



# Our Lady's Catholic High School

A National Teaching School



# Application Pack

## PRINCIPAL TEACHER OF ENGLISH





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## Welcome letter from the Headteacher

Dear Applicant,

Thank you for your interest in the position of Principal Teacher (Head of Department) 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 2018, 77% 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 the retirement of the previous post holder, we are seeking an experienced, well-qualified, outstanding teacher of English to take on the leadership of the curriculum area of English. Our priority is to appoint an outstanding teacher of English. The successful candidate will also be able to evidence improvements that they have made within their existing English department and also show clear evidence for their further leadership development. This role would be very suitable for a highly talented teacher looking for their first, significant departmental leadership role on a TLR1c. The position is equally suitable for a teacher with a greater level of experience who would be interested in contributing to the work of our Teaching School Alliance and providing support to other schools in the Alliance. Such a candidate may be appointed at TLR1b.

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,

N. Ranson  
Headteacher





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## Advertisement

**HEAD OF ENGLISH**

**PERMANENT FULL TIME**

**Main Pay Scale Plus TLR 1c (£9,664)**

**TLR 1b (£11,478) for suitable candidate**

**from 1<sup>st</sup> September 2019**

We are seeking an experienced, well-qualified and outstanding teacher of English to lead of outstanding English curriculum area.

The successful candidate will have responsibility for the leadership and development of the English curriculum area (TLR 1c). However, there is the potential for a suitable candidate with interest and experience, to have a more significant leadership role by engaging with the English element of our work as a National Teaching School (TLR 1b).

This is an exciting time to be joining our outstanding school and we would encourage interested candidates to come and visiting us before applying.

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: Wednesday 20<sup>th</sup> March 2019 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 2018 88% of pupils achieved standard pass (G4+) or above in English and the Progress 8 score for English was +0.42.

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.



# Our Lady's Catholic High School

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### JOB DESCRIPTION PRINCIPAL TEACHER OF ENGLISH

#### TEACHING & LEARNING RESPONSIBILITY 1c

##### 1. Job Purpose and Accountability

Principal 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 provide professional leadership and management for their school/subject area to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils. They are accountable for a significant, specified responsibility focused on teaching and learning that is not required of all classroom teachers. (Ref STRB/RIG)

This is a key post within the school reflecting considerable responsibility towards individual pupils and staff. The primary responsibility is to ensure that each student is cared for, is stimulated to learn and enjoys engaging with their subject. The Principal Teacher is a leading figure in the school whose task as a leader is to be alert to the needs of the school in general. You should, by example, inspire others to a general contribution to the development of the school, taking part in consultation that is necessary to this development.

You are required to uphold all of the Teachers' Standards in all aspects of your work.

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 Mr Aidan Nelson, Assistant Headteacher
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.

As Principal Teacher of the English department you play a major role in:

- Formulating the aims and objectives of the department
- Establishing the policies through which they shall be achieved
- Managing staff and resources to that end; and
- Monitoring progress towards their achievement
- Providing leadership and professional guidance to all of the English team

## **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 – TLR1**

At Our Lady's Catholic High School a teacher receiving a payment for a Teaching and Learning Responsibility should demonstrate knowledge and understanding of:

- School improvement and effectiveness strategies including the process of school self-evaluation
- Processes and systems for quality assurance within subject area(s)
- Principles and practices in relation to managing learning and teaching, people, policy and planning, resources and finance
- Principles and practices of effective leadership and management of change
- The application of information and communications technology (ICT) to learning, teaching and management of the subject area(s)
- Principles of curriculum planning
- Financial planning, stock inventory and resource planning

#### **3.1 Impact on educational progress beyond your own assigned pupils, assuming responsibility and accountability for:**

- 3.1.1 the major subject area of ENGLISH;
- 3.1.2 the development, implementation, delivery, co-ordination, monitoring, evaluation and measurement of impact on pupil performance of ENGLISH and the reporting of results and progression to a variety of audiences;
- 3.1.3 implementing the National Curriculum in so far as it impacts on the ENGLISH Department;
- 3.1.4 the process of Department Improvement Planning in ENGLISH;
- 3.1.5 inspiring others by example to build positive relationships and uphold the ethos of the school.

#### **3.2 Leading, developing and enhancing the teaching practice of others:**

- 3.2.1 to initiate and participate in departmental coaching including observation to assist colleagues' performance and aid collaboration and sharing of good practice (in line with the new OFSTED framework development and whole school self-evaluation);
- 3.2.2 to develop and apply observation techniques for the measurement and analysis of the quality of learning taking place in English classes;
- 3.2.3 to provide consistent professional support, guidance and encouragement and act as a role model for colleagues within the English department and our school as a whole;
- 3.2.4 to develop and lead appropriate English CPD for the enhancement of teaching and learning

#### **3.3 Accountability for leading, managing and developing English across the curriculum:**

- 3.3.1 being responsible and accountable for the writing, implementation, monitoring and evaluation of delegated aspects of the English curriculum and schemes of work
- 3.3.2 to lead in the use of data to inform subsequent teaching strategies across all classes
- 3.3.3 to identify pupils and groups of learners at risk of underachievement and to support additional input to ensure success in English

### **3.4 Line management responsibility for a significant number of people, assuming responsibility for:**

- 3.4.1 all staff teaching ENGLISH, ensuring that they have all necessary schemes of work, resources and relevant data and up-to-date subject information and guidance;
- 3.4.2 monitoring and evaluating the work of all individual staff in relation to the individual student attainment within each group.

### **4. SPECIFIC DUTIES**

- 4.1 You will take lead responsibility for the welfare, behaviour and attainment of all pupils studying in the ENGLISH department. This role will require you to maintain and update records for and communications with the relevant pupils, staff and parents.
- 4.2 You will take responsibility for the oversight, management and development of the ENGLISH Department and work with the relevant member of the senior management team ensuring that realistically achievable targets are set ensuring that the process is fully understood by all parties (pupils, staff and parents), monitored, reviewed and effectively implemented within the ENGLISH Department. You will assist in developing documentation and resources for this process, making use of school ICT based data management systems.
- 4.3 You will assist in the management and development of a monitoring system using a variety of methodology to include observation. Such monitoring must be recorded and disseminated to the appropriate audience. You will provide support as and when required to ensure that staff are aware and fully understand the standards expected in the process of delivery of ENGLISH education.
- 4.4 You will ensure that the strategy in the ENGLISH department for recording progress and attainment is coherent and effective.
- 4.5 You will oversee the budget for the ENGLISH department and the ordering of replacement equipment.
- 4.6 You will liaise with the SEN team, appropriate Learning Managers and the Assistant Headteacher in charge of groups of learners and ensure that the special needs of SEN pupils and all other groups of learners are met in the ENGLISH department.
- 4.7 You will be responsible for reporting issues relating to Health & Safety in the ENGLISH department to Mrs Julia Scott.

### **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 show commitment to upholding the Catholic ethos of our school as expressed in our Mission Statement;
- to be well qualified at graduate level, ambitious and prepared to learn;
- to be a successful English teacher at examination level;
- to be committed to teaching pupils of all abilities, backgrounds and faiths;
- to provide evidence of leadership in their current/previous schools, showing how the impact of actions benefitted pupils.

### **Candidates might also be able:**

- to provide evidence of participation in recent and relevant INSET.
- evidence of commitment to their current school beyond their department

### **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 own educational philosophy, informed by experience, of how pupils learn and develop in English;
- specific evidence of recent successful teaching at examination level;
- evidence of the impact of your leadership shown in your teaching career so far;
- details of any recent innovation for which you may have been responsible;
- 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: Wednesday 20<sup>th</sup> March 2019 at 12 noon**



# Our Lady's Catholic High School

*A National Teaching School*

St Anthony's Drive, Fulwood, Preston, Lancashire, PR2 3SQ

Tel: (01772) 326900 Fax: (01772) 760212

email: [admin@olchs.lancs.sch.uk](mailto:admin@olchs.lancs.sch.uk)

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