Mount Carmel

R.C. HIGH SCHOOL

Teacher of English

Job Application Pack

www.mountcarmelhigh.co.uk

A Family of Faith & Learning

Mount Carmel
R.C. HIGH SCHOOL

OUR MISSION

FAITH

We are a visible Family of Faith

We are all on a Christ-centred journey, supporting everyone with spirituality, compassion and tolerance.

Faith is embraced, nurtured and grown.

We are ambassadors for Christ, through charity, stewardship and participation.

FAMILY

We are a loving Family

We are a welcoming, inclusive and sharing community where every person is loved and able to flourish.

We exemplify a family of Christ; a family built on unconditional love, forgiveness, tolerance and acceptance.

God's children, your children, our children

LEARNING

We are an ambitious Family of Faith and Learning

Our work extends beyond the classroom; a commitment to curiosity and creativity everywhere.

Every person is encouraged and supported to reach the widest horizons as a unique, courageous and resilient child of God.

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R.C. HIGH SCHOOL

Teacher of English

Teachers' Pay Scale

This post is suitable for MPS and ECT teachers

Required from 1 January 2027

We are seeking to appoint a well qualified, talented and enthusiastic individual for this post.

Closing date: 24 September 2026 at 9am

Interviews: TBC

Job description, person specification and application form available from our website

www.mountcarmelhigh.co.uk

To arrange a visit to the school, please contact our HR Manager Mrs Helen Ward to arrange a mutually convenient date and time; **vacancies@mountcarmelhigh.lancs.sch.uk**

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post is subject to enhanced DBS clearance.

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exeptions) Order 1975 (as amended in 2013 and 2020). Please see the Recruitment Guidance Pack on our website for further information.

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WELCOME LETTER

Thank you for your interest in the position of teacher at Mount Carmel RC High School. We hope that after reading this letter and looking at the information available on our school website and social media accounts, you feel inspired to apply for the post.

You are also very welcome to visit the school, and meet the Headteacher in advance of submitting an application.

Context

Mount Carmel Roman Catholic High School is a thriving 11 to 16 Voluntary Aided mixed comprehensive which is proud to be at the heart of the Catholic community in Hyndburn. As a school we are becoming increasingly popular in the local area as reflected in our admissions for 26.27, where we received a record number of applications (443) for 162 places. This is testament to the strong reputation the school has in the local area.

At our school, we see each child as a 'gift' from God, and value them as such: a unique individual with their own set of gifts and talents ready to be nurtured and developed. Our school culture is based on this, with high expectations for all coupled with strong support: children and staff alike are supported to shine at Mount Carmel.

For the successful candidate, this is a fantastic opportunity to work in a school that has a proven track record of impressive GCSE results with our pupils consistently making above average progress. These results are testament to our sustained focus on ensuring that our teaching and learning is of an excellent standard and that pupils' behaviour is also excellent. Teachers receive a first rate CPD programme and new staff receive additional training and support to help quickly induct them into the Mount Carmel way.

Our most recent Ofsted Inspection took place on 25th and 26th November 2025. We were delighted to see that our hard work and dedication was rightly recognised and the school's strengths shone. Inspectors were particularly impressed with the support that our most vulnerable pupils received from our

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WELCOME LETTER

team. They also recognised the distinct family feel of the school and the strong emphasis placed on staff well-being.

Mount Carmel is a rewarding place to work, and you really will feel that you are making a significant, positive difference to the lives of young people on a day to-day basis. There is a real 'team' and 'family' culture where everybody, regardless of their role and responsibilities, is equally valued.

We look forward to welcoming you to our school.

With every blessing,

Ms Caroline Farrelly

Headteacher

www.mountcarmelhigh.co.uk

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THE DEPARTMENT

Information about the department

This is an exciting opportunity to join a highly committed, skilled and successful English department. I have been Curriculum Leader at Mount Carmel since September 2023 and feel extremely lucky to work with such a fantastic team, made up of 6 English teachers, 2 specialist English TAs and 2 Librarians. We have two Assistant Curriculum Leaders: one leads on KS4 and one leads on Whole School Literacy and Phonics. Our specialist TAs are deployed solely within the English faculty, providing small group tutoring, 1 to 1 support and in class support.

We follow the AQA syllabus for English Language and English Literature and achieved a fantastic set of results in Summer 2026, which were some of the strongest in school. Although we are extremely pleased with these results, we are constantly seeking ways to improve and adapt our teaching to suit each cohort. We are a collaborative team, and benefit from regular opportunities to share our practice and develop our teaching. Every fortnight (within the school day), we have a Department Teaching and Learning meeting which is dedicated to developing pedagogy. These meetings serve alongside the school's excellent coaching programme. In addition, we have regular department meetings and briefings.

The English Department has a dedicated suite of classrooms, all with interactive screens, and a faculty office. Teachers have their own classroom. There is a strong culture of reading across the school; every KS3 class visits the library once per week and we use the Accelerated Reader Programme to track and reward reading. We organise various trips to support the curriculum, including author visits to school, visits to local theatres and trips to Parliament.

You would be joining an extremely friendly and committed department. This post would suit a newly qualified teacher or a more experienced candidate; whatever your experience you would be fully supported by the faculty and the rest of the school. You are more than welcome to come and see the English faculty in action; please contact Helen Ward if you wish to arrange a visit. I look forward to receiving your application.

Natasha Forgham

Curriculum Leader of English

www.mountcarmelhigh.co.uk

Job Description

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 pupils' achievements.
- To monitor and support the overall progress and development of pupils as a teacher/ Form Tutor.
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate.
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.
- To contribute to raising standards of pupil attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

Reporting to: Curriculum Leader or Line Manager

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

Liaising with: Headteacher, Senior Leadership Team, Curriculum Leaders, Pastoral Leaders, relevant staff with cross-school responsibilities, Teachers and Support Staff

Working time: Full time as specified within the STPCD

Salary Grade: Classroom Teachers' pay scale

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 pupils to follow this example.
- Support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.

TEACHING

- To teach pupils according to their educational needs, including the setting and marking of work to be carried out by the pupil in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/ learning experience of pupils.
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for pupils which meets internal and external quality standards.
- To prepare and update subject materials, including schemes of work.
- To use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the syllabus.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of pupils as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

Job Description

STRATEGIC PLANNING

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department.
- To contribute to the Curriculum Area and department's development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole school's planning activities.

CURRICULUM PROVISION

- To assist the Curriculum Leader and Senior Leader for Teaching & Learning, to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.

CURRICULUM DEVELOPMENT

- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of pupils, examining and awarding bodies and the school's Mission and Strategic Objectives.

STAFFING

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Appraisal Review process
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.
- To act as positive role model to pupils.

SCHOOL SELF EVALUATION

- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including school self- evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- To review from time to time methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMS, registers, etc.
- To complete the relevant documentation to assist in the tracking of pupils.
- To track pupil progress and use information to inform teaching and learning.

COMMUNICATION & LIAISON

- To communicate effectively with the parents of pupils as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.
- To take part in liaison activities such as parents' evenings, review days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies

MANAGEMENT OF RESOURCES

- To contribute to the process of the ordering and allocation of equipment and materials.
- 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 pupils.

Job Description

EVERY CHILD MATTERS

- To be a Form Tutor to an assigned group of pupils.
- To promote the general progress and well-being of individual pupils and of the Form Tutor Group as a whole.
- To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System
- To register pupils, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
- To evaluate and monitor the progress of pupils and keep up-to-date pupil records as may be required.
- To contribute to the preparation of action plans and progress files and other reports
- To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved
- To communicate as appropriate, with the parents of pupils and with persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff
- To contribute to PSHCE, Citizenship and Enterprise according to school policy
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- To apply the Behaviour Management systems so that effective learning can take place

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

Mount Carmel R.C. High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The applicant will be required to safeguard and promote the welfare of children and young people.

Source Key: A = Application Form I = Interview R = References CC = Checking Certificates

Note: Candidates failing to meet any of the essential criteria will automatically be excluded

Qualifications

		Essential	Desirable	Source
	Qualified teacher status	E		
	Recognised degree or equivalent	E		

Personal and professional qualities

		Essential	Desirable	Source
	High level of motivation and commitment	E		
	Has the ability to communicate effectively and appropriately	E		
	Has the ability to establish successful relationships at all levels and can work as an effective member of the team	E		
	Has a vision of developing in the job	E		
	Has a high regard to professional development and awareness of his/her own training needs	E		
	Has a sense of humour	E		

Knowledge and skills

		Essential	Desirable	Source
	Has the necessary knowledge and experience to undertake the duties of the post	E		
	Has leadership skills	E		
	Has organisational skills	E		
	Has ICT skills	E		
	Has an understanding and awareness of current educational developments	E		
	Has demonstrated high standards in the necessary professional competencies required of teachers in: - Subject knowledge - Classroom management - Assessment, recording and reporting pupils' progress	E		

Person Specification

Extra essential requirements

		Essential	Desirable	Source
	Commitment to safeguarding and protecting the welfare of children and young people	E		
	Commitment to equality and diversity	E		
	Commitment to health and safety of children and young people	E		
	Commitment to sustaining regular attendance at work	E		
	Commitment to undertake relevant training and professional development	E		

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.

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 (for MPS teachers)
- 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

NB: Please do not submit applications or supporting documentation via TES online.

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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 warnings 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.

Posts that involve engaging in regulated activity relevant to children

It is an offence to apply for a post if the applicant is barred from engaging in regulated activity relevant to children.

Safeguarding and Child Protection Policy

Please see the Recruitment Guidance pack on our website for further information **www.mountcarmelhigh.co.uk**

Re-employment of Ex-Offenders

Please see the Recruitment Guidance pack on our website for further information **www.mountcarmelhigh.co.uk**

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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.

POSTCODE FOR SAT NAVS **BB5 0LU**

Wordsworth Road
Accrington
Lancashire

01254 233458
vacancies@mountcarmelhigh.lancs.sch.uk
www.mountcarmelhigh.co.uk