

Our Lady's Catholic High School



Application Pack

PRINCIPAL TEACHER OF GEOGRAPHY





Contents

Page number	Title
3	Welcome – Richard Charnock, Headteacher
4 – 6	School Information for Candidates
7	Information about the Curriculum Area
8 – 11	Job Description and Person Specification
12	How to apply
13	Summary



Headteacher – Richard Charnock

Thank you for your interest in the position of Head of Geography at Our Lady's Catholic High School. In our school we use the title "Principal Teacher" for our Heads of Department and so you will find that title used throughout the pack.

An opportunity has arisen for a well-qualified, enthusiastic, and outstanding teacher to lead our Geography Department into its next phase of growth and development.

Our Lady's Catholic High School is a highly successful oversubscribed 11–16 mixed High School of 900 pupils serving mainly the Catholic community in the north of Preston. We have an excellent reputation and are consistently ranked as a high performing school. We place an emphasis on helping each child reach their full potential and provide a safe, loving environment where our pupils can grow and develop to become One of Ours.

Behaviour and relationships in our school are very strong and all of teachers use our highly respected and successful system for managing behaviour and relationships called 'Behaviour 4 Learning'. This is supported by a sophisticated system for rewarding pupils for being fit to learn and for commitment to school life.

Potential candidates are very welcome to visit our school and see for themselves our wonderful pupils and staff. Should you wish to visit please contact Pam Stott using the details on the final page.

We look forward to receiving your application.

Yours sincerely,

R. Charnock



Our Lady's Catholic High School



School information for candidates

History of Our Lady's Catholic High School

Our school was founded in 1988 as the result of a lengthy consultation process within the Diocese of Lancaster. The then five Catholic secondary schools were reduced to three. The two schools which amalgamated to form Our Lady's were: St Edmund Campion in Lea and St Cuthbert Mayne, which already occupied the current site of Our Lady's in Fulwood. Our school's identity is very much defined by the parishes and the ten primary schools which form our family, and these have ensured a clear continuity from the two former high schools.

Our Ethos and Mission

Our Lady's is first and foremost a Catholic School. It follows from this that the ethos of our school should reflect the values proclaimed by Christ in the Gospels and recognises the unique value of each individual.

Our Mission is to be a Faith Community which, through following Gospel Principles, acts as a positive example, both within our own and our extended community.

Core Principles

Everyone at Our Lady's has the right to:

Develop their faith in a supportive context

At Our Lady's this means we remain true to the teachings of the Holy Catholic Church while respecting the traditions of all faiths. We look to support all people in developing a love of God and their fellow people both within and outside of our school community

Work and learn to the best of their abilities

At Our Lady's this means that pupils should be well prepared for lessons by bringing the correct books and equipment. In class pupils should help others to learn by trying hard, listening well and being aware of the learning needs of others. Staff should be well prepared by planning appropriate, challenging lessons and providing regular feedback on progress. Everyone should value their gifts given by God and contribute to the life of our school

Be treated with respect at all times

At Our Lady's this means that we should speak in a way that supports others and helps each individual to grow and feel a welcome part of our school community. Opportunities, help and support will be given to all pupils and staff regardless of their gender, faith, race or background.

Feel safe

At Our Lady's this means that disagreement should always be resolved through discussion. The behaviour of everyone should contribute toward creating a calm and peaceful community. People who have worries about bullying behaviour should be taken seriously, their concerns investigated and appropriate action taken. Everyone should look out for others and report any concerns.

"In all my years of school Masses, I have never experienced such a wonderful, prayerful celebration of Mass"

**MICHAEL CAMPBELL OSA,
EMERITUS BISHOP OF LANCASTER**

Our Pupils

Our catchment has remained very stable for many, many years. There are insufficient Catholic pupils in our family of Catholic primary schools to fill our 180 places. Hence, we offer about 40 places to pupils of other faiths. In recent years we have been very heavily oversubscribed with around 240 first place choices for our 180 places and well over 700 applications overall. We therefore have a wonderfully diverse population with strong numbers of Muslim, Hindu and Sikh pupils and a variety of other Christian faiths. Our percentage of baptised Catholics is about 75%. None of our families ask for their children to opt out of any of our collective worship programme as they are all 'One of ours'. There is no academic selection of any kind nor social selection based on number of church attendances. Some of our wards are affluent and others are very disadvantaged indeed. We serve the absolute range of society with our overall population skewed slightly to more advantaged.

*"Students are focused,
mature, confident... friendly and happy"*

LANCASHIRE SCHOOL ADVISER

Catholic Teaching Alliance

In 2014 we were awarded the status of National Teaching School. Our plan was to create the Catholic Teaching Alliance (CTA), an association of Catholic schools, mostly within the Diocese of Lancaster, where the Catholic teachers and educational leaders of the future are trained. In part, this was a response to one of our objectives from our 2012 Ofsted report which was to 'Share more widely outstanding practice evident in school, for the benefit of students and teachers, including the use of digital technology to aid learning.' It was also an expression of our belief in working in partnership with other schools for the greater good of Catholic education and to develop succession planning. The core business of the CTA is initial teacher training which we do in partnership with the University of Cumbria. The CTA base is here at Our Lady's in the Training Centre, a bespoke building from which both administration and many taught elements take place. To date we have trained approaching 350 people as potential teachers within our Catholic schools.

In 2021 the government changed the Teaching School system to one that is led by far fewer Teaching School Hubs. We did not meet the criteria to apply as our Ebacc figure was too low. We are therefore no longer a Teaching School as of September 2021, but the work of the CTA continues with strength.

Abacus Maths Hub

In 2018, following a competitive selection process, we became a pilot Maths Hub school with a view to becoming a lead school of a Maths Hub two years later. At the end of the first year of the pilot we were asked to become the joint lead school with Cardinal Newman College and so was created the Maths Hub, Abacus North West which serves over 600 schools. Cardinal Newman College is the outstanding Catholic VI Form college in Preston and the significant majority of our pupils progress there.

Behaviour & Relationships

We are very proactive about bullying and discrimination of any kind. We teach about such matters in our Personal Development programme; we research regularly with our pupils and staff to discover instances and we deal robustly with all examples.

Behaviour and relationships in our school are outstanding. Our teachers use our highly respected and successful system for managing behaviour and relationships called, 'Behaviour 4 Learning'. This is supported by a sophisticated system for rewarding pupils for being fit to learn and for commitment to school life. Our reward system is valued greatly as exemplified by how our pupils, from years 7 to 11, all wear their badges every day on their school jumper with pride. Our uniform is simple, affordable and is worn consistently by everyone. When you put on our uniform, you put on our school, because you are One of Ours.

"Behaviour is consistently outstanding"

LANCASHIRE SCHOOL ADVISOR



Information about the Curriculum Area

Geography at Our Lady's Catholic High School

Throughout Key stage 3, all pupils receive 3 lessons of Geography per fortnight. At Key stage 4 Geography is a popular option subject and the department achieves outstanding results. The department has two large classrooms as well as a departmental office. There are currently 3 teachers of Geography as well as one non-specialist. There are a wide range of extra-curricular activities on offer including fieldtrips and a well-established and popular Duke of Edinburgh programme. Our students are encouraged to develop a greater understanding and knowledge of the world, as well as their place in it. Geography is, by nature, an investigative subject, which develops and understanding of concepts, knowledge and skills. Our KS3 and KS4 curriculum is designed to provide students with the following:

- new ways of thinking about the world using 'big ideas' such as Place, Space and Interconnection.
- powerful ways of analysing, explaining and understanding the world.
- The opportunity to participate in debates in significant local, national and global issues.
- develop opinions based on evidence and researched facts.
- Takes them beyond their own experience.
- • develop knowledge of the world contributes strongly to students' general knowledge.

The Geography curriculum at Our Lady's Catholic High School enables children to develop knowledge and skills that are progressive, as well as transferable to other curriculum areas and which can be used to promote their spiritual, moral, social and cultural development. We seek to inspire our students to have a curiosity and fascination about the world and its people.

Our KS3 curriculum follows the National Curriculum taking students through a range of physical and human topics using an enquiry based approach to investigate them. At KS4 we follow the AQA syllabus which again is taught using an enquiry based approach and encourages students to develop a curiosity about the world around them as well as develop their transferable skills.



Job Description and Person Specification

Principal Teacher of Geography

PURPOSE OF POST

1. To lead and develop a department which has pupil progress, engagement and enjoyment of Geography at the heart of its ethos.
2. To lead and manage teaching, learning and development in Geography.
3. To the lead the development of an engaging and inspiring Geography curriculum at Key Stages 3 and 4.
4. To be accountable for student progress and development in Geography across all Key Stages.
5. To lead, develop and enhance the teaching practice of teachers in the department.
6. To line manage, appraise and promote the professional development members of staff in Geography accountable to Principal Teacher.

Reporting To:

A member of the senior leadership team

GENERIC RESPONSIBILITIES

High standards of teaching and learning and achievement

1. To act as role model for the department, setting the highest personal standards of stimulating, challenging and inclusive teaching and purposeful, successful and enjoyable learning.
2. To lead the development of teaching and learning strategies in the department.
3. To monitor and evaluate the quality of teaching and learning in the department through regular observation of the other teachers in the department.
4. To develop and improve the quality of teaching and learning in the department through observation, constructive professional feedback, modelling, team teaching and, where appropriate, providing targeted training.
5. To promote and monitor the climate for learning in the department through regular structured self-evaluation.
6. To be responsible for promoting and improving the departmental environment for learning.
7. To monitor and support student progress across the curriculum area to raise standards of student achievement and attainment.
8. To promote and foster enrichment, extension and extra-curricular activities for students, linked to the subject(s), to develop pupils' interest, motivation and enjoyment.

Strategic and operational planning and management

1. To lead the development of appropriate syllabuses, schemes of work, marking policies, assessment and teaching and learning strategies.

2. To be responsible for the effective and efficient day-to-day management, control and operation of course provision within the department, including the effective deployment of staff and resources.
3. To work with departmental colleagues to formulate coherent and relevant aims, objectives and improvement plans for the department in response to whole-school priorities and strategic planning and the needs of students.
4. To work with other post-holders in the department to ensure that development across the whole curriculum best supports student progress and achievement.
5. To develop the application of ICT in the department to support teaching, learning, assessment and management according to school policy.
6. To work with the Business Manager to plan and cost the financial and business needs of the department according to school policy.
7. To liaise with the Site Manager to ensure that Health and Safety policies and practices, including Risk Assessments throughout the department are in line with national requirements, are regularly updated, and to put into place a management system to ensure that policy and risk assessments are followed.

Staff

1. To create a sense of purpose / shared vision among the departmental team and secure commitment.
2. To be responsible for the day-to-day management of staff within the department and act as a positive role model.
3. To promote teamwork and to motivate staff to ensure effective working relations.
4. To ensure the effective induction, support and monitoring of new staff.
5. To be responsible for the efficient and effective deployment of support staff within the department.
6. To work with the relevant member of SLT to ensure that staff development needs are identified and appropriate programmes are put in place to meet such needs.
7. To make appropriate arrangements for classes if staff are absent, liaising with the Data Officer.
8. To participate in the interview process for teaching posts as required and to ensure the effective induction of new staff in line with school policy.
9. To undertake performance management reviews for the staff line managed.

Line Management

1. To be accountable for the line management of staff within the department. This involves the totality of their performance, as members of the department, their professional development, and challenging objectives.

Curriculum provision and development

2. To lead curriculum development time for the whole department.
3. To be accountable for the development and delivery of the departmental curriculum, ensuring that this is in line with national requirements.
4. To liaise with the relevant deputy / assistant headteacher to ensure the delivery of a high quality appropriate, relevant and cost-effective curriculum.
5. To actively monitor and respond to curriculum development and initiatives at national, regional and local level.
6. To keep the department up-to-date with national developments in the subject area, teaching practice and methodology.

Progress of students

1. To ensure that school policy on behaviour, rewards and sanctions is upheld within the department so that effective learning can take place.
2. To be responsible for the overall monitoring of students' progress and performance in relation to the targets set for each individual, ensuring that appropriate intervention is made when necessary to support students in their learning.

3. To take overall responsibility for the department's intervention strategies and their organisation and management. To evaluate the impact of intervention strategies and use the evaluation to inform improvement.
4. To be responsible for the quality of student outcomes across the Key Stages.

Quality

1. To ensure that effective, efficient management systems are in place to monitor quality.
2. To set targets within the department according to whole-school policy, and to work towards their achievement.
3. To put into effect whole-school quality procedures and to ensure that these are adhered to in the department.
4. To establish common standards within the department and develop the effectiveness of teaching and learning in the department.
5. To monitor and evaluate the curriculum area / department in line with school policy, and to seek / implement modification and improvement where required.

Management Information

1. To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.
2. To make use of analysis and evaluate and interpret performance data provided to inform departmental planning and improvement.
3. To identify and take appropriate action on issues arising from data, systems and reports, setting deadlines where necessary and reviewing progress on the action taken.
4. To provide the Headteacher and Local Governing Body with relevant information relating to departmental performance and development as required, including reports on examination performance including the use of value-added data.

Communications

1. To ensure that all members of the department are familiar with its aims and objectives.
2. To ensure effective communication / consultation as appropriate with the parents of students.
3. To liaise with examination boards, higher education, partner schools, business and industry, awarding bodies and other relevant external bodies.
4. To represent the department's views and interests.

Marketing and liaison

1. To contribute to the school liaison and marketing activities – e.g. providing news for the website, contributing to newsletters to parents.
2. To be responsible for the effective promotion of the department at Open Days / Evenings and other events.
3. To lead the development of effective subject links with partner schools and the community according to school policy.
4. To actively promote the development of effective subject links with external agencies and organisations.

Job Description & Person Specification Whole-school

1. To act as a form tutor and carry out the duties associated with that role as outlined in the generic job description.
2. To play a full part in the life of the school community, to support and model our school virtues, and to encourage by example, leadership and management, staff and students to follow this example.

3. To contribute actively to the development of whole-school policy, working groups and initiatives.
4. Carry out other duties from time to time as directed by the Headteacher.

Personal and professional

1. To take responsibility for one's own personal professional development.

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

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document.



How to apply

The process

Application

If you wish to apply, please email your completed application form to Pam Stott, Headteacher's PA, at ptt@olchs.lancs.sch.uk or alternatively post your completed forms and address to Pam Stott, Headteacher's PA, Our Lady's Catholic High school, St Anthony's Drive, Fulwood, Preston PR2 3SQ. Please note that only Catholic Education Service application forms will be accepted and that you should not enclose a Curriculum Vitae.

Please use the CES application form from the school website.

For your **supporting statement**, we ask that you complete this as a **separate document** rather than completing the section in the CES form.

Your supporting statement should **be no more than two sides** in length using font **size 11** Calibri / Arial.

Please include:

- your own educational philosophy, informed by experience, of how learning and geographical thinking develop in pupils;
- specific evidence of recent successful teaching at examination level;
- evidence of the impact of your leadership shown in your teaching career so far;
- details of any recent innovation for which you may have been responsible;
- The skills, principles, and values that you would bring to lead, monitor, and hold to account one of the most successful teams in our school.

School visit

Prospective candidates are welcome to visit the school to see for themselves the high standards that we expect of both pupils and staff. If this is what you wish to do, please contact Pam Stott, Headteacher's PA, at ptt@olchs.lancs.sch.uk

Closing date

Please ensure that your completed application form arrives by **Friday, 10 January 2025 (12 noon)**.

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 the appointment has been made.

Selection process

Details of the selection process will be made available to shortlisted candidates once shortlisting has been completed.

Our Lady's Catholic High school is committed to safeguarding and promoting the welfare of the children and young people and we expect all staff and volunteers to share this commitment.

Our Lady's Catholic High School



Type of School	Secondary Voluntary Aided
Denomination	Catholic
Age Range	11 – 16
Number of Pupils	903
Number of Teaching Staff	53 FTE
Number of Support Staff	51.5 FTE
Start Date	September 2025
Salary Range	Main scale plus TLR 2.2 (£5,024)
Visits to school	email ptt@olchs.lancs.sch.uk to arrange
Closing Date for Applications	Friday 10 th January 2025 (12 noon)