



# CARTMEL PRIORY

## *CofE* School

A SPECIALIST SCIENCE SCHOOL  
AND UNIQUE SECONDARY SCHOOL EXPERIENCE

Run Faster | Reach Further | Aim Higher | Grow Tall | Work Harder | Think Deeper | Laugh Louder | Love A





## Cartmel Priory Church of England School

Cartmel, Grange over Sands, Cumbria LA11 7SA

Email: [admin@cartmelprioryschool.co.uk](mailto:admin@cartmelprioryschool.co.uk)

[www.cartmelprioryschool.co.uk](http://www.cartmelprioryschool.co.uk)

Tel: 015395 36202

March 2017

Dear Applicant

Thank you for your enquiry about the post of Subject Leader, English at Cartmel Priory Church of England School. Please find attached an application pack as requested.

I hope the information provided will encourage you to apply for the post. If you should find you require more information on the post or the school, please do not hesitate to contact me.

Please include with your completed application form a letter of application, which should be no longer than two sides of A4, clearly setting out how your skills and experience will enable you to meet the criteria for Subject Leader, English/job description. Candidates will be shortlisted based on the requirements of the subject leader criteria and job description.

The closing date for applications is 1pm, Thursday 23 March 2017. Regrettably, it is not our policy to acknowledge receipt of application forms or to inform unsuccessful candidates. If you have not heard from the school by Tuesday 28 March 2017, you should assume your application has been unsuccessful.

Closing date for applications – 1pm, Thursday 23 March 2017

Short listing – Thursday 23 March 2017

Interview date – Tuesday 28 March 2017

Yours faithfully

Dr Paul Williams  
Headteacher

Cartmel Priory Church of England School Academy Trust is a charitable company limited by guarantee in England and Wales  
Company number: 07740632 VAT Registration number 128150044

Head Teacher: Dr P Williams  
Deputy Head: Mrs C Ashcroft  
Business Manager: Mrs J Coulston



Science



Healthy School





# Cartmel Priory CoE School

## Job Description

<b>Post Title:</b>		<b>SUBJECT LEADER ENGLISH</b>
		<b>TLR 2.2</b>
<b>Purpose:</b>		<ul style="list-style-type: none"> <li>• To work towards ensuring that each individual student develops and achieves to their full potential.</li> <li>• To be the 'leading teacher' of the department, including taking the lead in the development of teaching and learning.</li> <li>• To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area. This provision is to be in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.</li> <li>• To monitor and support the progress of students within the curriculum area.</li> <li>• To monitor and evaluate all aspects of the work of the department and to plan and implement appropriate strategies for improvement.</li> <li>• To take an active role in the cross curricular sharing of good practice, especially relating to literacy across the curriculum.</li> <li>• To work with the librarian and other key staff to ensure the effective functioning and development of literacy strategies.</li> <li>• To advise the SLT of any welfare issues arising from the relevant subject area.</li> </ul>
<b>Reporting to:</b>		Deputy Headteacher
<b>Liaising with:</b>		Head/Deputy, relevant non-teaching support staff, governors, external agencies and parents.
<b>Working time:</b>		195 days per year. Full time
<b>Salary/Grade:</b>		TLR 2.2
<b>Disclosure level:</b>		Enhanced DBS

<b>MAIN (CORE) DUTIES</b>		
<b>Operational/ Strategic Planning</b>		<ul style="list-style-type: none"> <li>• To lead the development of appropriate specifications, resources, schemes of work, marking policies, assessment and teaching strategies in the department.</li> <li>• To monitor, evaluate and follow up all aspects of the department's work, including student progress.</li> <li>• To ensure the implementation of school Policies and Procedures, for example Safeguarding, Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy etc.</li> <li>• 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.</li> <li>• To lead the management of the business planning function of the department and to ensure that the planning activities of the department reflect the needs of the students, and the aims and objectives of the school.</li> <li>• To attend and contribute to subject leader meetings and to organise and run department meetings as required.</li> <li>• To support the appropriate use of ICT in the curriculum area.</li> </ul>
<b>Curriculum Provision:</b>		<ul style="list-style-type: none"> <li>• To ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme, which complements the school's strategic objectives and provides appropriate challenge for all students.</li> </ul>
<b>Curriculum Development:</b>		<ul style="list-style-type: none"> <li>• To keep up to date with national developments in the subject area and teaching practice and methodology.</li> <li>• To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.</li> <li>• To liaise with the Exams Officer to maintain accreditation with the relevant examination and validating bodies.</li> </ul>
<u><b>Staffing</b></u>  <b>Staff Development:</b>  <b>Recruitment/ Deployment of Staff</b>		<ul style="list-style-type: none"> <li>• To promote teamwork and to motivate staff to ensure effective working relations.</li> <li>• To contribute to appraisal and to act as the reviewer for members of the English Department, including ensuring that staff development needs are identified through this process.</li> <li>• To work with the SLT so that appropriate provision is in place to meet such staff development needs.</li> <li>• To ensure the effective efficient deployment of classroom support in English.</li> <li>• To work with the SENCO and others to ensure the effective delivery of English/literacy related intervention programmes.</li> <li>• To oversee English intervention programmes, including small group tuition and GCSE boosters.</li> <li>• To participate in the school's ITT programme.</li> </ul>



<b>Quality Assurance:</b>		<ul style="list-style-type: none"> <li>• To ensure the effective operation of quality control systems.</li> <li>• To lead the process of the setting of targets within the department and to work towards their achievement.</li> <li>• To help to establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all relevant curriculum areas within the department.</li> <li>• To implement school quality procedures and to ensure adherence to those within the department (including lesson observation and work sampling).</li> <li>• 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.</li> <li>• To seek/implement modification and improvement where required within the relevant curriculum area.</li> </ul>
<b>Management Information:</b>		<ul style="list-style-type: none"> <li>• To ensure the maintenance of accurate and up-to-date information concerning the relevant curriculum area on the management information system.</li> <li>• To analyse and evaluate performance data and to use this to improve pupil performance with a particular focus on vulnerable groups.</li> <li>• To help to produce reports within the quality assurance cycle.</li> <li>• To assist in the production of reports on examination performance, including the use of value-added data.</li> <li>• To manage the identification of exam entries within the department.</li> </ul>
<b>Communications:</b>		<ul style="list-style-type: none"> <li>• To help ensure that all members of the department /curriculum area are familiar with school and departmental aims and objectives.</li> <li>• To ensure effective communication/ as appropriate with the parents of students.</li> <li>• To liaise with Governors, partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.</li> </ul>
<b>Marketing and Liaison:</b>		<ul style="list-style-type: none"> <li>• To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases.</li> <li>• To contribute to the development of effective subject links with partner schools and the community. This will include attendance, where necessary, at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events in partner schools, and the wider community.</li> <li>• To actively promote the development of effective subject links.</li> </ul>
<b>Management of Resources:</b>		<ul style="list-style-type: none"> <li>• To identify resource needs and to contribute to the efficient/ effective use of physical resources</li> <li>• To co-operate with other departments to ensure a sharing and effective usage of resources to the benefit of the school and the students.</li> <li>• To support the librarian in identifying relevant resources for the library.</li> </ul>

<b>Pastoral System:</b>		<ul style="list-style-type: none"> <li>• To monitor and support the overall progress and development of students within the curriculum area.</li> <li>• 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.</li> <li>• To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description.</li> <li>• To contribute to cross-curricular aspects such as literacy, PSHE, citizenship and enterprise curriculum according to the school policy.</li> <li>• To assist in the implementation of the Behaviour Management system in the department so that effective learning can take place.</li> </ul>
<b>Teaching:</b>		<ul style="list-style-type: none"> <li>• To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.</li> </ul>
<b>Additional Duties:</b>		<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its' distinctive ethos and to encourage staff and students to follow this example.</li> </ul>
<b>Other Specific Duties:</b> <ul style="list-style-type: none"> <li>• Those listed in the generic teacher job description not already stated here.</li> <li>• To support the Christian ethos of the school, including meeting its' legal requirements for worship.</li> <li>• To ensure the safeguarding of all children in the school in line with the school's child protection policy and other related policies.</li> <li>• To be responsible for personal professional development.</li> <li>• To undertake any other duty as specified by STPCB not mentioned in the above.</li> </ul> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>		

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 may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Date: February 2017



<b>CRITERIA FOR SUBJECT LEADER ENGLISH</b>	
<b>ESSENTIAL</b>	
• Degree or equivalent	
• Qualified Teacher Status and at least three years teaching experience (by September 2017)	
• Ability to communicate effectively with staff at all levels	
• Ability to carry out the organisational aspects of management effectively, efficiently and to agreed timescales	
• Commitment to developing and leading an effective team	
• Ability to evaluate own work and that of others and to plan and implement improvement effectively, including in others	
• Understanding of how to ensure high standards of achievement in English at KS3 and KS4 and a commitment to securing this	
• Experience of developing schemes of work and teaching resources	
• Commitment to ensuring an engaging and effective English curriculum at KS3 and KS4	
• Highly effective English teaching Key Stage 3 and 4, including the effective implementation of Assessment for Learning	
• Positive approach to and enthusiasm for teaching	
• Willingness to contribute to extra curricular activities	
• Commitment to continuing professional development	
• Support for the school's Christian ethos	
<b>DESIRABLE</b>	
• Some leadership or managerial experience of the subject, eg managing a key stage or leading development in a specific area (in English)	
• Experience of monitoring and evaluation within English and the implementation of improvement plans/strategies	
• Experience of working with others to develop/improve classroom practice	
• Understanding of how to use assessment data to impact positively on teaching and learning and student attainment	
• The ability to use ICT to enhance teaching and learning in English, and as a information management tool	

## **Background Information**

### **The English Department**

The English Department is led by a Subject Leader for English (the post advertised) and, in addition, has one full time and one part time (0.8fte) English teacher. The department is located in a suite of three classrooms and is well resourced with a wide range of novels and plays, and full sets of *Skills for Writing* text books for KS3. Staff are supportive of each other, sharing resources and planning effectively. The team also shares strong relationships with English colleagues in the South Lakes Federation.

The English Department has three rooms each with a digital projector. IT facilities, the Drama Room and School Library can be booked through a computerised booking system. The Librarian supports the delivery of the school's Accelerated Reader programme.

The school runs a two week timetable based on 1 hour lessons. Students study seven periods of English per fortnight in KS3 and eight periods per fortnight in KS4. KS4 students follow the Edexcel specification for the new GCSE English and English Literature qualifications. *Let's Think in English* is embedded in both KS3 and KS4. Students are currently taught English in groups set according to their ability.

The department is committed to high standards and has a record of good results, with a positive Progress 8 score and 85% of pupils attaining a C or above in GCSE English Literature and/or Language in 2016. As a school, we are committed to high standards and the new Subject Leader for English will have a vital role in ensuring the school remains successful.

### **The School**

Cartmel Priory Church of England School is located in the village of Cartmel, within its own extensive grounds in a delightful setting. Cartmel itself is an attractive rural village (placed in The Times '30 Best Villages in Britain'). Cartmel is close to the edge of the Lake District National Park and two miles from Morecambe Bay. The school buildings date from 1958 with later extensions. Since 2000, there have been several upgrades to the building. Cartmel Priory School serves the Cartmel Peninsula drawing students primarily from seven local primary schools (Allithwaite, Cartmel, Dean Barwick, Flookburgh, Grange, Leven Valley and Lindale), though there are a small number of students who come from beyond this area. We have developed excellent links with our local primaries and a programme of English, maths, PE and science outreach work is in place with local primary schools.

Cartmel Priory School is a really special place to work. It is a small rural 11-16 school with 346 students on roll. Students and staff have created a very caring school community. It is one of two Church of England secondary schools in Cumbria, both of which are non-selective convertor academies. Our intake is fully comprehensive. We have students, therefore, of all abilities and social backgrounds, but with lower than average levels of deprivation overall (as measured by % FSM). The average attainment of our students on entry varies from year to year, but is generally around the national average overall. Staff, however, do a great job of ensuring that pupils perform above average by the end of KS4 and the school is regularly placed amongst Cumbria's highest performing schools in terms of 'Value Added' and 'Progress 8' criteria.



The school is a member of the South Lakes Federation (SLF). The SLF comprises nine secondary schools/academies, an FE college, a special school and the University of Cumbria. Our commitment is to work together to secure improvement across the whole of the South Lakes area through collaboration. This includes collaborative work at subject level and a joint commitment to the South Lakes Teaching School, which also provides support for Initial Teacher Training.

Behaviour is very good but, as with all schools, there are some challenging groups and individuals.

The school was inspected by Ofsted in June 2013. Ofsted judged the school to be 'Good with outstanding behaviour'. The school was inspected by SIAMS in March 2015 and was judged to be outstanding. The school is committed to academic success but also to the education of the whole child, our school Bible verse being "I have come so that they may have life and have it to the full". Offering a wide range of opportunities to our students is, therefore, important to the school and the majority of staff contribute to clubs and activities of various types from GCSE boosters and homework club, to sports clubs, chess, choir, band, the annual school production and the John Muir Award. We, therefore, offer the reward of working in a school where individuals matter and where you can make a real difference to the lives of the students.

Finally, our greatest strength as a school is the commitment of our staff (teaching and non-teaching) to the students and the fact that as a staff we know the students and each other as individuals. As a small rural school, Cartmel is not able to offer the same financial rewards as larger schools. What we do offer is the challenge and demands of teaching and leadership in a school where individuals matter and where you will get to know and be able to make a real difference to the lives of young people. The school is quite willing to support and develop someone with talent in the initial stages of their leadership career, as well as considering candidates with significant experience.

If you feel you have the skills and/or potential to succeed in this post, we will not only challenge you to achieve high standards and success, but will support you in doing so.

*Cartmel Priory 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 appointments are subject to a satisfactory CRB check.*



**Cartmel Priory Church of England School Academy Trust**  
Headless Cross, Cartmel, Cumbria, LA11 7SA  
11-16 Mixed Comprehensive – NOR 346



**SUBJECT LEADER English MPS/UPS plus TLR 2.2 - £4,398 pa  
required for September 2017**

This successful small rural community school, located in the South Lakes, requires a Subject Leader for English to lead the team. This is a very special place to work and is an opportunity to contribute to the success of a school, placed as the highest performing in Cumbria in the 2016 performance tables, where teamwork is essential and the children are truly known as individuals.

"Staff and students alike receive care and support of the highest quality". SIAMS 2015

For further details and an application pack, see our website: [www.cartmelprioryschool.co.uk](http://www.cartmelprioryschool.co.uk),  
contact [admin@cartmelprioryschool.co.uk](mailto:admin@cartmelprioryschool.co.uk) or telephone: 015395 36202

**Closing date for applications:- 1pm, Thursday 23 March 2017**

Cartmel Priory School is committed to safeguarding and promoting the welfare of children. All posts are subject to a satisfactory enhanced DBS check. Cartmel Priory School promotes equal opportunities.





# CARTMEL PRIORY

## C of E School



Run Faster | Reach Further | Aim Higher | Grow Tall | Work Harder | Think Deeper | Laugh Louder | Love /



Cartmel | Grange over Sands | Cumbria | LA11 7SA

Tel: 015395 36202

Email: [admin@cartmelprioryschool.co.uk](mailto:admin@cartmelprioryschool.co.uk)



follow us on twitter @CartmelPriorySc



Like us on  
**Facebook**

Cartmel Priory C of E