b>Self Management</b> Emotional Self-Control* Transparency* Adaptability Achievement orientation Initiative Optimism*	<b>Relationship Management</b> Developing Others* Inspirational Leadership Change Catalyst Influence Conflict Management* Teamwork and collaboration

*Ref The Emotional Intelligence Model developed by Daniel Goleman/Hay Group*

*\* Research into teacher effectiveness (Hay McBer 2001) indicated levels in each Emotional Intelligence competency for Main Professional Grade teachers*

1. All staff are ultimately responsible to the Headteacher.
2. You are directly responsible to Ms Julia Slade, Principal Teacher of English.
3. Your immediate responsibility in respect of Form Tutor Duties is your Learning Manager.
4. You are responsible for the teaching groups and the Form Group assigned to you.

## **2. GENERIC – TEACHER**

### **General Professional Duties:**

#### **2.1 Principal**

- 2.1.1 to promote Our Lady's Mission Statement and to carry out the professional duties of a teacher as circumstance may require, implementing the policies of the school which underpin good practice and the raising of standards;
- 2.1.2 to play a professional part in the development of the school and take a positive approach in the raising of standards, pupil achievement and development of the learning environment.

#### **2.2 Particular Duties:**

- 2.2.1 to perform in accordance with any directions which you may reasonably be given by the head teacher from time to time, such particular duties as may reasonably be assigned to you.

#### **2.3 Teaching**

- 2.3.1 to plan and prepare courses and lessons;
- 2.3.2 to teach the pupils assigned, including the setting and marking of work to be carried out by the pupil in school and elsewhere;
- 2.3.3 to promote the general progress and well-being of individual pupils and of any class or group of pupils assigned and the development of Our Lady's as a Christian Community;
- 2.3.4 to insist on high standards of behaviour, uniform and appearance;  
to insist on high standards of punctuality;  
to check the attendance of pupils at each lesson, keep a register and follow-up any absences which cause concern.

#### **2.4 Assessments and Reports**

- 2.4.1 to assess, record and report on the development, progress and attainment of pupils;
- 2.4.2 to communicate and consult with the parents of pupils, consulting with Principal Teachers as appropriate;
- 2.4.3 to communicate and co-operate with persons or bodies outside the school, consulting with Principal Teachers as appropriate;
- 2.4.4 to provide or contribute to oral and written assessments, reports and references relating to individual pupils.

#### **2.5 Appraisal**

- 2.5.1 to participate in arrangements made for the appraisal of their performance and that of other teachers.

#### **2.6 Review Induction Further Training and Development**

- 2.6.1 to review from time to time methods of teaching and programmes of work, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;
- 2.6.2 to participate in arrangements for further training and professional development as a teacher including undertaking training and professional development which aim to meet needs identified in appraisal objectives or in appraisal statements;
- 2.6.3 in the case of a teacher serving an induction period pursuant to the Induction regulations, participating in arrangements for his supervision and training.

#### **2.7 Educational Methods**

- 2.7.1 to advise on and co-operate with the head teacher and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

#### **2.8 Discipline, Health and Safety**

- 2.8.1 to maintain good order and discipline among the pupils and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere;
- 2.8.2 to encourage a clean environment in the Department and generally in school.

## **2.9 Staff Meetings**

2.9.1 to participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

## **2.10 Cover**

2.10.1 to supervise and so far as practicable teach any pupils whose teacher is not available to teach them in accordance with the provisions in the conditions of employment, School Teachers' Pay and Conditions and any appropriate local agreement;

2.10.2 except in the case of a teacher employed wholly or mainly for the purpose of providing such cover, teachers shall only be required to 'rarely cover'.

## **2.11 Public Examinations**

2.11.1 to participate in arrangements for preparing pupils for public examinations and in assessing pupils for the purpose of such examinations; to record and report such assessments.

## **2.12 Management**

2.12.1 to contribute to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new teachers and teachers serving induction periods pursuant to the Induction Regulations;

2.12.2 to assist the Headteacher in carrying out threshold assessments of other teachers for whom he/ she has management responsibility;

2.12.3 to co-ordinate or manage the work of other staff;

2.12.4 to take such part as may be required of him in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;

2.12.5 If you have a teaching and learning responsibility it is linked to a clearly defined job description which is detailed separately in Section 4 and which is part of your conditions of employment.

## **2.13 Administration**

2.13.1 to participate in administrative and organisational tasks related to such duties described above, including the direction or supervision of persons providing support for the teachers in the school;

2.13.2 the first bullet point above does not require you routinely to undertake tasks of a clerical or administrative nature which do not call for the exercise of a teacher's professional skills and judgement;

2.13.3 without prejudice to the generality of the second bullet point above the School teachers' Pay and Conditions Document contains a list of Administrative and Clerical tasks falling within the scope of that bullet point;

2.13.4 to attend assemblies, register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions;

2.13.5 to ensure that necessary information is relayed to pupils as appropriate;

2.13.6 to ensure that necessary information is relayed to Principal Teachers as appropriate;

2.13.7 to contribute to the organisation of tasks specific to the Department.

## **2.14 Working Time**

2.14.1 to be available for work for 195 days in any school year, of which 190 days shall be days on which you shall be required to teach pupils in addition to carrying out other duties (those 195 days shall be specified by the head teacher);

2.14.2 to be available to perform such duties at such times and such places as may be specified by the Head teacher for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which you are required to be available for work;

2.14.3 under this contract you will not be required to undertake midday supervision and you will be allowed a break of reasonable length either between school sessions or between the hours of 12 noon and 2.00pm;

2.14.4 in addition to the requirements set out in the first two bullet points above you are required to be available to work such reasonable additional hours as may be needed to enable you to discharge effectively professional duties in accordance with the provisions in the conditions of employment, School Teachers' Pay and Conditions and any appropriate local agreement. The amount of time required for this purpose beyond the 1265 hours and the times outside the 1265 specified hours at which duties shall be performed shall not be defined by the employer.



### 3. GENERIC – POST OF ADDITIONAL RESPONSIBILITY

Not applicable

### 4. SPECIFIC DUTIES

- 4.1 To teach according to the ENGLISH curriculum, as required by your timetable
- 4.2 To be responsible for fulfilling the requirements of the agreed syllabus for ENGLISH and for carrying out examination course requirements at KS4
- 4.3 To participate in the creation of schemes of work and the development of the ENGLISH curriculum

#### **Note**

The above job description may be reviewed during the academic year. It may also be amended at any time, but before this happens you will be given appropriate opportunities to discuss any proposed amendments.

***The postholder will be required to safeguard and promote the welfare of children and young people***

*This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.*

*The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to teachers.*



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## APPLICATION DETAILS

### Candidates will be expected:

- to be capable of teaching English throughout KS3 and KS4;
- to be committed to teaching pupils of all abilities, backgrounds and faiths;
- to provide evidence of improvements and refinements made in their own teaching based on experience and training;
- to show commitment to upholding the Catholic ethos of our school as expressed in our Mission Statement;
- to be well qualified at graduate level;
- to provide evidence of successful teaching at examination level and/or at Key Stage 3 or in the case of newly qualified teachers evidence of successful teaching of English on teacher placement;

### Candidates might also be able:

- to provide evidence of participation in recent and relevant INSET.

### **Job Description:**

The successful applicant will be subject to the general professional responsibilities outlined in the current Teachers' Pay and Conditions and Our Lady's Employee Attendance Policy. ***The job description for this post is above.***

### **Application Details**

Please use the CES application form from the school website.

For your supporting statement, we ask that you complete this as a separate document rather than completing the section in the CES form.

Your supporting statement should be no more than two sides in length using font size 11 Calibri / Arial.

Please include:

- your overall educational philosophy informed by experience;
- specific recent evidence of successful teaching at examination level and/or at Key Stage 3 or in the case of newly qualified teachers evidence of successful teaching of English on teacher placement;
- an outline of the strengths you could bring to Our Lady's Catholic High School.
- the skills, principles and values that you would bring to the role.

Completed Application Forms should be returned to:

The Headteacher, Our Lady's Catholic High School, A National Teaching School, St Anthony's Drive Fulwood, Preston, Lancashire, PR2 3SQ.

Please note that only application forms obtained directly from school will be accepted.

**T: 01772 326913      F: 01772 760212      Email: [pbi@olchs.lancs.sch.uk](mailto:pbi@olchs.lancs.sch.uk)**

**Candidates will be invited to interview by telephone and should ensure that a working day contact number is included in their application.**

### **Visit to the school:**

If you would like to visit our school before applying, please contact Pam Bilsborrow on 01772 326913 or [pbi@olchs.lancs.sch.uk](mailto:pbi@olchs.lancs.sch.uk).

**Closing date: Monday 23<sup>rd</sup> March 2020 at 12 noon**



# Our Lady's Catholic High School

*A National Teaching School*

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Headteacher: Mr N J Ranson, BSc, M.A