

Mount Carmel

R.C. HIGH SCHOOL



RECRUITMENT APPLICATION PACK FOR THE POST OF

Teacher of English

REQUIRED FROM SEPTEMBER 2024
POST SUITABLE FOR MPS AND ECT

MAY 2024



vacancies@mountcarmelhigh.lancs.sch.uk

www.mountcarmelhigh.co.uk

Mount Carmel

R.C. HIGH SCHOOL



We are seeking to appoint a well qualified, talented and enthusiastic teacher for the following post:

Teacher of English

POST SUITABLE FOR MPS AND ECT

Teachers' Pay Scale

Required from September 2024

Closing date: 5 June 2024 at 9am

Interviews: w/c 10 June 2024



Job description, person specification and application form available from our website

www.mountcarmelhigh.co.uk

Return completed application and supporting letter to vacancies@mountcarmelhigh.lancs.sch.uk

Mount Carmel is committed to safeguarding and promoting the welfare and safety of children and young people and expects all members of staff to share this commitment.

Enhanced DBS check is required for this post.

We are very proud to be
a **GOOD** school

Ofsted Inspection
SEPTEMBER 2021


Good
Provider



Welcome letter



“
The Ofsted inspection report from September 2021 recognises all the hard work that has gone on across school in the last 6 years and confirms that Mount Carmel is officially a good school in all areas.”

Mr Bowers, Headteacher



Dear prospective candidate,

Thank you for your interest in the position of English teacher at Mount Carmel RC High School. We hope that after reading this letter and looking at the information available on our school website and social media accounts, you feel inspired to apply for the post.

For the right candidate, this is a fantastic opportunity to work in a Catholic school that has a proven track record of year-on-year improvement during the past 5 years. In fact, in 2023 we are proud to be able to say that we are currently the best secondary school in Hyndburn for pupil progress! This national government measure considers all year 11 pupils' best 8 subjects, including English and maths and measures the progress made using key stage 2 tests as a starting point and GCSE or equivalent results as the end point.

We have high aspirations and expectations for all our staff and pupils and are very proud to have been judged as a good Catholic school in all aspects by Ofsted and the Diocese of Salford.

Firstly, let me introduce myself. My name is Xavier Bowers and I continue to feel extremely proud and privileged to be Headteacher of Mount Carmel. During the last 12 years, we have transformed the school very much for the better in all aspects, but we are as ambitious now as we have ever been and remain focused on continuous school improvement.

On entry, a significant number of pupils have below average prior attainment and many of our pupils live in some of the most deprived wards in the country. Having said this, visitors regularly compliment our pupils on their behaviour, appearance, and the warm welcome they receive from pupils and staff. This is one of the reasons I was attracted to work at the school, and I have not been disappointed. In so many ways, Mount Carmel is a rewarding place to work, and you really do feel that you are making a significant, positive difference to the lives of young people on a day to-day basis.

Mount Carmel Roman Catholic High School is an 11 to 16 Voluntary Aided mixed comprehensive which is proud to be at the heart of the Catholic community in Hyndburn. We are here for baptised Catholics but also all families who share our values and beliefs. Our school admissions policy clearly reflects this vision.

We see each child as a 'gift' from God, and we value each pupil as a unique individual with their own set of gifts and talents ready to be nurtured and developed. We have a supportive culture based on high expectations for all, where everyone associated with the school is warmly welcomed, well cared for and challenged to be the best they can be.

We have a real 'team' and 'family' culture where everybody, regardless of their role and responsibilities, are equally valued. We are self-reflective at all levels and continually celebrate and acknowledge success but also recognise what we can do better. We recognise the challenges as well as the rewards of working in schools and the pressures placed upon staff. Consequently, we take work life balance and health and wellbeing seriously! We have an active health and wellbeing working party in place to constantly keep workload and staff health and wellbeing a high priority for all our school systems and processes.

Our governors are very much involved in shaping the strategic direction of the school and are equally proud of the improvements we have made and recognised in both our inspection reports. They are well informed and regularly provide a good balance of challenge and support to the Headteacher, senior and middle leaders across the school.

The Local Area

The school is situated in Accrington within the district of Hyndburn. Hyndburn is made up principally from the centres of Accrington and Oswaldtwistle with the



smaller centres of Church, Clayton-le-Moors, Rishton and Great Harwood.

If you believe you can make a positive contribution to the success of our school and have the expertise, experience and skills to add capacity to our existing team, then we would be keen to receive your application. You are also very welcome to visit school prior to writing a formal application. Please contact Helen Ward, HR Manager, to make the necessary arrangements. If you do apply for the above position and have not heard anything within two weeks of the closing date you can assume that you have not been shortlisted on this oc-

casation. However, we are always willing to give feedback to unsuccessful applicants after the appointment has been made.

Yours sincerely

Xavier Bowers,
Headteacher

Information about the department

This is an exciting opportunity for the successful candidate to join a highly committed and skilled English department. We achieved a very positive set of GCSE results in 2023, and are seeking to build upon this. The department consists of 7 dedicated and experienced English teachers. We are also fortunate to have 2 Teaching Assistants who are attached to English, and who provide small group tutoring, one to one support, small group intervention and in-class support. We are also fortunate to have 2 Teaching Assistants attached to English who provide small group tutoring, one to one support, small group intervention and in-class support.

The team is led by the Curriculum Leader, supported by two Assistant Curriculum Leaders. We are a collaborative team, and benefit from regular opportunities to share our practice and develop our work; every fortnight we have a Department Teaching and Learning meeting timetabled in the school day which is dedicated to developing pedagogy. We have recently been exploring ways to teach the Poetry Anthology, as well as how to support students with Jekyll and Hyde. In addition, we benefit from regular department meetings and department briefings.

The English Department has a dedicated suite of classrooms, all with interactive screens, and a faculty office. Teachers have their own classroom wherever possible. We have developed a strong culture of reading across the school and within English lessons; every KS3 class visits the library once per week and we use the Accelerated Reader Programme to track and reward reading. We regularly have theatre companies and authors visit school and take pupils to see performances at theatres throughout the North West.

We are looking to appoint a committed and enthusiastic candidate to assist in our journey to continue to achieve the best outcomes for our students. The successful candidate will be hard-working, pupil-focused and a team player, who will not only make a difference to the students in their classroom but will also contribute to the development of the department.

February 2024

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GOOD school

Ofsted Inspection
SEPTEMBER 2021



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Job Description



JOB TITLE: Teacher of English

JOB PURPOSE:

Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

- To maintain clear vision, purpose and high expectations focused on students' achievements.
- To monitor and support the overall progress and development of students as a teacher/ Form Tutor.
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

Reporting to: Curriculum Leader or Line Manager

Responsible for: The provision of a full learning experience and support for students

Liaising with: Headteacher, Senior Leadership Team, Curriculum Leaders, Pastoral Leaders, relevant staff with cross-school responsibilities, Teachers and Support Staff

Working time: Full time as specified within the STPCD

Salary Grade: Classroom Teachers' pay scale

KEY TASKS

Ethos:

- To play a full part in the life of the Catholic school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
- Support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.

TEACHING

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/ learning experience of students.
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials, including schemes of work.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.

- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

STRATEGIC PLANNING

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department.
- To contribute to the Curriculum Area and department's development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole school's planning activities.

CURRICULUM PROVISION

- To assist the Curriculum Leader and Senior Leader for Teaching & Learning, to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.

CURRICULUM DEVELOPMENT

- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's Mission and Strategic Objectives.



STAFFING

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.
- To act as positive role model to students.

SCHOOL SELF EVALUATION

- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including school self-evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- To review from time to time methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMS, registers, etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

COMMUNICATION & LIAISON

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.
- To take part in liaison activities such as parents' evenings, review days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies

MANAGEMENT OF RESOURCES

- To contribute to the process of the ordering and allocation of equipment and materials.

- To assist the Curriculum Leader to identify resource needs and to contribute to the efficient/effective use of physical resources
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.

EVERY CHILD MATTERS

- To be a Form Tutor to an assigned group of students.
- To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
- To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of action plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
- To contribute to PSHCE and Citizenship according to school policy.
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- To apply the Behaviour Management systems so that effective learning can take place.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with the role holder, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.



Person Specification

ESSENTIAL REQUIREMENTS:

Qualifications

- Qualified Teacher Status
- Recognised degree or equivalent

Personal and Professional Qualities

- High level of motivation and commitment
- Has the ability to communicate effectively and appropriately
- Has the ability to establish successful relationships at all levels and can work as an effective member of the team
- Has a vision of developing in the job
- Has a high regard to professional development and awareness of his/her own training needs
- Has a sense of humour

Knowledge and Skills

- Has the necessary knowledge and experience to undertake the duties of the post
- Has leadership skills
- Has organisational skills
- Has ICT skills
- Has an understanding and awareness of current educational developments
- Has demonstrated high standards in the necessary professional competencies required of teachers in:
 - Subject knowledge
 - Classroom management
 - Assessment, recording and reporting students' progress

Extra essential requirements

- Commitment to safeguarding and protecting the welfare of children and young people
- Commitment to equality and diversity
- Commitment to health and safety of children and young people
- Commitment to sustaining regular attendance at work
- Commitment to undertake relevant training and professional development

We welcome applications from Catholic and non-Catholics for all posts at Mount Carmel but we expect all staff to encourage and support the distinctive ethos of the school, whatever their role or personal faith beliefs.

Application Process

Applicants should submit an application form along with a formal supporting letter addressed to the Chair of Governors detailing why they would like to be considered for the role. The letter of application should be a maximum of 2 sides of A4, Arial Font size 11, with normal margin settings

The letter of application should;

- Be accurate and legible
- Be underpinned by an overall philosophy and understanding of Catholic education and how you will support the distinctive ethos of the school
- Be clear and concise clearly outlining how your experience has prepared you for the post including demonstrating a proven track record in GCSE results (for MPS teachers) and lesson observations
- Outline a clear educational philosophy and link this with the requirements of the post including your future professional aspirations

Please return all completed application forms and supporting documentation to
vacancies@mountcarmelhigh.lancs.sch.uk



Child Protection



CHILD PROTECTION POLICY STATEMENT

In this school, the welfare of the child is paramount. 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.

All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

ENHANCED DISCLOSURE

Mount Carmel is committed to safeguarding and promoting the welfare and safety of children and young people and expects all members of staff to share this commitment. Enhanced DBS check is required for this post.

Thank you for your interest in this position at Mount Carmel Roman Catholic High School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As this post is exempt from the Rehabilitation of Offenders Act, you must declare any convictions, including

pending convictions, cautions, reprimands and warning which would otherwise be regarded as 'spent' under this Act. Further details will be sought prior to appointment.

An Enhanced Disclosure is carried out by the Criminal Records Bureau and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used and stored.

Posts that involve engaging in regulated activity relevant to children

It is an offence to apply for a post if the applicant is barred from engaging in regulated activity relevant to children.

Safeguarding and Child Protection Policy

Please see the Recruitment Guidance pack on our website for further information www.mountcarmelhigh.co.uk

Re-employment of Ex-Offenders

Please see the Recruitment Guidance pack on our website for further information www.mountcarmelhigh.co.uk

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R.C. HIGH SCHOOL



How to find us

Mount Carmel is situated just 5 minutes from the M65 and within easy reach of the main motorway networks.

From Junction 7 of the M65 take the A6185 turning off the roundabout towards Accrington. Continue straight through the first set of traffic lights. Turn right at the third set of traffic lights (at the junction to Asda superstore) onto Oxford Street.

At the traffic lights, turn right onto Blackburn Road/A679 then turn 2nd left at the next set of traffic lights onto Little Street (leading to Willows Lane).

Continue for approximately 1/2 mile along Willows Lane and after the 4th mini-roundabout turn right onto Fern Gore Avenue.

Mount Carmel is situated to the left.

POSTCODE FOR SAT NAVS **BB5 0LU**

Wordsworth Road
Accrington
Lancashire

01254 233458
vacancies@mountcarmelhigh.lancs.sch.uk
www.mountcarmelhigh.co.uk

  /MountCarmelHigh

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