



St. Cuthbert's Catholic Community College for Business & Enterprise



APPLICATION PACK TEACHER OF ENGLISH

February 2015

Letter from the Acting Principal

Dear Applicant

Re: Teacher of English

Thank you for taking an interest in our school and considering an application for a teaching post at St Cuthbert's Catholic Community College commencing in September 2015.

Within this information pack you will find information about the school, job vacancy and the application process. This is an exciting and unique opportunity to work in our school and to make a contribution to making a contribution to shaping its future and our journey towards Good.

We are seeking to recruit an ambitious career teacher with outstanding teaching skills. The successful candidate will be a creative and dynamic practitioner who will contribute to the development of our English curriculum across Key Stage 3 and 4, working with colleagues to develop effective Teaching and Learning.

Applications are invited from suitably experienced teachers and NQTs.

I look forward to receiving your application and thank you in advance for the interest you have shown.

Yours sincerely

*Ms Pat Lally
Acting Principal*

Department Information

English Department

The successful candidate will join a team of eleven English specialists, who are hardworking and committed to improving the quality of learning and teaching. They are professional, creative and ready to try out new strategies and approaches. We are looking for a talented and enthusiastic teacher of English to join the team.



The department is very well resourced, with ten teaching rooms, all of which are equipped with interactive whiteboards and are housed in one area of the school. The department also has access to ICT facilities including PCs and netbooks in classrooms. The department has been developing the innovative and strategic use of ICT within learning, teaching and assessment and have a department Teaching Assistant to aid them in this and other areas.

The learners are taught in ability groups in Key Stage 3 and 4. The department follows the Edexcel GCSE syllabus and extensive work has been done on updating schemes of learning to fit the new course requirements. All staff have been proactive in contributing to the preparation of the new schemes of learning for Key Stages 3 and 4.

Departmental Staff

Mrs L Aspinall	KS4 English Co-ordinator
Mr I Gibbins	KS3 English Co-ordinator
Mr A Giles	Assistant Headteacher / Teacher of English
Mrs A M Carney	KS3 Pupil Progress & Achievement Leader / Teacher of English
Ms E Bowler	Head of Hope House / Teacher of English
Ms C Feeney	Head of Dignity House / Teacher of English
Miss C McCarthy	SENCO / Teacher of English
Miss L Marshall	Transition Co-ordinator / Teacher of English
Miss N Evans	Teacher of English
Miss E Gerrard	Teacher of English
Mr G Graham	Teacher of English

The department provides an extra-curricular programme for KS3 and KS4 for homework and revision.

The department are receptive to new ideas and will be keen to build on the success they have already enjoyed.

We hope you would like to join our hard working supportive team and look forward to hearing from you.



Person Specification

E = Essential, D = Desirable, A = Application Form, I = Interview, R = Reference

CRITERIA	ESSENTIAL/ DESIRABLE	WHERE MEASURE D
<p>Qualifications</p> <ul style="list-style-type: none"> Honours Graduate in English with QTS or recognised equivalent 	E	A
<p>Experience</p> <ul style="list-style-type: none"> KS3 & KS4 teaching experience in English The ability to show enthusiasm and imagination and a willingness to contribute to curriculum development The ability to produce good, well-planned displays within classroom corridors. 	E	A R
<p>Knowledge & Skills</p> <ul style="list-style-type: none"> An insight into the role of English and Literacy in a cross-curricular setting Awareness of the National Curriculum and future implications for the teaching of English Awareness of strategies for ensuring equality for all groups of students An awareness of the role of practical work within English teaching. Evidence of the ability to cope with a range of teaching strategies and styles Evidence of efficiency in administrative tasks inside and outside the classroom Evidence of the application of IT within English teaching and a desire to develop ideas in this respect Able and willing to relate well to individuals and groups of students Able to get on well with colleagues Excellent class management and control Positive attitude to and successful experience of the tutor role An interest in extra-curricular activities 	E	A I I I I A I A I A I I A I A I

Job Description

Post title	Teacher of English
School:	St. Cuthbert's Catholic Community College for Business & Enterprise
Salary and grade:	MPR
Responsible to:	English Subject Co-ordinators
Responsible for:	Pupils and Resources

Main purpose of the job:

- Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
- Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document* and *Teacher Standards*
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

Duties and responsibilities

All teachers are required to carry out the duties of a schoolteacher as set out in the current *School Teachers Pay and Conditions Document*. Teachers should also have due regard to the current *Teacher Standards*. Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

Teaching

- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
- Be accountable for the attainment, progress and outcomes of pupils you teach
- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn
- Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject)
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment
- Make accurate and productive use of assessment to secure pupils' progress

- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
- Participate in arrangements for examinations and assessments within the remit of the *School Teachers' Pay and Conditions Document*

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
- Have high expectations of behaviour, promoting self-control and independence of all learners
- Carry out break time and other duties as directed and within the remit of the current *School Teachers' Pay and Conditions Document*
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
- Cover for absent colleagues within the remit of the current *School Teachers' Pay and Conditions* document

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

Administration

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers' Pay and Conditions Document*

Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Proactively participate with arrangements made in accordance with the current School Appraisal Policy

Other

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the headteacher

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

Postholder's Signature: _____ **Date:** ____ / ____ / ____

Headteacher's Signature: _____ **Date:** ____ / ____ / ____

School and Local Information

St Cuthbert's Catholic Community College for Business & Enterprise

St. Cuthbert's is a mixed Roman Catholic Voluntary Aided College for pupils aged 11 to 16.

Getting around St Helens

Situated on the main A580 East Lancashire Road and at the centre of the region's motorway network, St Helens is one of the best-connected towns in the country. And once you get into the town centre, parking couldn't be simpler with spaces for over 2,300 cars on our Council run car parks.

St Helens has an efficient bus network with regular services from across the region passing through the main bus station on Bickerstaffe Street, alongside the Hardshaw shopping centre and a few hundred yards away from the newly redesigned Central Railway Station. From here, there are direct rail links with nearby Eccleston, Thatto Heath and Lea Green in addition to direct train to and from Liverpool, Wigan and Manchester.

Out and about in St Helens!

In our multi-award winning Cultural Quarter we have the perfect location for our new-look arts and entertainment venues – The Citadel and Theatre Royal. The Citadel was voted by *The Independent* as one of the top ten jazz and blues venues in Britain, with theatre, dance, music and film events also on the agenda.

If you want art, then the Godfrey Pilkington Art Gallery and the World of Glass museum are the places for you, giving you a flavour of the town's industrial heritage and history. As is the North West Museum of Road Transport with the largest collection of old buses in the country – especially if you have kids.

At the heart of the town's shopping offering is Church Square, St Helens largest indoor shopping centre, with popular high street stores amongst the many shops.

Outside of town is Ravenhead Retail Park on the Linkway, where you will find some of the larger retailers, conveniently situated in one place. While St Helens Retail Park may offer the same but it also houses a number of independent and discount stores.

When it comes to eating out, St Helens town centre has many restaurants appealing to all tastes and budgets from café bars and coffee shops to international and traditional British cuisine. Or if you are simply looking for a place to enjoy a few drinks, we have the traditional pubs with many serving real ale, modern bars and clubs in and around the town centre, with the biggest concentration of eating and drinking establishments on Bridge Street and Westfield Street

In the Area

St Helens excellent communication links offer a gateway for you to explore the local area, and there's loads to do nearby with [Knowsley Safari Park](#) right on our doorstep. And if you want countryside, then we have loads with Sankey Valley Country Park, Billinge Hill and Carr Mill Dam on the edge of the town. Venturing further out of town, the splendour of Knowsley Hall will impress you with its 2,500-acre scenic parkland that resembles a scene from *Brideshead Revisited*.

On the edge of the town we have the product of "The Big Art Project", an ambitious public art commissioning initiative from Channel 4, supported by Arts Council England, the national development agency for the arts, and The Art Fund, the UK's leading independent art charity.

Dream has generated worldwide media coverage for St. Helens, and was awarded the prestigious Marsh Sculpture Prize for the best public sculpture of the year, plus 8 other awards. It is attracting tens of thousands of additional visitors to the site and surrounding region every year.

When it comes to Sport, there can only be one in the town: rugby league!

In St Helens we are fanatical about the game and with some justification because, the 'Saints' are the most successful Super League team in history, and having just taken delivery of a fabulous new stadium, who can blame us?

If you love football, then all of Liverpool and Manchester's grounds are within 40 minutes travelling time from the town centre.

Our leisure facilities are second to none with 4 state of the art, council run, leisure centres, golf course and driving range, as well as private clubs in the area, you won't be lost for something to do!

Advisory Note to Applicants

Information for Applicants

Please download, complete and return the CES application form, recruitment monitoring form and disclosure form by the closing date specified.

Please ensure that you fully complete all the relevant sections. Please ensure that you provide an up-to-date email address as we often contact candidates electronically rather than by post.

You should make reference to the person specification and job description stating your particular strengths and how your experience to date has prepared you for this particular role.

Please note that CVs will not be accepted.

Safeguarding – Disclosure and Barring Service Check

St Cuthbert's Catholic Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The position advertised is subject to an Enhanced Disclosure and Barring Service Check, medical clearance, satisfactory references, qualification checks and eligibility to work checks under the Asylum and Immigration Act.

At Interview

If you are invited for interview, references will be taken up prior to your interview. Applicants are also requested to bring to interview the original documentation of their qualifications. Applicants who have not received an invitation to interview within two weeks of the specified closing date should assume they have not been shortlisted (unless otherwise stated in the advertisement).

Application Closing Date:

The closing date for applications is **Friday, 6th March 2015 by 3:00pm.**

Interviews will be held during **w/c 16th March 2015.**

Completed application forms should be returned by email to stcuthbert@sthelens.org.uk or posted to:

The Principal
St Cuthbert's Catholic Community College
Berrys Lane
Sutton
St Helens
WA9 3HE

Thank you for considering St Cuthbert's Catholic Community College and we look forward to receiving your application.





**For more information, please contact the Acting Principal
Ms Pat Lally on 01744 678123**

St. Cuthbert's Catholic Community College for Business & Enterprise
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Merseyside
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