

Mount Carmel



R.C. HIGH SCHOOL

A family of faith & learning



**RECRUITMENT APPLICATION PACK
FOR THE POST OF**

Science Assistant Curriculum Leader

JANUARY 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 Assistant Curriculum Leader for Science 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.

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 tasked middle leaders across school to undertake a workload assessment of our key school teaching and learning policies based on the findings of the independent review bodies commissioned by Lord Nash. We now have a staff health and well-being working party to constantly review workload issues and have recently made some significant changes to 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 middle and senior 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 an Assistant Curriculum Leader for Science 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 Science Department

This is an exciting opportunity for an inspiring applicant to help lead a team of experienced, professional and forward-thinking Science teachers. Our team consists of seven Science specialists, three of whom are members of the SLT. At Mount Carmel the Science department offers AQA Triple Science and Combined Science GCSEs. We offer a range of enrichment opportunities for our pupils, which we will be extending in the future. The department has a suite of six well-resourced laboratories which are ably supported by an experienced laboratory technician. We have a large prep room which includes a teacher workspace with computers. ICT equipment is bookable by Science teaching staff and is used regularly by all teachers across both key stages.

Science examination results show an improving trend. In 2019, we achieved 53.5% grades 9-4, compared to 46.2% in 2018, and 9.4% grades 9-7, compared to 4.3% in 2018. We are confident that our continued improvements in systems and practices will increase progress and attainment in the future.

We are seeking to appoint a skilled classroom practitioner, who is innovative, passionate about education, enthusiastic and hard-working. The successful candidate will share in and contribute to the Curriculum Leader's vision for improving teaching and learning across the department. They will help to ensure that we continually improve the quality and consistency of our curriculum and provision for all pupils.





Job advert



Mount Carmel RC HIGH SCHOOL

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

Assistant Curriculum Leader Science

Teachers' Pay Scale +TLR 2.2
Required from September 2021
(earlier if possible)

Closing date: 27 January 2021 at 9am
Interviews: 4 February 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: Assistant Curriculum Leader of Science

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).

- 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 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 of Science

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

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

Working Time: Full time as specified within the STPCD

Salary/Grade: Classroom Teachers' Pay Scale + TLR2.2

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 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 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 Deputy 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 & 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 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 assist with the coordination and development of the 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.





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 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 science

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

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. 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.

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.



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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

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/MountCarmelHigh

