



# CORPUS CHRISTI CATHOLIC HIGH SCHOOL

Together in One Body

Head of Modern Foreign Languages  
(German & French)

MPS/UPS + TLR 2.3 (£6,698)

## APPLICATION PACK

# Welcome

I should like to extend to you a very warm welcome and thank you for expressing an interest in the post of Head of Modern Foreign Languages. In February 2019, Ofsted acknowledged the transformational change that has taken place at Corpus Christi, when we were judged as a 'Good' school. I urge you to read the exceptionally positive report in full, which clearly recognises the significant progress made in our journey towards 'Outstanding'.

Ofsted reported that 'leaders and governors are unrelenting in their drive to improve educational experiences for all pupils. They are determined to ensure that all pupils benefit from a good quality of education that prepares them well for the future.' They also stated that 'Teachers have high expectations and they expect the best from pupils. As a result, pupils have positive attitudes to learning. They want to do well'.

Staff voice responses to the questionnaire used during the inspection were unanimously positive, which reflects the shared vision held by our extraordinarily supportive team. Our CPD programme is proven to bring about marked improvements in teaching practice and many of our staff have also been supported in achieving nationally recognised qualifications, including NPQML, NPQSL and CCRS.

As a result of this impressive transformation, we have received an unprecedented increase in the number of pupils joining our school over the last year and we are therefore seeking to appoint a number of additional teachers for September 2021. Governors are seeking to appoint a well-qualified, ambitious and highly effective teacher who has the drive, determination and skills necessary to make a significant contribution to the further development of our Modern Foreign Languages Department.

The post of Head of Modern Foreign Languages here offers huge opportunities both for our school and for you. The capacity for further improvement and sustained progress towards outstanding is very strong. In driving forward further improvement, you will have the support of a team whose collective professionalism and dedication, particularly their commitment to our distinctive Catholic ethos, are exemplary. This is an exciting time to join our school.

We are a Catholic school and our faith is central to all that we do. However, we do welcome applications from all colleagues who are committed to upholding the ethos of our school. All colleagues who are considering applying for this post are strongly encouraged to visit our school before submitting their application. If you would like to visit, please contact Mrs Kerr at school to arrange an appointment. This is an exciting time to join our school and I wish you well in your application.

Yours sincerely,



**David Hubbard**  
**Headteacher**



# Letter to Applicant

Thank you for your interest in our recent advertisement for the post of Head of MFL at Corpus Christi Catholic High School. Please find details of the post enclosed with this letter.

## Application

If you wish to apply, please email your application to Mrs Helen Kerr, Headteacher's PA, at [hker@ccc.lancs.sch.uk](mailto:hker@ccc.lancs.sch.uk) or post your completed application form and letter of application to our Headteacher Mr Hubbard at the address shown below. Letters should address the criteria identified in the person specification in no more than 2 sides of A4 paper, font size 11 - Arial. Please note that only Catholic Education Service application forms will be accepted and that you should not enclose a Curriculum Vitae.

## Closing Date

Please ensure that your letter of application arrives by 12 noon on Monday 12 April 2021. We will not be able to accept applications received after the closing date.

## Shortlisting

Shortlisting for the post will take place shortly after this date. Shortlisted candidates will be informed by telephone and details of the selection process will then be sent out by email. If you have not been shortlisted we will inform you of this in writing shortly after an appointment has been made.

## Selection Process

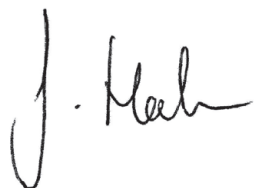
Details of the selection process will be made available to shortlisted candidates once shortlisting has been completed. Confirmed interview dates are dependent on government restrictions in place at the time of shortlisting.

Corpus Christi Catholic High School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

If you require any further information about this post or you would like to make an informal visit prior to submitting your application, please contact me at [jhan@ccc.lancs.sch.uk](mailto:jhan@ccc.lancs.sch.uk).

We look forward to receiving your application.

Yours sincerely,



**Mr J Hankin**  
**Deputy Headteacher**

**Corpus Christi Catholic High School**  
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Phone: 01772 716912  
Fax: 01772 718779  
[www.ccc.lancs.sch.uk](http://www.ccc.lancs.sch.uk)





# General Information

Above everything else, Corpus Christi is a Catholic High School and our faith lies at the heart of all that we do. We have worked hard to develop a strong Catholic ethos and we take pride in the impact that we have on the life chances of our pupils, particularly those who are the most disadvantaged by their circumstances.

We serve an area of significant social disadvantage. Around 20% of our pupil population is eligible for pupil premium. The overwhelming majority of pupils who attend our school travel by bus from inner-city social housing estates. We are proud to be such an inclusive and welcoming school.

Attainment on entry is significantly below average and many of our pupils come from families with significant and complex needs. We are proud of our success in securing valuable progression routes for almost all pupils. A few pupils access highly successful alternative provision; the large majority of them secure jobs or apprenticeships as a result.

Strong governance has proved pivotal in supporting rapid improvement. Governors provide an appropriate balance of challenge and support and know our school extremely well.

When we were inspected in February 2019, inspectors recognised that leaders and governors had taken strong and decisive action to secure further improvements in pupils' behaviour, their engagement with learning, the quality of teaching, leadership, parental engagement and outcomes. Inspectors judged Corpus Christi to be 'good' in all aspects and during the team meeting on the final day of the inspection the lead inspector reported that she had not seen 'any poor behaviour anywhere in school' during the two day inspection.

As a result of our absolute determination to provide the best possible opportunities for all our pupils to thrive and achieve their full potential, Corpus Christi is a school where expectations are high, where pupils behave well and where the focus on learning is very strong. We are now a school of choice and the number of pupils on roll has increased from 589 in 2018/19 to 720 in 2020/21. In July 2020, for the first time in many years, we had a waiting list with over 30 pupils seeking admission into Year 7. In line with this improvement in pupil numbers, our budget position will improve significantly from April 2021, when the budget will fully reflect the significant increase in pupil numbers.

Colleagues are uncompromising in their high expectations of behaviour, which has improved markedly in recent years. There has been a significant reduction in referrals from class. Lesson observations and learning walks show that behaviour is typically good. The number of pupils excluded from school and the number of incidents leading to a period of internal exclusion have fallen, including for disadvantaged pupils.

Punctuality has also improved dramatically over the last three years and in September 2018 we launched a new approach to supporting pupils with poor attendance that has had a striking impact on overall attendance (improving from 94.3% for autumn term 1 in 2017/18 to 95.3% for the same period in 2018/19).



# General Information

We have implemented a new approach to tracking progress and assessing attainment so that teachers in both Key Stages 3 and 4 are clear about gaps in performance, including for the most-able and disadvantaged pupils, and take effective action to close them.

We have invested in a multitude of resources to enrich pupils' learning experience including a new drama studio, new science laboratories, a vast garden area and a new landscaped area for our Year 7 pupils. We have ambitious plans for the further development of our infrastructure, including a new state of the art food and nutrition room, further landscaping, a new Chapel and new science laboratories.

Our philosophy places Gospel values at the heart of a creative and engaging curriculum. We are proud of our professional school productions, our curriculum enrichment days, our retreat days and the opportunities that pupils have to take part in learning days at UCLan and Cardinal Newman College.

Monitoring and evaluation are exceptionally strong at all levels and result in highly effective actions being taken to address areas of weakness. Our validated evaluation of the quality of teaching, learning and assessment shows that the vast majority of teaching is good or better.

Our analysis of GCSE performance in 2020 confirms our view that we have continued to make significant progress in our drive to raise attainment. Headline figures for the proportion of pupils attaining pass grades in both mathematics and English improved to 61%, and the proportion of pupils attaining mathematics and English at grades 5 or higher improved to 32%. Since April 2013, 23 teachers whose teaching was not good enough at that time have left Corpus Christi, including teachers of mathematics, English and science.



# General Information

We have further strengthened middle leadership. We have a new Head of Mathematics, a new Head of Science, a new Head of English, a new Second in RE and a new Second in PE. Combined together, these staffing changes have further strengthened our middle leadership team and our capacity for further improvement.

We have increased the curriculum allocation for mathematics from 3.5 to 4 hours per week, the time for separate sciences from 6 hours per week to 7.5 hours and the allocation of time for optional subjects from 2.5 to 3 hours per week. This will enable us to bring greater depth to learning; more of a mastery approach.

We work hard to get to know our parents and families well and to work in partnership with them to ensure that any issues are dealt with promptly and in a supportive way. Attendance at the Year 11 Parents' Evenings in January 2019 was 96%. Responses to the parent view questionnaire completed by a large number of parents at parental meetings throughout the year are all overwhelmingly positive. Pupils' spiritual, moral, social and cultural development is promoted through a wide range of activities including liturgy and prayer, curriculum enrichment days, faith and justice days, our CPSHE curriculum, school trips, charitable work and our whole school discussion topics.

Pupils receive impartial advice and careers guidance throughout their time at Corpus Christi. As a result, pupils are well-supported and clear about the next steps that they will be taking when they leave school.

Safeguarding is highly effective. Our very strong Catholic ethos places a strong emphasis on mutual respect and caring for each individual. Pupils look after each other and are keen to support those who are in difficulty. The highly effective pastoral team ensures that pupils and families are well supported when they are experiencing difficulties.

We have secured significant improvements in the quality of teaching, behaviour, leadership and outcomes in recent years. Leaders and governors are determined that this should continue and the capacity for further improvement is strong.





# Job Description

## **Corpus Christi Catholic High School**

### **Head of MFL**

**TLR 2.3 (£6,698)**

**Required from September 2021**

### **Core Expectations**

Heads of Department at Corpus Christi Catholic High School have a prime responsibility to promote the development of our school as a Catholic Christian community.

They provide professional leadership and management for their department to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils. This is a key post within our school reflecting considerable responsibility towards individual pupils and staff. The primary responsibility is to ensure that each student is cared for, is stimulated to learn and enjoys engaging with their subject. The Head of Department is a leading figure in the school whose task as a leader is to be alert to the needs of the school in general. You should, by example, inspire others to a general contribution to the development of the school, taking part in consultation that is necessary to this development.

### **Accountability**

Your immediate responsibility for subject teaching and department matters is to the Headteacher. Your immediate responsibility in respect of form tutor duties is to your Head of Year.

### **Core Duties**

#### **1 Set high expectations which inspire, motivate and challenge pupils**

- establish a safe, caring and stimulating environment for our pupils, rooted in Gospel values
- set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions
- demonstrate consistently the positive attitudes, values and behaviour which are expected of our pupils.

#### **2 Promote good progress and outcomes by pupils**

- be accountable for pupils' attainment, progress and outcomes
- be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these
- guide pupils to reflect on the progress they have made and their emerging needs
- demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching
- encourage pupils to take a responsible and conscientious attitude to their own work and study.



# Job Description

## **3 Demonstrate good subject and curriculum knowledge**

- have a secure knowledge of Modern Foreign Languages, foster and maintain pupils' interest in the subject, and address misunderstandings
- demonstrate a critical understanding of developments in Modern Foreign Languages and curriculum areas, and promote the value of scholarship
- demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English.

## **4 Plan and teach well structured lessons**

- impart knowledge and develop understanding through effective use of lesson time
- promote a love of learning and children's intellectual curiosity
- set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired
- reflect systematically on the effectiveness of lessons and approaches to teaching
- contribute to the design and provision of an engaging curriculum in Modern Foreign Languages.

## **5 Adapt teaching to respond to the strengths and needs of all pupils**

- know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively
- have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these
- demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development
- have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.

## **6 Make accurate and productive use of assessment**

- know and understand how to assess attainment in Modern Foreign Languages, including statutory assessment requirements
- make use of formative and summative assessment to secure pupils' progress
- use relevant data to monitor progress, set targets, and plan subsequent lessons
- give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback.

## **7 Manage behaviour effectively to ensure a good and safe learning environment**

- have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the our behaviour policy
- have high expectations of behaviour, 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 involve and motivate them
- maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.





# Job Description

## 8 Fulfil wider professional responsibilities

- make a positive contribution to the wider life and Catholic ethos of our school
- develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- deploy support staff effectively
- take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
- communicate effectively with parents with regard to pupils' achievements and well-being.

## Specific Duties

### 1 Impact on educational progress beyond your own assigned pupils, assuming responsibility and accountability for:

- the major subject area of Modern Foreign Languages
- the development, implementation, delivery, co-ordination, monitoring, evaluation and measurement of impact on pupil performance of Modern Foreign Languages and the reporting of results and progression to a variety of audiences
- leading the process of departmental self-evaluation and submitting termly and annual self evaluation reports to governors
- the process of improvement planning in Modern Foreign Languages
- inspiring others by example to build positive relationships and uphold the ethos of the school.

### 2 Leading, developing and enhancing the teaching practice of others:

- to initiate and participate in departmental coaching including observation to assist colleagues' performance and aid collaboration and sharing of good practice
- to develop and apply observation techniques for the measurement and analysis of the quality of teaching and learning taking place in Modern Foreign Languages classes
- to provide consistent professional support, guidance and encouragement and act as a role model for colleagues within the MFL Department and our school as a whole
- to develop and lead appropriate professional development in Modern Foreign Languages to raise attainment and improve the quality of teaching.

### 3 Accountability for leading, managing and developing a subject area:

- to be responsible and accountable for the writing, implementation, monitoring & evaluation of schemes of work in Modern Foreign Languages
- to be responsible for the organisation and delivery of appropriate revision activities, including the department's contribution to the Year 11 Revision Programme
- to research, select and implement resources to complement and enhance the Modern Foreign Languages curriculum
- to use all available data to accurately predict results within Modern Foreign Languages
- to identify pupils and groups of learners at risk of underachievement and to support additional interventions to ensure success in Modern Foreign Languages.



# Job Description

## **4 Line management responsibility for a significant number of people:**

- all staff teaching Modern Foreign Languages ensuring that they have all necessary schemes of work, resources and relevant data and up-to-date subject information and guidance
- monitoring and evaluating the work of all individual staff in relation to the individual progress and attainment of pupils within each teaching group.

## **Additional Duties**

- to lead the self-evaluation process in Modern Foreign Languages, ensuring that monitoring and evaluation procedures are in line with our framework for curriculum self-evaluation
- to be responsible for the welfare, behaviour and attainment of all pupils studying in the MFL Department. This role will require you to maintain and update records for and communications with relevant pupils, staff and parents
- to be responsible for the oversight, management and development of the MFL Department and work with the relevant member of the senior management team ensuring that realistically achievable targets are set, ensuring that the process is fully understood by all parties (pupils, staff and parents), monitored, reviewed and effectively implemented within the MFL Department
- to assist in developing documentation and resources for this process, making use of school ICT based data management systems
- to assist in the management and development of a monitoring system using a variety of methodology to include observation. Such monitoring must be recorded and disseminated to the appropriate audience. To provide support as and when required to ensure that staff are aware and fully understand the standards expected in the process of delivery of the MFL curriculum
- to ensure that the strategy in the MFL Department for recording progress and attainment is coherent and effective
- to oversee the budget for the MFL Department and the ordering of replacement equipment
- to liaise with the SEN team, appropriate Heads of Year and the Assistant Headteacher in charge of provision for vulnerable pupils and ensure that the special needs of SEN pupils and all other groups of learners are met in the MFL Department
- to be responsible for reporting issues relating to Health & Safety in the MFL Department to the Health and Safety Co-ordinator.

## **Note:**

The above job description may be reviewed during the academic year. It may also be amended at any time, but before this happens you will be given appropriate opportunities to discuss any proposed amendments.



# Person Specification

## Appointment of Head of MFL: Criteria for Selection

**A = Application    I = Interview    E = Essential    D = Desirable    R = Reference**

	<b>A, I, R</b>	<b>E</b>	<b>D</b>
<b>Qualifications, Training and Experience</b>			
• Qualified teacher status	<b>A</b>	✓	
• A degree or equivalent	<b>A</b>	✓	
• Recent participation in relevant professional development	<b>A</b>	✓	
• Successful experience teaching Modern Foreign Languages at Key Stages 3 and 4	<b>A, I</b>	✓	
<b>Professional Knowledge and Understanding</b>			
A good knowledge and understanding of the following areas relevant to the secondary phase and their implications for a Catholic School:			
• Raising achievement	<b>A, I</b>	✓	
• Effective teaching and learning	<b>A, I</b>	✓	
• Effective behaviour management	<b>A, I</b>	✓	
• Students' educational and social development	<b>A, I</b>	✓	
• A thorough knowledge and understanding of current educational issues, in Modern Foreign Languages	<b>A, I</b>	✓	





# Person Specification

	A, I, R	E	D
<b>Leadership and Management</b>			
Applicants should be able to demonstrate from their experience an ability to:			
• Lead and manage others	A, I, R	✓	
• Create and secure commitment to a clear vision	A, I, R	✓	
• Initiate and manage change and improvement in pursuit of strategic objectives	A, I, R	✓	
• Prioritise, plan and organise	A, I, R	✓	
• Direct and co-ordinate the work of others	A, I, R	✓	
• Lead, support and work as part of a high-performing team	A, I, R	✓	
• Delegate tasks; monitor and evaluate outcomes	A, I, R	✓	
• Communicate effectively	A, I	✓	
• Motivate and inspire students, staff, governors and the wider school community	A, I, R	✓	
• Act as a role model for students and staff	A, I, R	✓	
• Deal sensitively with people and resolve conflicts	I, R	✓	
• Use appropriate leadership styles in different situations and understand their likely effects	I, R	✓	

As well as your completed CES Application Form you should include a Letter of Application, addressing the criteria identified above in no more than **2 sides of A4 paper, font Arial size 11**.

Please note that you are not expected to include an additional supporting letter within the application form itself.

