

Mount Carmel



R.C. HIGH SCHOOL

A family of faith & learning



**RECRUITMENT APPLICATION PACK
FOR THE POST OF**

Geography Curriculum Leader

Teachers Pay Scale + TLR 2.4 £7,017

APRIL 2021

Wordsworth Road
Accrington
Lancashire BB5 0LU

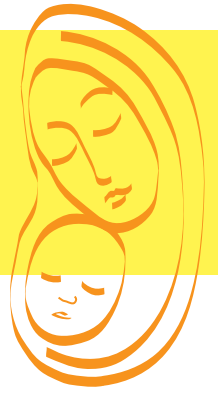
01254 233458

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





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WELCOME FROM THE Headteacher

I continue to feel proud and privileged to be Headteacher at Mount Carmel and it is a pleasure to work with and alongside staff who share the same passion, purpose and vision.

Xavier Bowers



Dear prospective candidate,

Thank you for your interest in the position of Curriculum Leader of Geography at Mount Carmel RC High School. I hope that after reading this letter and perhaps looking at the information available on our website, 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 track record of year on year improvement during the past 4 years, has high aspirations and expectations for staff and pupils and is proud of being a good Catholic school in all aspects (Section 48 Inspection, 3 March 2020).

Firstly, let me introduce myself. My name is Xavier Bowers and I continue to feel extremely proud to have been appointed Headteacher of Mount Carmel in September 2011. During the last 9 years, we have very much transformed the school as demonstrated by sustained, incremental improved outcomes for the past 4 years for all pupils, including pupil premium and SEND.

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 them. 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 11-16 Voluntary Aided mixed comprehensive which is proud to be at the heart of the Catholic community in Hyndburn. We are here for all families who share our values and beliefs and our admissions policy reflects this. 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 developed 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' culture where everybody, regardless of their role and responsibilities, is 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 teachers. Consequently, we have a staff 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 fully supportive of the improvements we have made. They are well informed and regularly provide a good balance of challenge and support to the Headteacher, senior and also 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. 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 doorstep with the Lake District and Yorkshire Dales National Parks within an hour away by car. Due to the motorway network, the major cities of Manchester and Preston, are all also easily accessible.





If you believe you can make a positive contribution to the success of our school as a Curriculum Leader of Geography, and have the expertise, experience and skills to add capacity to our existing teaching staff, 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, in advance 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 occasion. However, I am always willing to give feedback to unsuccessful applicants after the appointment has been made.

Yours sincerely

Xavier Bowers
Headteacher





Information about the Geography Department

This is an exciting time to take up the post of Curriculum Leader of Geography at Mount Carmel. The geography classrooms have been refurbished and we have also re-organised the school to ensure that all departments are suited together. The department is currently made up a Curriculum Leader of Geography and 2 dedicated and motivated specialist teachers of geography, one is currently a part-time post but in September will be full time post due to the increase in geography take up at GCSE level. All but a small number of groups at KS3 are taught by a geography specialist. As a result of geography being a key EBacc subject we are exploring all opportunities to further expand take up at KS4.

We are looking to appoint a dedicated, ambitious and highly motivated Curriculum Leader of Geography who will continue the excellent work of the previous post holder and ensure that a well-planned and sequenced geography curriculum will be effectively delivered so that all pupils will make good progress and achieve good GCSE results in the future.

Most importantly, you must be a consistently good or outstanding teacher who also has a proven record of raising the attainment and ambitions of pupils of all abilities in Geography up to and at GCSE level. The successful candidate will join a committed team of curriculum leaders who work effectively together to constantly strive to raise achievement and deliver a highly ambitious and enriching curriculum. Suitable CPD will be provided for the successful candidate and a supportive SLT Link system will provide regular advice and guidance.





Job advert



Mount Carmel

RC HIGH SCHOOL

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

Curriculum Leader

Geography

**Teacher's Pay Scale + TLR2.4
£7,017**

Required from September 2021

Closing date: 18 May 2021 at 9am

Interviews: 27 May 2021

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.

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Job description



JOB TITLE: Curriculum Leader of Geography

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).

- provide professional leadership and management for students and staff within the department;
- be accountable for the results and performance of the department;
- support, develop and lead the members of staff to ensure that the department makes a measurable contribution to whole school targets.
- to play a full part in the life of the Catholic School community, to support its distinctive mission.

Reporting to: SLT link for Geography

Responsible for:

All aspects of leadership and management of the Geography department and learning across the curriculum.

Liaising with: Headteacher, Senior Leadership Team, SENCO, Teaching Assistants, Pastoral Leaders, Assistant Pastoral Leaders, Teachers and Support Staff

Working time: Full time as specified within the STPCD

Salary Grade: Classroom Teachers pay scale + TLR 2.4 £7,017

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 PSCHE, RSE & worship
- To promote actively the school's corporate policies

At strategic level:

- Actively support the Headteacher and SLT in their work to raise aspirations, progress and attainment for all pupils at Mount Carmel RC High School
- Actively support and secure the commitment of the department to the vision, direction, climate, culture and policies of the school and lead by example at all times.
- Be a presence around the school and take responsibility for dealing with issues which arise
- Actively work with the Headteacher and SLT in envisioning, planning, implementing, monitoring and reviewing policies and procedures
- Promote and ensure high levels of progress and attainment within the department and support the SLT in promoting these school-wide

STRATEGIC PLANNING

At department leadership level:

(i) Judge standards and monitor achievement across the department

- Through the use of data, to monitor the progress and attainment of all students taught by the department, as well as targeted groups of students such as those vulnerable to underachievement and to use this data to plan and deliver effective intervention strategies
- To review with the department members their assessments of progress for classes and individuals, including sampling of books and students' work
- To report on progress towards targets
- To discuss work, progress and attitudes with samples of students
- Support the Department in: (i) developing classrooms which provide a stimulating, challenging and safe environment; (ii) securing effective, independent learners, high standards of achievement and behaviour; (iii) ensuring that risks are properly assessed and concerns are reported and acted upon
- Support and assist staff within the department to ensure they understand and are actively implementing the schools agreed policies and procedures





Job description



- Plan the most effective grouping of students to meet all needs
- To liaise with the Deputy/Assistant Headteacher Teaching & Learning to maintain accreditation with the relevant examination and validating bodies.
- To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.

(ii) Evaluate teaching and support members of the department to do so

- Monitor through observation and spot checks the quality of learning and teaching in the department and provide regular feedback for the SLT so that good practice is known and disseminated within the department and where necessary, areas for development and appropriate strategies for support are identified and implemented
- Evaluate and modify/create as necessary Schemes of Learning to ensure that they focus on consistent and effective teaching and learning
- Review teachers' planning
- To discuss with students AfL, self and peer assessment, independent learning opportunities, their ability to see the relevance of the subject across other areas
- Take full responsibility for the management of students in the department by using effective strategies at an early stage, thus avoiding the need to refer problems to others

(iii) Lead sustainable improvement

- Ensure all staff within the department are clear as to whole school expectations and targets, as well as department, subject and individual targets and their role in achieving these
- Set Performance Management targets which meet the department and school Improvement Plan priorities and which will have a tangible impact on pupil progress and the quality of teaching in the department
- Lead groups of staff in development activities and evaluate outcomes
- Provide, as appropriate, support, training and development opportunities for department staff, NQTs, GTPs, ITTs, supply teachers and new staff

(iv) Managing the team

- Ensure communication and strong partnerships are ongoing, effective and efficient by (i) meeting regularly with the SLT Line Manager to ensure s/he is fully apprised of the successes, issues and concerns of the department.
(ii) working proactively with all stakeholders, and especially parents, so that they are informed about issues as they relate to the department area: curriculum, standards, behaviour, attendance, policies, practices, targets and development, for example
- Ensure the efficient and effective use of funding and resources to address the need for meeting best value criteria

Curriculum Provision

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

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 SLT link to maintain accreditation with the relevant examination and validating bodies.

Staffing

- To work with the SLT link 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 SLT link 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



Job description



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 SLT link 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.

Management of Resources

- To assist the SLT link 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.
- To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System.
- 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 comply with the school's Health & Safety policy and undertake risk assessments as appropriate.

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)

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

- Has experience of management and leadership.
- 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 geography

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

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





Person specification



THE APPLICATION PROCESS

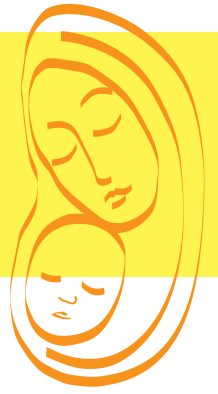
Applicants should submit an application form along with a formal supporting letter addressed to the Chair of Governors detailing why they would like to be considered for the role.

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 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.



Mount Carmel



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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.



How to find us

POSTCODE FOR SAT NAVS **BB5 0LU**

Wordsworth Road
Accrington
Lancashire

01254 233458

vacancies@mountcarmelhigh.lancs.sch.uk

www.mountcarmelhigh.co.uk



/MountCarmelHigh

