



SAINT BEDE'S  
CATHOLIC HIGH SCHOOL

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## JOB APPLICATION PACK

## ASSISTANT HEAD OF ENGLISH



*Fons Sapientiae - Fount of Wisdom*



# APPLICATION PACK OVERVIEW

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## MISSION STATEMENT

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**'We aim to reflect true Christian values proclaimed in the Gospel, and seek to provide a caring community in which young people can grow as balanced individuals, spiritually, morally and intellectually and so participate fully in the real world'.**

Saint Bede's is first and foremost a Catholic Community. The spirit of the Gospel is at the heart of our faith, community and relationships. Our ethos reflects the values taught by Christ in the Gospels: love, dignity, peace, service, faith, truth, justice and stewardship. Our mission in education is a work of love, in which all our pupils can receive a broad and balanced Catholic formation, so they can live a full and abundant life. (John 10:10)

We recognise our duty and privilege in upholding the doctrines, traditions and practices of our faith and unite as a community in celebration of our distinct Catholic identity.

We provide a supportive and joyful education of the whole person, helping each of our pupils discern their own unique vocation. We foster a spirit of compassion and service, preparing our pupils to play an active role in the Church, becoming the living body of Christ through support of the most vulnerable and marginalised in our local and global community.

We affirm the value and dignity of each of our pupils and welcome those of other faith and traditions. We recognise that each member of our community is unique in his or her spiritual needs, faith development, interests and motivations. We are committed to ensuring that everyone has the opportunity to know, love and serve God in his or her own way.



# HEADTEACHER'S WELCOME

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Thank you for expressing an interest in applying for the role of Assistant Head of English at Saint Bede's Catholic High School.

As a Catholic school, within the Diocese of Lancaster, our ethos of 'Being a Bede' encapsulates what we believe we are all about in our school. We are a family and a community, in which each child in our care is supported and challenged to make the very most of their God-given potential and be the best that they can be in every aspect of their personal, spiritual and academic development. The role of Chaplaincy coordinator is pivotal to the continuation of our excellent pastoral and spiritual care.

Our expectations regarding behaviour, uniform and respect towards others are unapologetically high. Our pupils are proud to 'Be a Bede' and in turn we are proud of them and their achievements. Visitors to the school frequently comment on the calm and caring atmosphere they experience and the warm welcome they receive from pupils and staff alike.

*'At Saint Bede's Catholic High School, students clearly feel part of a community where they are valued as unique individuals. They readily bear witness to the ways in which they are supported and cared for by senior leaders, the whole staff team, and each other. They appreciate the distinctive Catholic nature of their school, speak warmly of it, and value being part of the St Bede's family.'*

Catholic Schools Inspectorate - March 2023

We are seeking to appoint a well-qualified and innovative teacher to assist the Head of English in leading the department. This is a fantastic opportunity for an experienced, exceptional teacher to develop and use their abilities and knowledge within a support environment. Applicants will join a well-led and motivated team committed to continuous improvement. The successful candidate will be an outstanding teacher who is passionate about the subject and had the energy and commitment to inspire and motivate students.

Potential candidates are very welcome to visit our school to meet our pupils and our Head of English.

We look forward to receiving your application.

Yours sincerely,  
Mr P Marsden



# JOB DESCRIPTION

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**Salary:** MPS/UPS with TLR 2.2 (£5,351)

**Reporting to:** Mr Marsden, Headteacher  
Mrs Blackburn, Head of English

**Start Date:** Easter 2024 / September 2024\*  
*\*Start date negotiable for successful candidate*

## MAIN PURPOSE

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions document (STPCD)
- Meet the expectations set out in the Teachers' Standards
- Take specific responsibility and accountability for supporting the day-to-day management and organisation of the English department
- Assist in the smooth running of the school at all times

## ROLE AND RESPONSIBILITIES

### **Teaching:**

- Plan and teach well-structured lessons to assigned classes, following the department curriculum and schemes of work.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment.
- Adapt teaching to respond to the strengths and needs of pupils.
- Set high expectations that inspire, motivate and challenge pupils.
- Promote excellent progress and outcomes by pupils.
- Demonstrate excellent subject and curriculum knowledge.
- Participate in arrangements for preparing pupils for external examinations.
- Demonstrate best practice in English teaching, showing knowledge of current educational research and developments to enhance pupil progress.
- Offer practical support to other teachers within the English department.

### **Leadership responsibility:**

- Support the Head of English in the strategic and operational leadership of the department.
- To be accountable for the achievement of students and the analysis of attainment within English.
- Improve standards within the English department, with demonstrable changes for pupils outside of their own classroom or group of pupils.
- To assist in the construction and implementation of the English Department Development Plan, and monitor and evaluate the plan regularly.
  - To ensure that all external deadlines relating to public examinations are met.
  - To assist in the setting of cover for absent colleagues.
  - To assist in the induction, support and monitoring of new staff including trainee teachers and ECTs.
  - To assist with the maintenance of high standards of pupil behaviour within the English Department, such as by overseeing detentions as required.
  - To act as line manager and Performance Development reviewer for identified staff within the English department as required.
  - To have primary responsibility for promoting reading across the school, including liaising with the SENCO to co-ordinate intervention for struggling readers.

# JOB DESCRIPTION

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## **Whole-school organisation, strategy and development:**

- Support the SLT in the day-to-day leadership of the school.
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's Catholic ethos, values and vision.
- Act as a Form Tutor as required and fulfil effectively the pastoral expectations and responsibilities related to this role.
- Make a positive contribution to the wider life and ethos of the school.
- Ensure teaching and learning within English is aligned with the school ethos.

## **Health, safety and discipline:**

- Promote the safety and wellbeing of pupils.
- Manage pupil behaviour effectively to ensure a good and safe learning environment.
- Have responsibility for their own health and safety and that of others when carrying out their duties and must help manage the application of the school health and safety policy.

## **Professional development**

- Engage fully in the school Performance Development process.
- Take part in further training and development in order to improve own teaching.
- Take part in professional development within English, sharing ways to improve subject teaching with others.
- Lead other teachers in maintaining subject knowledge and latest pedagogical developments.

## **Communication**

- Communicate effectively with pupils, parents and carers.

## **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.
- Assist the Head of English in ensuring a positive, purposeful and productive team spirit within the department.

## **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities.

## **Management of staff and resources**

- Direct and supervise support staff assigned to them, and where appropriate, other teachers.
- Contribute to the recruitment and professional development of other teachers and support staff.
- Deploy resources delegated to them.

## **Equal Opportunities**

- We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

## **Attendance**

- Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school.
- It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

## **Safeguarding Commitment**

- This school is committed to safeguarding and protecting the welfare of children and young people. All staff and volunteers must follow school policies and the staff code of conduct.

*The above sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the post holder could be asked to carry out. Please note that this is for guidance only. Post holders are expected to be flexible, to operate in different areas of work and may be required to undertake a lower graded role as appropriate.*



# HOW TO APPLY

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To apply please submit the CES application form, and supporting recruitment documents, attached with this pack and available from the school website.

For your supporting statement, we ask that you complete this on the application form, using Calibri/Arial font size 11, and no more than two pages in length.

Completed CES Application Forms should be emailed to [head@stbedeslytham.lancs.sch.uk](mailto:head@stbedeslytham.lancs.sch.uk) or posted to:

MR P MARSDEN, HEADTEACHER  
SAINT BEDE'S CATHOLIC HIGH SCHOOL,  
TALBOT ROAD, LYTHAM ST ANNES, LANCASHIRE, FY8 4JL

Please note that the closing date for applications is **Wednesday 6<sup>th</sup> December 2023 at 12noon.**

**Interviews will be held on Tuesday 12<sup>th</sup> December 2023.** Candidates will be invited to interview by telephone and should ensure that a working day contact number is included in their application.

**The required start date** is Easter/September 2024 and will be negotiable for the successful candidate.

**Visit to the school:** If you would like to visit our school before applying, please contact Mrs Kelly, School Manager, on 01253 667 526 or by emailing [skelly@stbedeslytham.lancs.sch.uk](mailto:skelly@stbedeslytham.lancs.sch.uk)

