



CARDINAL ALLEN CATHOLIC HIGH SCHOOL



*'Pupils are happy to attend this
kind and welcoming school'* Ofsted 2022

**ASSOCIATE ASSISTANT HEADTEACHER /
CURRICULUM LEADER FOR ENGLISH
APPLICANT INFORMATION PACK**



Our Foundation Statement

Cardinal Allen is a Catholic 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 parents, carers, teachers and the Church. Whilst we recognise that parents and carers 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 to Our School

April 2024

Dear Colleague,

Thank you for your interest leading our English team on their journey to outstanding.

Governors are incredibly ambitious for our 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. 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 is an exciting opportunity for someone who, having established themselves as a great teacher, and having enjoyed some leadership responsibility, maybe as second in department, wants to take that next step in their career as Curriculum Leader for English. You will be joining a very strong team, a well-resourced department, and, if you are prepared to work hard, you will enjoy developing your teaching craft and leadership skills with us.

As a core subject, the position of Curriculum Leader for English is already a senior position in our school. If you already have successful experience as a head of department, and have the requisite skills, Governors would be delighted to consider offering you the permanent position of Associate Assistant Headteacher, leading English, whilst also assuming a whole school responsibility.

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, I would be delighted if you were able to make arrangements to visit our school, or at least call to discuss our ambitions for our pupils. If you would like to take up this offer, please contact me directly at head@cardinalallen.co.uk.

Yours sincerely,

Andrew Cafferkey
Headteacher



Advert – ASSOCIATE ASSISTANT HEADTEACHER / CURRICULUM LEADER FOR ENGLISH

CARDINAL ALLEN CATHOLIC HIGH SCHOOL

**Associate Assistant Headteacher: L8 to L13 (£56,082 - £63,430)
or Curriculum Leader for English: TLR1.2 (UPS + £11,411)**

Required for September 2024

The Governors of this very successful Catholic High School wish to appoint a dynamic and inspirational leader for English to join our strong and dedicated English Department as either Curriculum Leader or Associate Assistant Headteacher.

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.

Cardinal Allen is a great place to work and an excellent community to belong to. We receive tremendous support from our parent body and our committed group of Governors. Our pupils actively engage in all aspects of school life, and there is a culture of mutual support and openness.

Governors hope to appoint someone who will:

- Love and care for our children as much as they would their own;
- Be, in every sense a great English teacher;
- Be enthusiastic, resourceful and keen to ensure that the highest possible standards of pupil achievement, personal development and well-being are achieved;
- Have high expectations of both themselves and those they work and lead;
- Be able to lead and inspire colleagues to continuously improve;
- Always be willing to go the extra mile for our children.

Cardinal Allen is a forward looking, oversubscribed, outstanding Catholic school, evaluated by Ofsted as a **'good school'**. Inspectors said, **'Pupils are happy to attend this kind and welcoming school. Pupils achieve well. This is because leaders set high expectations for all pupils'**. 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 to call the Headteacher for an informal discussion or to visit the school prior to application. The closing date for applications is 3rd May at 9.00am. Applications should be emailed to head@cardinalallen.co.uk.

Melbourne Avenue, Fleetwood, FY7 8AY ♦ 01253 872659
head@cardinalallen.co.uk ♦ 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 personal endeavour. This means that we can be rightly ambitious for all our pupils and encourage them all to have high expectations. We were once again oversubscribed for September 2023 having received nearly 400 applications for the 166 places available.

Our school is constantly striving to achieve higher standards as reported by Ofsted ([2015](#) and [2022](#)), and in our Section 48 Denominational Inspection Reports ([2017](#) and [2024](#)) 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 have been redesignated a Full International School by the British Council. We have held SGQM Centre of Excellence status for several years, were National Eco School of the Year in 2020, and we are a strategic partner in the Catholic Teaching Alliance.

OUR MOST RECENT INSPECTIONS

Our most recent inspection reports say great things about the school and our pupils:

“The students at Cardinal Allen embrace and benefit from the opportunities for Catholic life and mission offered them by the school. Most feel deeply cared for and respected in their uniqueness and human dignity.” (Section 48)

“Pupils are happy to attend this kind and welcoming school” (Ofsted 2022)

“Behaviour in lessons is outstanding and pupils are able to understand how well they are doing, following regular formative feedback from their teachers.” (Section 48)

“Pupils, including those with SEND and disadvantaged pupils, become confident readers. Pupils who find reading difficult are well supported to catch up. Pupils enjoy reading a class novel with their form teacher. They can also choose to take part in group reading with the librarian or to read a book of their choice independently. These activities help pupils to develop and broaden their vocabulary so that they become accurate and fluent readers. Pupils’ extensive vocabularies and secure comprehension skills enable them to achieve well in many subjects across the curriculum. Pupils take advantage of the ample opportunities to read for pleasure in order to find out about different cultures, lives and experiences.” (Ofsted 2022)

“Students are provided with excellent opportunities for prayer and liturgy at Cardinal Allen and they respond enthusiastically and with interest” (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 and journey times to school are significantly improved following the completion of two major road developments on the M55 and A585.

THE ENGLISH DEPARTMENT

The department consists of seven members of staff led by a Curriculum Leader and supported by a Lead Teacher. The department has a vibrant mix of innovative and traditional teaching, with lesson observations demonstrating that standards among the team are very high; however, this does not mean that the team isn't committed to further improvements. The department has a strong sense of team spirit and mutual support, as well as a passion for their subject and a commitment to deliver a curriculum that allows each pupil to reach his or her potential. We know that even higher standards can be achieved and existing team members are very supportive of initiatives to change and improve. Our new colleague will receive all the support and encouragement necessary to make a difference to our pupils and develop professionally for the next stage of his/her career.



Departmental classrooms are grouped together in the main school building and the department has an office and ample storage space. Each classroom is equipped with a desktop computer, interactive LED learning panel and visualiser. The department also has a dedicated room with fifteen computers which is used for small group work.

CURRICULUM STRUCTURE

The school timetable works to a 50-period two-week timetable, with pupils enjoying six periods of English in Year 7, seven in Year 8, and eight in Year 9. At Key Stage 4, during which all pupils complete courses in GCSE Language and Literature, all pupils enjoy nine periods across the two-week schedule.

In Years 7 and 8 pupils are banded according to KS2 results and CAT scores. In Years 9, 10 and 11, pupils are set by the English department across the year group according to their ability, potential and progress. All Key Stage 4 pupils complete full, separate GCSEs (AQA) in English Language and English Literature. The department's programmes of learning can be found [here](#)

POSSIBLE ASSOCIATE ASSISTANT HEADTEACHER

Our children deserve the best, and so, in acknowledging the national recruitment crisis, Governors would be delighted to offer an Associate Assistant Headteacher role to an exceptional candidate with appropriate experience. If you feel that your application falls into this category, Governors will be happy to discuss this at interview, along with any additional responsibility this may include – better still, simply call / visit school to discuss the possibility with Headteacher. Whilst the advertised range for this role is L8 to L13, an appointment will almost certainly be made at the upper end of this range.

WHO ARE WE LOOKING FOR?

First and foremost, Governors wish to appoint a dynamic and inspirational teacher of English; an individual with a sense of vision, and the enthusiasm, energy, and ability to develop a spirit of teamwork across the department and, possibly, the wider school community. We are looking for an exceptional candidate who will be excited to take a leading role and make a significant contribution to our journey in providing the very best for the children who have been entrusted to us. Governors want to appoint someone who is a '*grafter*', a colleague who will give their absolute all for our children and staff, because they deserve nothing less.



WIDER LIFE OF THE SCHOOL

The breadth of opportunities available to our pupils is illustrated on our website, and is acknowledged in our most recent Ofsted Report, but they can only happen if there is a willingness from our staff to go the extra mile in supporting our children to *be all they can be*. As such, all staff, at whatever level, are expected to make a positive contribution to the wider life of the School, and to enthusiastically engage and support the Catholic life of the school. Quite simply, we want to provide an experience which you would want for your own children.

HOW TO APPLY

If, having considered all of the information available, you wish to apply for the post, please take note of the following:

Visits to school

Governors would be delighted for interested colleagues to contact the Headteacher for an informal discussion or to visit the school prior to application – this can be facilitated both within and beyond the school day, and at your convenience.

Applications

- Only applications made on the version of the CES application form that is available from the school website will be considered;
- The application form invites you to write a supporting statement – Governors would like you to write your statement (no more than two sides of A4, using Calibri Size 11 font) as a separate document. This separate supporting statement should be clear, concise, and related to this specific post at our school. Whilst it should include how your experiences to date have prepared you for this role, and the impact that you have had in your current role, we would very much like to hear how your leadership at Cardinal Allen will ensure that all our pupils have the opportunity to realise their full potential;
- Applicants should also submit an additional three completed forms:
 - Recruitment Monitoring Form;
 - Rehabilitation of Offenders Act Form;
 - Consent to Obtain References Form;
- Completed applications should be addressed to the Headteacher, Mr A Cafferkey, and sent to head@cardinalallen.co.uk. All applications will be acknowledged;
- The closing date for applications is 3rd May 2024, at 9.00am. Applications received after the closing date will not be considered.

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. One of your referees must be the headteacher of the school in which you are currently employed.

Shortlisting

Governors will meet to consider applications shortly after the closing date. Shortlisted candidates will be contacted by telephone, and specific details of the selection process will be shared via email. Applicants who aren't shortlisted will be notified once an appointment has been made.



Job Description – Curriculum Leader for English

JOB DESCRIPTION FOR:	Curriculum Leader for English	TLR 1.2
<p>Curriculum Leaders are accountable for leading, managing and developing all aspects of provision across the department in order to improve standards.</p>		
<p>Main responsibilities and purpose:</p> <ul style="list-style-type: none"> • 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; • To monitor, support and be accountable for pupil progress and development across the department; • To develop and enhance the teaching practice of other members of the department; • To share and support the school’s responsibility to provide and monitor opportunities for personal and academic growth; • To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils across the department; • To effectively manage and deploy all departmental resources. 		
<p>Line Manager: A member of the Senior Leadership Team</p>		
<p>Line Managing: Colleagues within the department – teachers and technicians</p>		
<p>Liaising with: Line Manager, fellow Curriculum Leaders, departmental colleagues, relevant external agencies, and parents.</p>		
<p>Working Time: 190 Pupil days per year; full-time; 5 In-service days; directed time as detailed by Headteacher</p>		
<p>Post duties: Curriculum Leaders 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.</p>		
<p>Improving Standards:</p> <ul style="list-style-type: none"> • To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential; • To be responsible for, and lead members of the department in, the writing of the Curriculum Improvement Plan and its implementation; 		
<p>Curriculum, Teaching, Learning and Assessment:</p> <ul style="list-style-type: none"> • 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; • To actively monitor and respond to curriculum developments and initiatives at a national and local level; • To lead on the development of programmes of learning to ensure accelerated progress for all pupils; • To monitor, evaluate and lead the improvement of the quality of teaching and learning across the department; • To lead the department in implementing whole school policies in relation to curriculum, teaching, learning and assessment; • 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. 		
<p>Staffing:</p> <ul style="list-style-type: none"> • To promote a culture of continuous improvement amongst colleagues within the department; • To positively engage with the Appraisal Process as both an appraisee and appraiser • To identify the professional development needs of the department, and individuals within it, and to liaise with the SLT in meeting such needs; • 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; • 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; • To promote teamwork and to motivate staff to ensure effective working relations; • To participate in, and actively support, the school’s programme for trainee teachers; • To be responsible for the day-to-day leadership and management of staff within the department and act as a positive role model. 		
<p>Quality Assurance and Intervention</p> <ul style="list-style-type: none"> • To lead the process of monitoring and evaluation within the department in line with agreed school procedures, quality standards and performance criteria; 		

- 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 – Curriculum Leader for English

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 and leadership of English and a commitment to giving their all for our children. The Governors will consider applications on the basis of each candidate's ability to meet the following criteria:

Selection Criteria	Essential / Desirable
Qualifications and Professional Development	
Qualified Teacher Status	E
Recognised and relevant degree or equivalent	E
Evidence of appropriate professional development for the role of Curriculum Leader	E
Experience	
Recent successful experience in a subject leadership role – as either head or second in department	E
To have taken an active involvement in self-evaluation and improvement planning	E
To have had experience of and ability to contribute to staff development	E
Knowledge and Skills	
To have a current knowledge and understanding of the Key Stage 3 and Key Stage 4 English curriculum	E
To be able to exemplify how the needs of all pupils have been met through high quality teaching	E
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
An understanding of the evaluation of standards of teaching and learning and dissemination of good practice	E
To be able to exemplify how the needs of all pupils have been met through high quality teaching	E
An awareness and appreciation of impact of effective improvement planning and target setting	E
The ability to plan meticulously and think strategically	E

Selection Criteria	Essential / Desirable
The ability to analyse and use data to identify issues, and inform improvement strategies	E
Efficient and effective administrative and organisational skills	E
Personal Qualities	
Personal impact and presence	E
Adaptability to changing circumstances and new ideas and an ability to challenge the status quo	E
High levels of motivation and a commitment to high standards	E
Analytical, creative and flexible thinking	E
Work under pressure: meet deadlines, prioritise, and effective time management	E
Able to lead from the front with honesty, integrity and selflessness	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
Commitment	
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 wider life of the school and contribute to enrichment activities	E





Cardinal Allen Catholic High School

Melbourne Avenue, Fleetwood, Lancashire, FY7 8AY

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