



# **CARDINAL ALLEN CATHOLIC HIGH SCHOOL**



**CURRICULUM LEADER  
FOR MODERN FOREIGN LANGUAGES  
APPLICANT INFORMATION PACK**



# ***Our Foundation Statement***

Cardinal Allen is a Catholic and comprehensive school founded to serve the families and parishes of the North Fylde in the Diocese of Lancaster. The declared aims of the School are to foster a growth and commitment to the love and service of Christ through the teachings, doctrines and practices of the Catholic Church and to be a Christ-centred community in which relationships are marked by that genuine spirit of care which is present in the Christian family.

The school believes that the education and formation of our children is a responsibility shared by parent, teacher and the Church. Whilst we recognise that the parents should be the primary educators of their children, the personal influence of the teacher is of great significance during and beyond school days, for the growing child reflects the influence of those who care for and teach him or her. We accept the fact that such formation is present in all aspects of the School's life - the approach to every task, every aspect of teaching and learning, every form of order, discipline and control, every relationship.

The School willingly accepts its responsibility to provide opportunities for the formation of each person in the community through the mission of integrating human development and the values of Christ:

- + believing that all life and human talents are gifts from God and that we are all formed in the image of Christ**
- + recognising the need of all individuals for growth and development irrespective of circumstance, gender or race**
- + communicating the Christian message of love and service, and values of justice, acceptance, tolerance, respect and friendship**
- + creating a secure, caring, Christian and happy environment**
- + providing opportunities for work and learning that give a sense of satisfaction, achievement and self-respect**
- + developing the necessary life-skills of communication, creativity, problem solving, decision-making, as well as the informational framework that will prepare individuals for life in the 21st century.**



# Welcome

**February 2021**

Dear Applicant,

Thank you for your interest in the post of Curriculum Leader for Modern Foreign Languages at Cardinal Allen Catholic High School.

The Governors are ambitious for the school, and are seeking to appoint someone who will build upon our longstanding successes, and help support the school on its journey to the next level. We very much value the contribution that learning a foreign language can make to the overall development of individual pupils, something that goes far beyond examination results, performance tables etc., and we welcome applications from colleagues who share such values.

You will see from our most recent inspection reports that many aspects of our provision are outstanding, but we acknowledge that further improvement is needed to ensure that all aspects are securely good or better, and are improving towards outstanding.

This pack includes our Foundation Statement, a copy of the advertisement, information about the school and department, along with the job description and person specification.

I hope you find the information herein useful, and there is of course lots more information available on our [website](#), including details about our curriculum, pastoral care and all of the fantastic experiences that our pupils enjoy.

I hope that you will feel encouraged to apply for this post and I very much look forward to receiving your application. If you are interested, we would very much like you to visit the school. However, in light of the current Covid restrictions, you may prefer to call to discuss our ambitions for our MFL Department further. If you would like to take up this offer, please contact me directly at [head@cardinalallen.co.uk](mailto:head@cardinalallen.co.uk).

Yours sincerely,

Andrew Cafferkey  
Headteacher



# CARDINAL ALLEN CATHOLIC HIGH SCHOOL

## Curriculum Leader for Modern Foreign Languages

*TLR 2.2 with an additional allowance for an exceptional candidate*

*Required for September 2021*

The Governors of this very successful Catholic High School wish to appoint a dynamic and inspirational Curriculum Leader for MFL (TLR 2.2: £4,785). This is a fantastic opportunity for an ambitious candidate to lead our successful MFL team. An additional recruitment allowance (TLR 3.3: £1,702), will be available for three years for an exceptional candidate.

We are looking for someone who will be excited to lead a collaborative approach to continuous improvement across the department. This role will offer the successful candidate exciting challenges that will be both rewarding and fulfilling, and will support you to achieve your own personal career goals and aspirations. We are seeking a colleague who has a proven track record and an ability to enthuse and motivate our pupils and colleagues to be all they can be.

### **The successful candidate will:**

- Be a French specialist, an excellent teacher of MFL, with a passion for teaching, and a commitment to working together and sharing ideas;
- Have the knowledge and capacity to teach across the full age and ability range;
- Be enthusiastic, resourceful and keen to ensure that the highest possible standards of pupil achievement, personal development and well-being are achieved;
- Be able to lead and inspire a team of colleagues to continuously improve;
- Be willing to go the extra mile for our pupils.

Cardinal Allen is a forward looking, oversubscribed, “outstanding Catholic school”. Ofsted judged both leadership and behaviour as outstanding and we are determined to continue to provide the very best for the pupils in our care. We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. The successful applicant will be required to complete an enhanced DBS check.

Application forms and further details are available via the school website. Candidates are more than welcome, indeed encouraged, to call the Headteacher for an informal discussion or to visit the school prior to application. Closing date for applications is Thursday 4<sup>th</sup> March 2021 at 9.00am. Applications should be sent to [head@cardinalallen.co.uk](mailto:head@cardinalallen.co.uk).

**Melbourne Avenue, Fleetwood, FY7 8AY ♦ 01253 872659**

**[head@cardinalallen.co.uk](mailto:head@cardinalallen.co.uk) ♦ [www.cardinalallen.co.uk](http://www.cardinalallen.co.uk)**





# General Information

## THE SCHOOL

The school is named after William Allen, a Lancashire man, who was born in 1532 and is known to have lived as a young boy at Rossall near to the site of the school. William Allen founded the English Seminary at Douai and the English College in Rome in order that young Englishmen could be trained as priests during the Reformation and return to England to keep alive the Catholic faith.

Our 800 pupils form a friendly, open school in which discipline is good and where a high value is placed on order, respect for others and endeavour. This means that we can be rightly ambitious for all our pupils and encourage them all to have high expectations. We are once again oversubscribed for September 2021 having received nearly 400 applications for the 166 places available.



Our school is constantly striving to achieve higher standards as reported in our [Ofsted Report](#), and in our [Section 48 Denominational Inspection Report](#) which described us as an **“Outstanding Catholic School”**. We recently enhanced our status as a Fairtrade school by being designated a FairAchiever School, we are one of only twelve Eco Ambassador Schools in the country, and we were recently redesignated a Full International School by the British Council. We have held SGQM Centre of Excellence status for several years and we are a strategic partner in the Catholic Teaching Alliance. We are also the current National Eco School of the Year – a magnificent achievement.

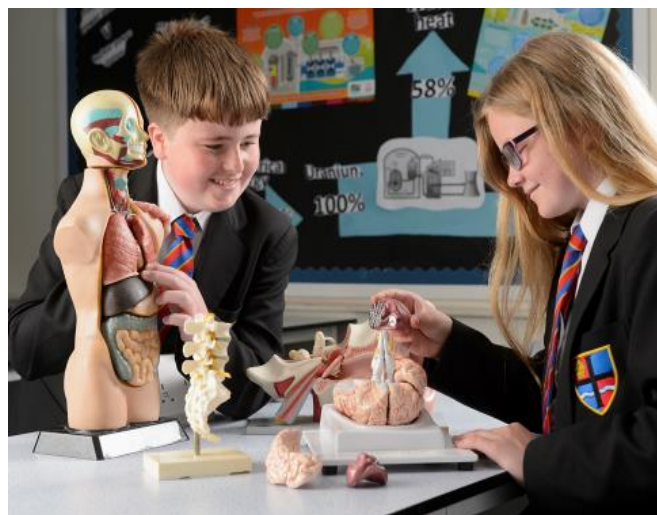
## Our most recent inspections:

Our most recent inspection reports say great things about the school and what we provide:

*“Cardinal Allen is an outstanding Catholic School”* (Section 48)

*“Pupils are proud to belong to Cardinal Allen Catholic High School; they are greatly appreciative of all that the school provides and how it supports and nurtures them. They feel encouraged and inspired to live by the school motto and be all that you can be”.* (Section 48)

*“The headteacher, governors and senior leadership team provide outstanding leadership.”* (Ofsted)



*“A whole-school focus on improving teaching and students’ academic and personal development has led to significant improvements across the school. The school has an excellent ability to continue to improve further.”* (Ofsted)

*“Students behave outstandingly well. They are courteous and polite, relate very well to each other and to adults and are very happy at school. They are very enthusiastic about learning.”* (Ofsted)

*“The behaviour and attitudes of pupils observed throughout the inspection were exemplary.”* (Section 48)

## THE PLACE

The Fylde Coast is a very pleasant area in which to live and work. The school is situated between Fleetwood and Cleveleys in a pleasant residential area near to Rossall Beach. The school is within easy reach of the M55 motorway which allows quick access to Preston, Manchester and the Lake District. The cities of Preston and Lancaster are both just a 30-minute drive away.

## THE MODERN FOREIGN LANGUAGES DEPARTMENT

MFL is a popular subject at Cardinal Allen. The MFL team members work collaboratively to create and resource a curriculum designed to challenge and motivate our pupils, developing their linguistic skills as well as enhancing their knowledge of the wider world.

The school works to a 25 one-hour period week; pupils enjoy two hours of either French or Spanish each week in Years 7 and 8 and one hour in Year 9. Both languages are popular options at GCSE and our GCSE French and Spanish pupils study the AQA specification for three hours per week in both Years 10 and 11.

The department is well resourced with spacious, dedicated teaching rooms, ample storage space, a departmental office and substantial learning materials.

## WHO ARE WE LOOKING FOR?

Governors are seeking to appoint a well-qualified and suitably experienced colleague to join our excellent team of modern linguists. Whilst the role attracts a TLR 2.2 (£4,785), Governors would be delighted to award an additional temporary TLR 3.3 (£1,702) to an exceptional and suitably experienced candidate.

First and foremost, this is a job for someone who loves all aspects of teaching MFL and wants to further develop this passion and interest in our pupils and staff. This is a great opportunity to work in an enthusiastic and motivated department, and in a school which will provide tremendous support for the successful candidate's career development.

A sense of vision, enthusiasm and energy will be looked for as well as the abilities needed to develop a spirit of team work. As a Curriculum Leader, there must be an enthusiasm for, and commitment to, the teaching and development of all areas of the subject.

## WIDER LIFE OF THE SCHOOL

All staff are expected to make a positive contribution to the life of the School. The aims and purposes of the School are expressed in our Foundation Statement. There is a wide variety of extra-curricular activities and all staff are encouraged to become involved with this important aspect of school life, as well as to positively engage with the Catholic life of the school. Applicants are asked to indicate particular interests and activities.

## How to apply

Applicants should only complete the current version of the CES application form which is available on the school website, along with the forms relating to *Consent to Obtain References*, *Recruitment Monitoring*, and *Rehabilitation of Offenders*. Your supporting statement should be clear, concise, and outline how your experiences to date have prepared you for this role, how you will ensure all pupils have the opportunities to realise their full potential, and the impact that you have had in your current role – including your success in securing the best possible outcomes in Modern Foreign Languages.

Your application should be addressed to the Headteacher, Mr A Cafferkey, and sent to [head@cardinalallen.co.uk](mailto:head@cardinalallen.co.uk). Alternatively, hard copy applications should be placed in a sealed envelope marked "Private and Confidential" for the attention of Headteacher, and posted to him at the school address. All applications will be acknowledged.





# Job Description

JOB DESCRIPTION FOR:	Curriculum Leader for MFL	TLR 2.2
<b>Curriculum Leaders are accountable for leading, managing and developing all aspects of provision across the department in order to improve standards.</b>		
<b>Main responsibilities and purpose:</b> <ul style="list-style-type: none"> <li>• To lead in raising standards of pupil achievement across the department by providing a learning experience which provides pupils with the opportunity to achieve their individual potential;</li> <li>• To monitor, support and be accountable for pupil progress and development across the department;</li> <li>• To develop and enhance the teaching practice of other members of the department;</li> <li>• To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth;</li> <li>• To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils across the department;</li> <li>• To effectively manage and deploy all departmental resources.</li> </ul>		
<b>Line Manager:</b> A member of the Senior Leadership Team		
<b>Line Managing:</b> Teaching colleagues within the department		
<b>Liaising with:</b> Line Manager, fellow Curriculum Leaders, departmental colleagues, relevant external agencies, and parents.		
<b>Working Time:</b> 190 Pupil days per year; full-time; 5 In-service days; directed time as detailed by Headteacher		
<b>Post duties: Curriculum Leaders</b> In line with the explicit aims of Our Foundation Statement, all employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and callers. We place the highest value on the very positive and supportive relationships which exist between staff, and between staff and pupils. Curriculum Leaders are expected to set a positive example to others in this respect.		
<b>Improving Standards:</b> <ul style="list-style-type: none"> <li>• To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential;</li> <li>• To be responsible for, and lead members of the department in, the writing of the Curriculum Improvement Plan and its implementation;</li> </ul>		
<b>Curriculum, Teaching, Learning and Assessment:</b> <ul style="list-style-type: none"> <li>• To be accountable for the development and delivery of the curriculum across the department so as to ensure the continued relevance to the needs of pupils;</li> <li>• To actively monitor and respond to curriculum developments and initiatives at a national and local level;</li> <li>• To lead on the development of programmes of learning to ensure accelerated progress for all pupils;</li> <li>• To monitor, evaluate and lead the improvement of the quality of teaching and learning across the department;</li> <li>• To lead the department in implementing whole school policies in relation to curriculum, teaching, learning and assessment;</li> <li>• To ensure an effective assessment process across the department – that informs pupils and parents of progress being made, identifies next steps and any relevant interventions, and contributes to an accurate picture of the progress of individual pupils, classes, sub-groups and the department as a whole.</li> </ul>		
<b>Staffing:</b> <ul style="list-style-type: none"> <li>• To promote a culture of continuous improvement amongst colleagues within the department;</li> <li>• To positively engage with the Appraisal Process as both an appraisee and appraiser</li> <li>• To identify the professional development needs of the department, and individuals within it, and to liaise with the SLT in meeting such needs;</li> <li>• To make appropriate arrangements for classes when staff are absent - liaising with colleagues to ensure that learning continues and that the needs of pupils are met;</li> <li>• To participate in the appointment process for teaching posts when required, and to ensure the effective induction of new staff in line with School procedures;</li> <li>• To promote teamwork and to motivate staff to ensure effective working relations;</li> <li>• To participate in, and actively support, the school's programme for trainee teachers;</li> <li>• To be responsible for the day-to-day leadership and management of staff within the department and act as a positive role model.</li> </ul>		
<b>Quality Assurance and Intervention</b> <ul style="list-style-type: none"> <li>• To lead the process of monitoring and evaluation within the department in line with agreed school procedures, quality standards and performance criteria;</li> </ul>		



- To evaluate learning through lesson observations, drop-ins and work scrutinies in line with school procedures and expectations, and provide formative feedback to colleagues as appropriate;
- To complete an annual self-evaluation of the department and produce, implement and review a Curriculum Improvement Plan;
- To review pupil progress towards aspirational targets and ensure interventions as appropriate for individual pupils, whole classes and teachers;
- To identify and take appropriate action on issues arising from the quality assurance systems – including drawing up monitoring and support plans for colleagues to improve the quality of provision where necessary;
- To produce reports as a part of the quality assurance cycle for senior leaders, Governors and external agencies.

#### **Communications:**

- To communicate effectively with the parents of pupils as appropriate, including the completion of reports, circulars and attendance at Progress Evenings;
- To liaise enthusiastically with partner schools, higher education, industry, awarding bodies and other relevant external bodies;
- To follow agreed policies for communications in the school;
- To represent the department's views and interests.

#### **Marketing and Liaison:**

- To take part in marketing and liaison activities such as Open Evenings, Progress Evenings, and liaison events with partner schools;
- To contribute enthusiastically to the development of effective subject links with partner establishments and the local community.

#### **Management of Resources:**

- To manage all available resources efficiently, including deployment of the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records;
- To work with the Senior Leader responsible for the Curriculum in order to ensure that the department's teaching commitments are effectively and efficiently time-tabled and roomed.

#### **Duties related to Teaching and Learning:**

The [Teachers' Standards](#) document gives a full description of teacher competencies. This will be referred to when making judgements on the quality of teaching and performance generally under Appraisal regulations.

- To undertake an appropriate programme of teaching in accordance with the duties of a Curriculum Leader.
- 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 ensure a high quality learning experience for pupils which meets internal and external quality standards.
- To prepare and update subject materials.
- 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.
- To make appropriate provision for pupils with Special Educational Needs based on the I.E.P.s produced in conjunction with the Learning Support Department.

#### **Duties relating to Pastoral /Other/Specifics:**

To play a full part in the life of the school community by going the extra mile, to support its distinctive Catholic mission and ethos, and to encourage and ensure that staff and pupils follow this example.

#### **Other Specific Duties:**

- To support the school in meeting its legal requirements for worship;
- To continue personal development as agreed;
- To undertake any other duty as specified by STPCD not mentioned in the above;
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description;
- This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

**Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.**





# Person Specification

**Cardinal Allen Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to complete an enhanced DBS check.**

The successful candidate will need to be able to articulate a clear vision for the teaching of Modern Foreign Languages, the leadership of the department, and the ability to make a contribution to whole school activities. The Governors will consider applications on the basis of each candidate's ability to meet the following criteria:

Selection Criteria	Essential / Desirable
<b>Qualifications</b>	
Qualified Teacher Status	E
Recognised and relevant degree or equivalent	E
Evidence of appropriate personal and professional development	E
<b>Experience</b>	
Successful preparation of candidates for public examination	E
To have completed at least three years successfully teaching <u>French</u> to GCSE on appointment	E
<b>Knowledge and Skills</b>	
The ability to communicate effectively, both through speaking and writing to a variety of audiences.	E
The ability to provide effective support to staff, as well as be approachable, reliable and confidential	E
The ability to work effectively with a range of people, including pupils, colleagues and parents	E
Understand the use and application of ICT in a range of contexts	E
The purposes of the MFL curriculum and relationship to the whole school curriculum	E
An appreciation of the vocabulary gap as it relates to MFL and an understanding as to how it can be closed	E
An understanding of the evaluation of standards of teaching and learning in MFL and dissemination of good practice	E
An awareness and appreciation of impact of effective improvement planning and target setting	E
Efficient and effective administrative and organisational skills	E
<b>Personal Qualities</b>	
Personal impact and presence	E
Adaptability to changing circumstances and new ideas and an ability to challenge the status quo	E

Selection Criteria	Essential / Desirable
High levels of motivation and a commitment to high standards	E
Analytical, creative and flexible thinking	E
Work under pressure: meet deadlines	E
Prioritise and manage their own time effectively	E
Reliability and integrity	E
An excellent attendance and punctuality record	E
Self confidence	E
The ability to promote team values and encourage others to do the same	E
Capacity to enthuse colleagues and promote an atmosphere of co-operation and mutual support	E
<b>Commitment</b>	
A willingness to support and uphold the Catholic ethos of the school. This would be evident in the positive contribution made to the prayer and worship life of the school.	E
To equal opportunities	E
Willing to participate fully in the life of the school and contribute to enrichment activities	E

#### References:

Candidates are required to provide the details of referees, as outlined on the application form, who will provide a positive recommendation in support of an application for this post. References will be requested immediately after short listing has taken place. To prevent any delay, and to ensure that references are available for the interviews, please inform your referees that you have applied and that we may be contacting them.

