



Mount Carmel

RC HIGH SCHOOL

A family of faith & learning



Application Pack

Assistant Curriculum Leader
Modern Foreign Languages

www.mountcarmelhigh.co.uk



/MountCarmelHigh



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Welcome from the Headteacher



Dear prospective candidate,

Thank you for your interest in the position of Assistant Curriculum Leader Modern Foreign Languages at our school. I hope that after reading this letter and the information included in the application pack you feel inspired to apply for the post. Please can I also encourage you to visit our website and ensure your application is submitted on our school application form together with a formal supporting letter addressed to David Rushton, Chair of Governors.

Firstly, let me introduce myself. My name is Xavier Bowers and I continue to feel privileged to have been appointed Headteacher of Mount Carmel RC High School, in September 2011. Much has changed in the last 6 years and I am pleased to say that the school has very much been transformed for the better in so many ways. We are all extremely proud of the many significant improvements we have made and are really positive about the future development of the school.

Mount Carmel Roman Catholic High School is an 11-16 Voluntary Aided mixed comprehensive which is proud to be at the heart of the Catholic Community in Hyndburn. We are also here for all families who share our values and beliefs and have recently changed our admissions policy to reflect this. We see each child as an individual with their own unique set of talents and qualities. It is largely a happy school, where everyone is warmly welcomed, respected and valued. We work closely with our partner primary schools and our Parish priests are frequent visitors to school. We are also a school that faces considerable barriers to learning and the successful candidate must be able to demonstrate a relentless pursuit of excellence alongside the resilience and emotional skills required of effective teachers working in schools in challenging circumstances.

Latest School Inspection 13-14 October 2015

As part of the 3 year inspection cycle we were visited by Ofsted in October 2015. A new Ofsted framework was introduced in September 2015 and Mount Carmel was the first secondary school in the Lancashire Education Authority to be inspected under this more rigorous and demanding framework. The Ofsted team agreed with the school's own evaluation that the quality of teaching, learning and assessment was at least 'good' and they also saw effective actions being taken to promote pupils' spiritual, moral, social and cultural development along with their physical well-being. Safeguarding of pupils was also recognised as being effective. Ofsted judged all these criteria as being 'good'. The overall effectiveness of the school however was judged as 'requiring improvement'. This was due to the school not demonstrating sufficient convincing evidence that it is rapidly improving attainment and progress particularly in Maths and English to secure a 'good' judgement. We are extremely pleased and proud to maintain our Good judgements for; Effectiveness of leadership and management, Quality of teaching, learning & assessment and Personal development, behaviour and welfare and we are determined to further improve outcomes for all pupils but particularly Pupil Premium and HAP in 2017 and in the future.

Mount Carmel is a school that continues to undergo a significant transformation and we believe going from strength to strength but sadly this is not yet reflected in the outcomes for pupils. We have made significant changes to leadership and management at senior and middle leader levels and are building strong foundations to secure and sustain further school improvement in the future. We are currently below floor standard for the new schools performance measures introduced in 2016 and have recently been placed on the Lancashire LA monitoring and intervention list due to being a vulnerable school based on outcomes for



pupils. We will now receive additional support from the LA but also additional monitoring arrangements will be put in place to ensure that all pupils, but in particular Pupil Premium and HAP, demonstrate better outcomes. Our governors are very closely involved in shaping the strategic direction of our school and the monitoring and evaluation of school improvement issues. They are excited about the improvements we have made but understandably concerned about the lack of improvement in outcomes for pupils, particularly Pupil Premium and HAP. We have also done much to strengthen our links with all our Catholic feeder primary schools, our parish priests and our reputation in the local community. This has been further enhanced by creating our own school chapel and ensuring that our current Year 7 cohort are oversubscribed.

Modern Foreign Languages Department

The MFL Department at Mount Carmel currently consists of two members of staff and we offer French and Spanish to our students. All students study French in Year 7 and Year 8 and 9 some also have the opportunity to study Spanish. We currently have two Year 10 GCSE French groups and one Year 11 group and, with the re-introduction of Spanish in Key Stage 3, we are hoping to offer GCSE Spanish from 2018 onwards.

Given the expectation of government appears to be that by 2022 at least 75% of all pupils should study the EBACC qualification we are also hoping to investigate the opportunity to offer community languages such as Urdu, Punjabi and Gujarati as part of the school provision either during the day or after school.

The department has recently appointed a new Curriculum Leader after a very successful period as Assistant Curriculum Leader. The school would like to appoint an equally talented and passionate teacher to help take the department to its next stage of development.

The department enjoys a very successful teaching and learning profile which has had a positive impact on results over the last 4 years. We have seen significant improvements in results, including the school's best ever GCSE French results (89% A*-C in 2015), improved performance of cohorts of students (HAP, ethnic minorities and boys) and, this year, we celebrated achieving National Average for A*/A for the first time. As a result, GCSE French is now becoming a popular choice in Key Stage 4.

With the new GCSE exam starting this year, there is a unique opportunity for the successful candidate to contribute to development of an already successful department. This is a very exciting opportunity to help lead the MFL department at Mount Carmel and to develop a flag ship department across school and the local area.

The School

The teaching and support staff are extremely supportive of the Senior Leadership Team and are fully committed to meeting the needs of all pupils, especially by focusing on all pupils achieving at least expected levels of progress in all subjects but in particular English and Maths.

One of our key strengths is the quality of care, guidance and support. 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 complement our pupils on their behaviour, appearance, their generosity and the warm welcome they receive. This is one of the reasons I was attracted to work at the school and I have not been disappointed. Mount Carmel is a great place to work and you really do feel you are making a positive difference to the lives of young people on a daily basis.

Improving learning and teaching is at the heart of everything we do at Mount Carmel. We have developed a self-reflective culture at all levels that continually celebrates and recognises success but at the same time questioning, what we can do better? We provide a curriculum experience that enables all our students to maximise their talents while ensuring they are well prepared to make a positive contribution to society.

The local Area

The school is situated in Accrington within the District of Hyndburn. Hyndburn District is made up principally from the centres of Accrington and Oswaldtwistle with the smaller centres of Church,



Clayton-le-Moors, Rishton and Great Harwood. The M65 Motorway means that Accrington has become much more accessible, now being only 20 minutes from Preston / Chorley areas. The M61 and M66 also ensures that Accrington is equally accessible to the Bury, Bolton and Greater Manchester areas.

The picturesque countryside of the Ribble Valley and Bowland Fells are on our door step with the Lake District and Yorkshire Dales National Parks within an hour away by car. Due to the motorway network major cities of Manchester, Preston, and Liverpool and all also easily accessible.

If you believe you can make a positive contribution to the success of our school and play a key role in developing Modern Foreign Languages at Mount Carmel, then we would be keen to receive your application. You are also very welcome to visit school prior to writing a formal application. 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 occasion. However I am always willing to give feedback to unsuccessful applicants after the appointments have been made.

Xavier Bowers (Headteacher)



Job Advertisement



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

ASSISTANT CURRICULUM LEADER
Modern Foreign Languages

Teachers' Pay Scale +TLR2a

Start date: January 2018

Closing date: 23rd October 9.00am

Interviews: 27th October

The successful candidate must be able to teach French and Spanish across key stages 3 & 4.

We are looking for a colleague who is ambitious and hardworking to join our friendly staff in a department committed to raising achievement.

Application form, job description and person specification available from

www.mountcarmelhigh.co.uk

**Return completed application to
vacancies@mountcarmelhigh.lancs.sch.uk**



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Job Description

JOB PURPOSE

Under the reasonable direction of the, 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 support the Curriculum Leader and to deputise when and where appropriate.

To ensure provision of an appropriately broad, balanced, relevant and differentiated KS3 curriculum for students studying in the curriculum area, in accordance with the aims of the school and the curricular policies.

To develop and enhance the teaching practice of others.

To monitor and support the overall progress and development of students as a teacher/ Form Tutor.

Reporting to: Curriculum Leader

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

Liaising with: Headteacher, Senior Leadership Team, SENCO, Teaching Assistants, Achievement Co-ordinators, Teachers and Support Staff

Working time: Full time as specified within the STPCD

Salary Grade: Classroom Teachers' pay scale + TLR2a

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 undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

STRATEGIC PLANNING

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the department, within the designated area.
- To assist in monitoring and following up student progress.
- To assist in the implementation of school policies and procedures, for example Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc.
- To work with colleagues to formulate aims and objectives for the department which have coherence and relevance to the needs of students and to the aims and objectives of the school.
- To support the Curriculum Leader in the application of ICT in the curriculum area.

CURRICULUM PROVISION

- To liaise with the Curriculum Leader to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective KS3 curriculum programme which complements the School's Development and School Self-Evaluation.



Job Description

CURRICULUM DEVELOPMENT

- To support curriculum development within the whole department
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To monitor actively and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the Curriculum Leader to maintain accreditation with the relevant examination and validating bodies.

STAFFING

- To work with the Curriculum Leader and the Headteacher to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To continue professional development as agreed with the Curriculum Leader and Assistant Headteacher for Staff Development
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the school's ITT programme.
- To support the Curriculum in the day to day management of staff within the department and act as a positive role model.

SCHOOL SELF EVALUATION

- To assist in the process of the setting of targets within the department and to work towards their achievement.
- To help to establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all relevant curriculum area within the department.
- To contribute to the school procedures for lesson observation.
- To participate in the monitoring and evaluation of the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required and respond to the School Self-Evaluation Action Plan for the department.
- To assist in the use of analysis and evaluation of performance data.
- To assist in the production of reports on examination performance, including the use of value-added data.
- To assist the Curriculum Leader in providing the Governing Body with relevant information relating to the departmental performance and development.
- To assist in the identification of exam entries within the department.

COMMUNICATION AND LIAISON

- To help ensure that all members of the department /curriculum area are familiar with its aims and objectives.
- To ensure effective communication/ as appropriate with the parents of students.
- To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- To contribute to the planning and delivery of school liaison activities.
- To contribute to the development of effective subject links with partner schools and the community, attending, where necessary, liaison events in partner schools and promoting subjects effectively at liaison events in school, partner schools and the wider community.
- To promote actively the development of effective subject links with external agencies.



Job Description

MANAGEMENT OF RESOURCES

- 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 monitor and support the overall progress and development of students within the curriculum area.
- To help to monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description.
- To contribute to PSHE, Citizenship and Enterprise according to the school policy.
- To assist in the implementation of the Behaviour Management system in the Department so that effective learning can take place

SPECIFIC RESPONSIBILITIES

- To work with the Curriculum Leader in monitoring and analysing assessment data for groups of pupils across both phases.
- To have full responsibility for the coordination and development of the KS3 Curriculum
- To develop and implement intervention strategies for targeted pupil groups across the department.
- To provide strategies to monitor and support groups of pupils to colleagues.
- Further responsibilities will be negotiated with the successful applicant and the Curriculum Leader and shared with the Headteacher.
- They will be agreed and reviewed on a regular basis as and when appropriate and used to form targets as part of the school Appraisal Policy.

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.

September 2017



Person Specification

ESSENTIAL REQUIREMENTS

Qualifications

- Qualified teacher status
- Recognised degree or equivalent

Faith Commitment

- Sound understanding of the distinctive nature of a Catholic school

Personal and professional qualities

- A proven track record at GCSE level
- A proven track record of lesson observations graded good and/or outstanding using the Ofsted framework
- High levels of motivation, enthusiasm and commitment
- Has the ability to monitor staff performance, support and target set if appropriate
- Has the ability to promote collaboration and work effectively as a team member
- Has the ability to establish successful relationships at all levels
- Has a high regard to professional development and awareness of his/her own training needs
- Has the ability to contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice and providing advice and feedback
- Has the skills to ensure that lessons are effective and consistently well-matched to learning objectives and the needs of learners
- Has the teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as, or better than, similar learners nationally
- Has a sense of humour

Knowledge and skills

- Has the necessary knowledge and experience to undertake the duties of the post
- Has an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subject/curriculum area including those related to public examinations and qualifications
- Has an excellent knowledge and understanding of the subject/curriculum area and related pedagogy including how learning progresses within them
- Has the depth of knowledge and experience to be able to give advice on the development and well-being of children and young people
- Has self-confidence, personal impact and presence
- Has leadership skills
- Has organisational skills
- Has good communication skills
- Has the ability to relate well to students, staff, parents and governors
- Has commitment to their own further professional development
- Has the ability to demonstrate the necessary skills required for the whole school management and development of Modern Foreign Languages

Other

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 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

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 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.



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, stored.

Examination Successes 2017



Sadie Poole

Sadie achieved 5 As in PE, DT, Science Core and Additional and RE, and grade 7s in English Literature and Maths. She is an ex-pupil of St. Anne's & St. Joseph's RC Primary School and will be going on to Clitheroe Royal Grammar School Sixth Form to study A-levels.

Shadab Syed

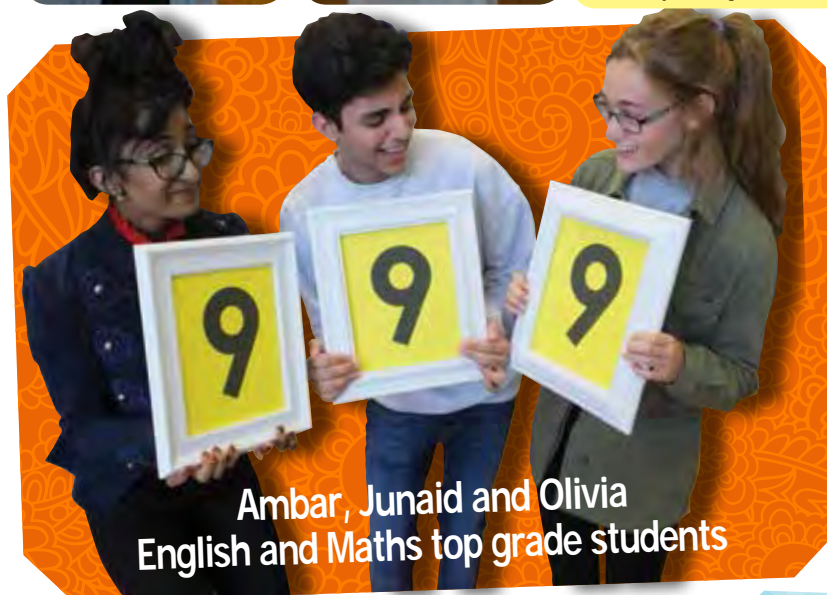
Shadab achieved 4 As in Science Core, Science Additional, RE and Geography, a grade 8 in Maths, a grade 7 in English Literature and a grade B in Computer Science. Shadab is going on to study A-Levels at St. Mary's College, Blackburn.



Sanchita Ray

1A*, 4A,
1 Grade 8, 1 Grade 7,
1 Grade 6, 1B

Sanchita achieved an amazing set of GCSE results with an A* in French, a grade 8 in Maths, grade As in Science Core and Additional, PE and geography.



Ambar, Junaid and Olivia
English and Maths top grade students

Ambar Siddique

Ambar Siddique (Head Girl) achieved incredible results which included a grade 9 in Maths, 5 A*s in RE, Business, Science Core, Additional and Further Science and 2 A grades in PE and Computing. She was our highest achieving pupil of 2017. Ambar attended St Paul's Primary School and she is looking forward to studying A Levels in maths, biology and chemistry at St Mary's College in Blackburn and hopes to go to study medicine at university in the future. She said "I'm glad that I've done well in the subjects that I want to do at A Level. Overall I'm going to miss the school. I've had some good times here. It's going to be weird leaving."

Junaid Ahmed

Junaid achieved a grade 9 in Maths, 4 A*s in Science Additional, Health and Social Care, RE and French, 2 As in Science Core and Computing and a grade 8 in English Literature. Junaid also met or exceeded the majority of his targets across all subjects. Junaid intends to go to Nelson & Colne College to study A-Levels and then aims to go into study medicine at university. Junaid said: "The grade 9 in maths was very unexpected. It's opened doors in the future I did not think would be open to me. I got predominantly As and A*s which I was expecting but I'm really happy with the grade 9 in maths".

Callum Evans

Callum Evans (Head Boy) achieved 4 A*s in Science Additional, ICT, RE and French, a grade 8 in Maths and English Language, and 2 As in Science Core and Business. Callum is an ex-pupil of St. Anne's and St. Joseph's RC Primary School, and he is going on to study Biology, Chemistry and Physics A-Level with the aim of going to university to study veterinary. He commented "I'm really proud of myself and so pleased that all the hard work paid off!"



Niamh Kay

1A, 4B, 1C, 3 Grade 6



Genta Sadiku

2A, 3B, 1 Grade 7,
2 Grade 6 and 1 Dist.



Chloe and Alex Eadon

Chloe overcame some very difficult personal circumstances to achieve excellent grades, including A*s in Geography and Religious Education, a grade 8 in Maths (two grades above her target!), 2 As in Science Core and Additional and 2 grade 7s in English Language and Literature.

Chloe's twin brother Alex also did extremely well in equally difficult circumstances and achieved an A* in Religious Education and A grades in History and Science and grade 5's in English and Maths. Chloe and Alex joined us from St. Mary's RC Primary School, Clayton-le-Moors.

Faye Clayton

Faye received grade 8s in both English Language and English Literature, 3As in Science Additional and RE and 2 Bs in Science Core and PE. Faye said "After staying after school to revise or attend intervention sessions most nights, I can now say it was all worthwhile". Faye attended St. Peter's C.E. Primary School, and will be taking up the offer at Runshaw College to study A levels in Law, Psychology, History and English Literature.

Bartosz Wisniewski

Bartosz achieved a grade 8 in Maths, an A in Science and 3 B grades. He joined us from Sacred Heart Primary and will be studying Maths and Further Maths at A-Level. He commented "I put lots of effort into English, working hard at home to achieve my target grades. It was definitely worth the effort!"



Ofsted Inspection

October 2015

Ofsted concluded we are a GOOD school in the following areas;

Good ofsted

Quality of teaching, learning & assessment

"In lessons students enjoy their learning, behaviour is positive and they make good progress. Teachers work hard to form good relationships with students."

Ofsted Inspection Report, OCTOBER 2015



Good ofsted

Personal development, behaviour and welfare

"The school's work to keep students safe is very effective. There is a strong culture of care and nurture, which is appreciated by students and their parents."

Ofsted Inspection Report, OCTOBER 2015



Good ofsted

Effectiveness of leadership & management

"Leaders set high expectations of students and staff and have created a culture of respect and tolerance. Leaders at all levels are determined to make a difference to young people's lives."

Ofsted Inspection Report, OCTOBER 2015



XAVIER BOWERS
HEADTEACHER
MOUNT CARMEL
R.C. HIGH SCHOOL



Mount Carmel

RC HIGH SCHOOL



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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.



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www.mountcarmelhigh.co.uk



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