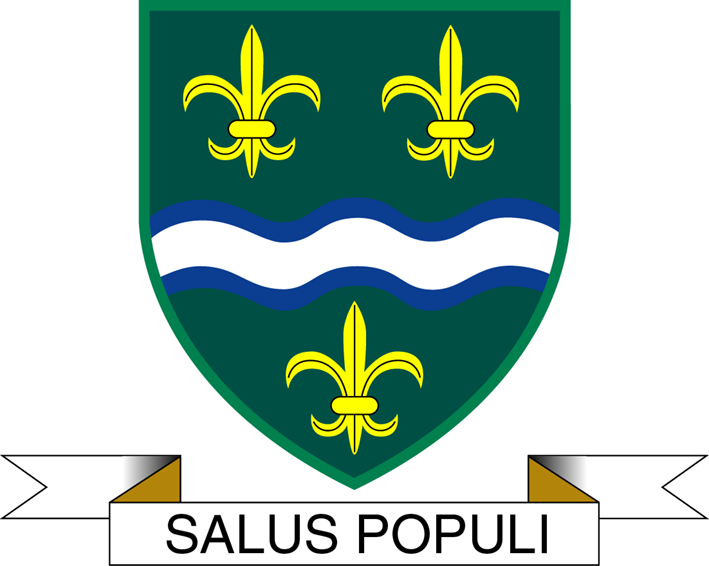
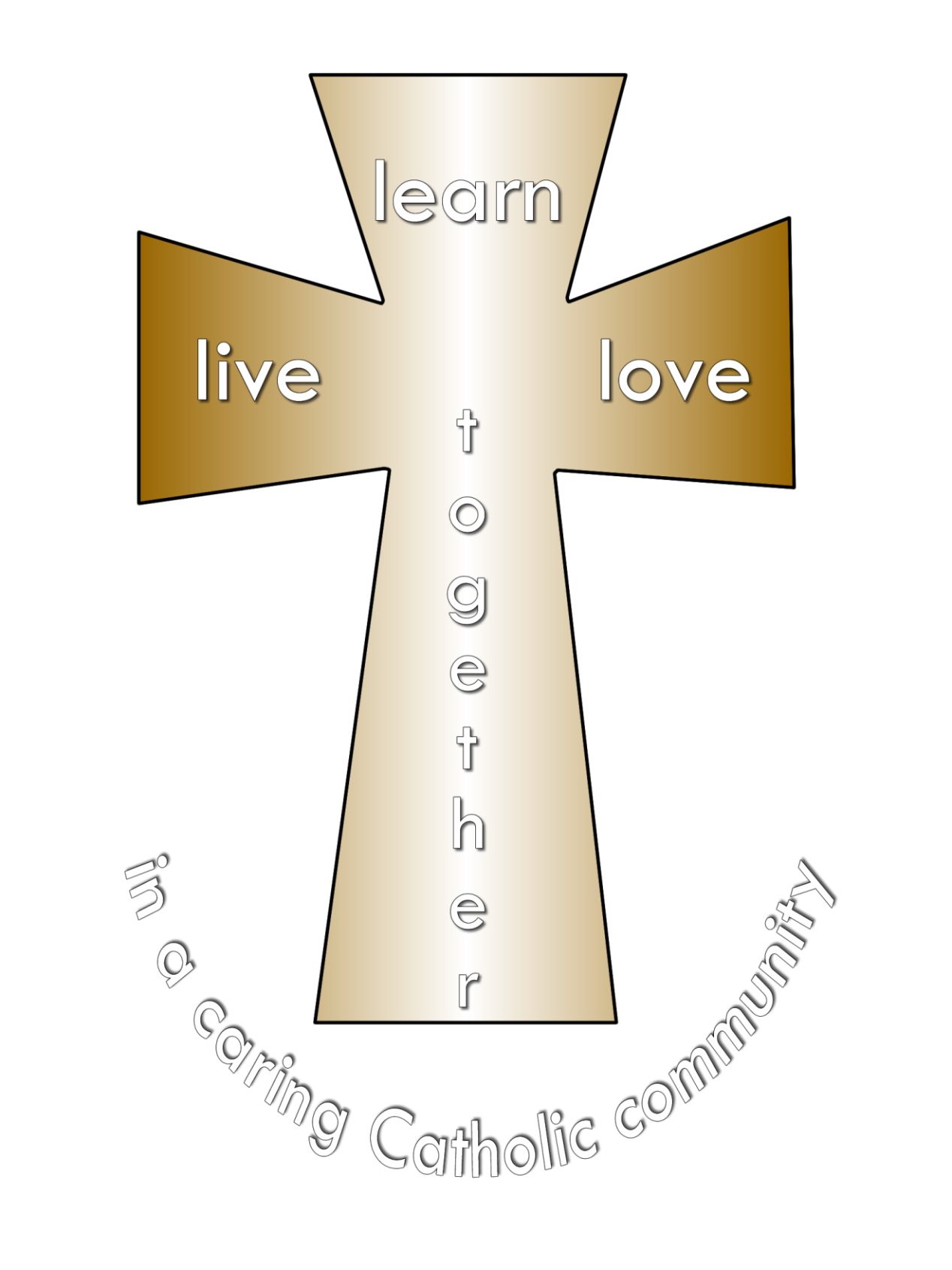
Our Lady’s Catholic

College



Teacher of English



Dear Colleague,

**TEACHER OF ENGLISH – Permanent FT (Main Pay Scale)**

Thank you for your enquiry about the above position. I am pleased to enclose information about the post and the school. Please also visit our website **www.olcc.lancs.sch.uk** for other useful information and particularly our latest ‘Good’ Ofsted Report and our Denominational Report and our Facebook page for up to date information about our events and activities.

Our Lady’s is a highly successful 11-18 Catholic comprehensive school. Our academic success consistently places us in the top few schools in Lancashire and the top schools nationally for pupil progress at KS4. At KS5 our students are again in the top non-selective schools in Lancashire for facilitating subjects and the average Vocational Level 3 grade is Distinction \*. Our sustained academic success is acknowledged in the local community and has contributed to a soaring level of admissions requests.

Our success is not measured solely in academic terms however, it is the Christian ethos and warmth of spirit that makes Our Lady’s such a special community. These attributes reveal themselves in many ways including a welcoming, safe environment and excellent pupil-teacher relationships In the words of our Denominational Inspection Report which has judged us to be an ‘Outstanding’ Catholic school:-

‘a school which is universally inclusive and focuses on developing and celebrating the talents of all who work and learn there.’

‘Pupils articulate with great confidence and assuredness that they feel appreciated, that their views matter and that, regardless of their circumstances, they will be supported by caring teachers and support staff’.

Collegial relationships in the school are extremely strong and staff members are supported by a well-informed and dedicated governing body.

Thanks to support from the Lancaster Diocese and a highly professional and dedicated Site Team we have transformed our learning environment and now enjoy a bright and attractive building which is well resourced to support our ambitious objectives.

Extra-curricular activities are varied and exciting. Perusal of our Facebook will give an indication of the quality and range of experiences available to our young people. The fact that they respond enthusiastically to these opportunities is evidenced by their considerable success in performance and competition both locally and nationally.

We are proud of our Catholic faith and although many of our pupils and staff are not Catholic they rejoice in the benefits that working within a caring Catholic community brings to everyone. The whole community of Our Lady’s is working to Oscar Romero’s ideal of “Aspire not to have more, but to be more”. We pride ourselves on how our young people put their faith into action and use their gifts to help those less fortunate than themselves.

Should you be successful in your application to join us, we can promise you a demanding but fulfilling experience. This position offers you the opportunity to make a crucial contribution to the future success and wellbeing of our young people.

Yours sincerely



Helen Seddon

**Headteacher**

### THE SCHOOL

Our Lady’s Catholic College opened in September 1964 to serve the Lancaster, Morecambe and Carnforth areas. We have six main feeder schools, three in Lancaster itself, two in Morecambe/Heysham and one in Carnforth. However, our current Year 7 is drawn from over 30 different primary schools.

In 2017, our Year 11 students have successfully taken on the stretching new English and Maths 9-1 GCSE qualifications and we are pleased that a number of our students have achieved the new gold star of grade 9. We have seen a 100% pass rate in Maths and a 99% pass rate in English. In the last year of traditional GCSE A\*-C grades before we see almost all subjects move to 9-1 in 2018 we see another rise in our overall A\*-C pass rate which is a fitting farewell to the established grading system.

Our Year 13 students have once again done fantastically with another exceptional set of exam results. Top grades are up again at A\* or A and three quarters of all grades are at A\*-C. We have seen a 100% pass rate in the new linear A-levels with an impressive 40% A\*-A across the Science subjects of Biology, Chemistry and Physics.

We have once again performed outstandingly in the facilitating subjects with 27% of A- level students gaining at least 3 grades AAB with 2 or more of these grades being in some of the most demanding A-level subjects. Last year we were placed us in the top 3 schools in Lancashire on this measure. This once again shows that our most able students have performed brilliantly despite the introduction of new tougher A-level exams.

Our results in vocational subjects are once again exceptional with a record 75% of all grades being at Distinction\*. We had 12 students who gained at least 3 straight Distinction\* and 1 student who gained 4 grades all at Distinction\*

Almost all our students have secured their first choice of university place with students also successful in assuring places on high quality apprenticeship schemes such as EDF. We are delighted that our students can now embark on the next stage of their careers.

**THE ENGLISH DEPARTMENT**

The English department is a well-established and highly motivated team. The team currently consists of nearly seven full time teachers. The department is well resourced and enjoys suited accommodation, all of which is equipped with data projectors and interactive white-boards.

English is a very popular subject with our students and A-Level English has high take-up rates combined with excellent student outcomes. Each year a number of students go on to study English at degree level.

**THE POST**

**Full Time**

We are looking to appoint a Teacher of English from September 2018 to maintain the very high standards of teaching in the English department. A few periods of teaching another subject may also be required depending on the exact final timetabling.

**JOB DESCRIPTION**

All staff are required to carry out the duties of a school teacher as set out in the current School Teachers’ Pay and Conditions Document.

This post is subject to a Catholic Education Service form of contract.

**TEACHER OF ENGLISH**

Reports to: Subject Leader of English

**Principal Duties and Responsibilities:**

* to actively promote the Catholic Mission of the school
* to ensure the maintenance and delivery of the school ethos through the departmental team
* to plan, deliver and assess high quality teaching with clear objectives which encourages pupils to participate to their optimum level
* to carry out the tasks of a form tutor
* to promote good relationships with parents
* to promote and maintain high standards of pupil behaviour within the department
* to ensure implementation of the school’s Health and Safety policy
* to give active support to the school’s extra-curricular programme
* to manage high standards of display and care of furniture and fittings in the learning environment of the English department and your teaching rooms.
* to carry out such other tasks as the Headteacher may reasonably require

**Key knowledge & understanding**

* The School Mission Statement
* All teaching staff must understand and uphold the professional code of the General Teaching Council for England by demonstration of all the professional standards for QTS.
* A secure knowledge and understanding of specialist subject(s) to degree level, sufficient to cope securely with subject-related questions which students raise and to know about students’ common misconceptions and mistakes.
* A detailed knowledge of the relevant aspects of the National Curriculum and other statutory requirements and the demands expected of students in relation to KS4 and a knowledge of relevant post-16 courses.
* An understanding of subject progression KS2 to KS5.

**Key functions**

1. **Planning**

* Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the students being taught.
* Select and make good use of textbooks, ICT and other learning resources to enable teaching objectives to be met.
* Set appropriate and demanding expectations for students’ learning and motivation. Set clear targets for students’ learning, building on prior attainment.
* Identify students who have special educational needs, and know where to get help in order to give positive and targeted support.
* Take account of the needs of all pupils in each class, including the most and least able.
* Provide opportunities to develop students’ understanding by relating their learning to real and work-related examples.
* Maintaining adequate records on the delivery of the curriculum and on pupil progress in line with school and departmental policy.

1. **Teaching & managing student learning**
   * Use teaching methods with whole classes, groups and individuals that ensure that students are engaged and stimulated, that teaching objectives are met, that momentum and challenge are maintained, and best use made of teaching time.
   * Set high expectations for students’ behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.
2. **Assessment & reporting**

* Assess how well learning objectives have been achieved and use this assessment to inform future teaching.
* Mark and monitor students’ class work and homework, providing constructive oral and written feedback and setting targets for students’ progress.
* Work to secure progress towards targets.
* Prepare and present informative reports to parents.
* Provide accurate data for the school’s tracking system.

**4 Guidance & welfare**

Act as a form tutor, fulfilling the following functions.

* + Take responsibility for monitoring pupils’ academic and wider progress and development, acting in line with school policies in this area.
  + Carry out the tutor group registration, following up any absences as directed by school policy.
  + Review progress and support students in target setting and action planning.
  + Ensure that all pupils are valued and treated according to the aims of the school’s Mission Statement.
  + Lead daily collective worship, in line with school policy.

1. **Wider professional effectiveness**

* Take responsibility for own professional development, keeping up to date with research and developments in pedagogy and in teaching subjects.
* Understand professional responsibilities in relation to school policies and practices.
* Set a good example to students in personal presentation and conduct.
* Evaluate own teaching critically, using this to improve effectiveness.
* Work effectively with other school colleagues, attending meetings and liaising with representatives of other agencies as necessary.
* Organise display of work in own classroom and department areas.

**APPLICATION**

Application forms are available from the Headteacher’s Assistant. The Application form should be returned to the school with a covering letter setting out your suitability for the role. Please pay attention to the above description and the attached ethnicity forms. The closing date for applications is 20th April 2018 with interviews scheduled for 2nd May 2018.

If you have any further queries with regard to this role, please do not hesitate to contact Julie Creer on Tel: 01524 66689 or via email j.creer@olcc.lancs.sch.uk

***This school is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to share this commitment.***