

Our Lady's Catholic High School



Application Pack

PART-TIME TEACHER OF MUSIC





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Our Lady's Catholic High School



Headteacher – Richard Charnock

Thank you for your interest in the position of Part-time Teacher of Music at Our Lady's Catholic High School.

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 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



School information for candidates

Introduction

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 and west of Preston. As a Voluntary Aided high school, we are part of the Catholic Diocese of Lancaster. The Rt Rev. Paul Swarbrick is our Bishop.

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. 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 79%. 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 250 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 through ITT (Initial Teacher Training).

Abacus Mathematics Hub

In 2018, following a competitive selection process, we became a pilot Mathematics Hub school with a view to becoming a lead school of a Mathematics 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 Mathematics 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

Music at Our Lady's Catholic High School

At Our Lady's Music is studied by all pupils at Key Stage 3 and is an optional GCSE subject, with healthy numbers, at Key Stage 4. We also deliver a Key Stage 2 Music Curriculum for a local feeder primary school. The Music Department consists of a full time Principal Teacher of Music and a specialist, part time Teacher of Music. The Music team is supported by four visiting instrumental tutors, working for Lancashire Music Service. The Music Department consists of two classrooms, four dedicated practice rooms and is fully equipped with a large range of specialist equipment, which is central to our bespoke curriculum.

The Music Department teaches a rich, challenging and engaging curriculum, which we collaboratively review and adapt through our Department Development Time (a fortnightly opportunity to meet and work together on our curriculum, share best practice and discuss pedagogy). We use centralised shared resources, and complete agreed assessments. Individual teachers plan their own lessons responsively for their classes to ensure that pupils make excellent progress. Early Career Teachers are supported very well in developing their subject knowledge, planning and pedagogy.

This is an exciting time for someone to join the department as we continue to grow. Our approach is one of collaboratively working to ensure that Music is a subject in which all pupils can make outstanding progress. In KS4 all pupils follow the AQA GCSE Music specification. GCSE results in Music are outstanding with all pupils being entered for examination. In 2024 94% of pupils achieved GCSE grade 5-9.

The Music curriculum is enhanced with opportunities for pupils to take part in extracurricular opportunities. This year, as part of our ongoing work in engaging pupils with the principles of Catholic Social Teaching, we have taken part in a number of Choral performances within our local community. We have a strong tradition of pupil led Liturgical Music in school, in addition to which pupils regularly take part in performances including Young Musician of the Year and our Whole School Production.



Job Description

Teacher (Music): Job Description OUR LADY'S CATHOLIC HIGH SCHOOL

Please note that under the Criminal Justice and court Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, or accept or do any work in a regulated position. An individual is disqualified from working with children if he/she is included on certain lists held by the Criminals Records Bureau, or has been disqualified from working with children as part of a sentence.

1. Job Purpose and Accountability

Teachers at Our Lady's Catholic High School have a prime responsibility to promote the core principles of the school as a Catholic Christian community. In supporting the Catholic ethos of our school one of their prime duties is to manage prayer at the start and end of the day.

They are effective professionals who are thorough in their curricular knowledge, teach and assess effectively, take responsibility for their professional development and have students who achieve well. (Ref TTA). The purpose of the teachers' job is to facilitate and encourage learning which enables students to achieve high standards; to share the corporate responsibility for the well-being, education and discipline of all students. (Ref HayGroup)

The Key Leadership Behaviours which contribute to success at this level are:

Self Awareness Emotional Self-Awareness* Accurate Self-Assessment* Self-Confidence	Social Awareness Empathy Organisational Awareness* Service Awareness*
Self Management Emotional Self-Control* Transparency* Adaptability Achievement orientation Initiative Optimism*	Relationship Management Developing Others* Inspirational Leadership Change Catalyst Influence Conflict Management* Teamwork and collaboration

Ref The Emotional Intelligence Model developed by Daniel Goleman/Hay Group

** Research into teacher effectiveness (Hay McBer 2001) indicated levels in each Emotional Intelligence competency for Main Professional Grade teachers*

1. All staff are ultimately responsible to the Headteacher.

2. You are directly responsible to Mr Pete Robinson, Principal Teacher of Music
3. Your immediate responsibility in respect of Form Tutor Duties is your Learning Manager.
4. You are responsible for the teaching groups and the Form Group assigned to you.

2. GENERIC – TEACHER

General Professional Duties:

2.1 Principal

- 2.1.1 to promote Our Lady's Mission Statement and to carry out the professional duties of a teacher as circumstance may require, implementing the policies of the school which underpin good practice and the raising of standards;
- 2.1.2 to play a professional part in the development of the school and take a positive approach in the raising of standards, pupil achievement and development of the learning environment.

2.2 Particular Duties:

- 2.2.1 to perform in accordance with any directions which you may reasonably be given by the head teacher from time to time, such particular duties as may reasonably be assigned to you.

2.3 Teaching

- 2.3.1 to plan and prepare courses and lessons;
- 2.3.2 to teach the pupils assigned, including the setting and marking of work to be carried out by the pupil in school and elsewhere;
- 2.3.3 to promote the general progress and well-being of individual pupils and of any class or group of pupils assigned and the development of Our Lady's as a Christian Community;
- 2.3.4 to insist on high standards of behaviour, uniform and appearance;
to insist on high standards of punctuality;
to check the attendance of pupils at each lesson, keep a register and follow-up any absences which cause concern.

2.4 Assessments and Reports

- 2.4.1 to assess, record and report on the development, progress and attainment of pupils;
- 2.4.2 to communicate and consult with the parents of pupils, consulting with Principal Teachers as appropriate;
- 2.4.3 to communicate and co-operate with persons or bodies outside the school, consulting with Principal Teachers as appropriate;
- 2.4.4 to provide or contribute to oral and written assessments, reports and references relating to individual pupils.

2.5 Appraisal

- 2.5.1 to participate in arrangements made for the appraisal of their performance and that of other teachers.

2.6 Review Induction Further Training and Development

- 2.6.1 to review from time to time methods of teaching and programmes of work, development and

management of activities relating to the curriculum, organisation and pastoral functions of the school;

- 2.6.2 to participate in arrangements for further training and professional development as a teacher including undertaking training and professional development which aim to meet needs identified in appraisal objectives or in appraisal statements;
- 2.6.3 in the case of a teacher serving an induction period pursuant to the Induction regulations, participating in arrangements for his supervision and training.

2.7 Educational Methods

- 2.7.1 to advise on and co-operate with the head teacher and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

2.8 Discipline, Health and Safety

- 2.8.1 to maintain good order and discipline among the pupils and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere;
- 2.8.2 to encourage a clean environment in the Department and generally in school.

2.9 Staff Meetings

- 2.9.1 to participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

2.10 Cover

- 2.10.1 to supervise and so far as practicable teach any pupils whose teacher is not available to teach them in accordance with the provisions in the conditions of employment, School Teachers' Pay and Conditions and any appropriate local agreement;
- 2.10.2 except in the case of a teacher employed wholly or mainly for the purpose of providing such cover, teachers shall only be required to 'rarely cover'.

2.11 Public Examinations

- 2.11.1 to participate in arrangements for preparing pupils for public examinations and in assessing pupils for the purpose of such examinations; to record and report such assessments.

2.12 Management

- 2.12.1 to contribute to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new teachers and teachers serving induction periods pursuant to the Induction Regulations;
- 2.12.2 to assist the Headteacher in carrying out threshold assessments of other teachers for whom he/she has management responsibility;
- 2.12.3 to co-ordinate or manage the work of other staff;
- 2.12.4 to take such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;
- 2.12.5 If you have a teaching and learning responsibility it is linked to a clearly defined job description

which is detailed separately in Section 4 and which is part of your conditions of employment.

2.13 Administration

- 2.13.1 to participate in administrative and organisational tasks related to such duties described above, including the direction or supervision of persons providing support for the teachers in the school;
- 2.13.2 the first bullet point above does not require you routinely to undertake tasks of a clerical or administrative nature which do not call for the exercise of a teacher's professional skills and judgement;
- 2.13.3 without prejudice to the generality of the second bullet point above the School Teachers' Pay and Conditions Document contains a list of Administrative and Clerical tasks falling within the scope of that bullet point;
- 2.13.4 to attend assemblies, register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions;
- 2.13.5 to ensure that necessary information is relayed to pupils as appropriate;
- 2.13.6 to ensure that necessary information is relayed to Principal Teachers as appropriate;
- 2.13.7 to contribute to the organisation of tasks specific to the Department.

2.14 Working Time

- 2.14.1 to be available for work for 195 days in any school year, of which 190 days shall be days on which you shall be required to teach pupils in addition to carrying out other duties (those 195 days shall be specified by the head teacher);
- 2.14.2 to be available to perform such duties at such times and such places as may be specified by the Head teacher for 1265 hours in any school year, those hours to be allocated reasonably throughout those days in the school year on which you are required to be available for work;
- 2.14.3 under this contract you will not be required to undertake midday supervision and you will be allowed a break of reasonable length either between school sessions or between the hours of 12noon and 2.00pm;
- 2.14.4 in addition to the requirements set out in the first two bullet points above you are required to be available to work such reasonable additional hours as may be needed to enable you to discharge effectively professional duties in accordance with the provisions in the conditions of employment, School Teachers' Pay and Conditions and any appropriate local agreement. The amount of time required for this purpose beyond the 1265 hours and the times outside the 1265 specified hours at which duties shall be performed shall not be defined by the employer.

3. GENERIC – POST OF ADDITIONAL RESPONSIBILITY

Not applicable

4. SPECIFIC DUTIES

- 4.1 To teach according to the MUSIC curriculum, as required by your timetable
- 4.2 To be responsible for fulfilling the requirements of the agreed syllabus for MUSIC and for carrying out examination course requirements at KS4
- 4.3 To participate in the creation of schemes of work and the development of the MUSIC curriculum

Note

The above job description may be reviewed during the academic year. It may also be amended at any time,

but before this happens you will be given appropriate opportunities to discuss any proposed amendments.

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

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.

Our Lady's Catholic High School



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 musical thinking develop in pupils;
- specific evidence of any 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 enrich one of the largest 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 **Wednesday 26th March 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.



Summary

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
Visits to school	email ptt@olchs.lancs.sch.uk to arrange
Closing Date for Applications	Wednesday 26 th March 2025 (12 noon)