



The **McAuley** Catholic High School & Sixth Form

CANDIDATE PACK

CURRICULUM LEADER
OF ENGLISH



Dear Candidate,

Thank you for showing interest in our school.

At McAuley there is a pattern. Staff join us and stay! It's not just about the great pupils, or the 2.15pm finish. It's the staff first approach which ensures we care and support staff like few other schools do.

We are looking for someone with BIG ideas! If you have a passion for English language and English Literature and have a compelling vision to further developing this important curriculum area, then we want to hear from you.

If successful, you will be joining McAuley, the biggest school in Doncaster and the biggest Catholic school in Hallam Diocese at a very exciting time.

As Head, I am committed to staff welfare and well-being and see my role as removing those obstacles that prevent staff being brilliant.

We have a well-developed Staff First Policy. We're committed to bringing the very best people to work at McAuley to join a community of Learners committed to the values and vision of the school and dedicated to making a difference to the children we teach.

If you want to be part of something genuinely unique then we want to hear from you.

Informal discussions are positively welcomed by emailing jtucker@mcauley.org.uk

James Tucker
Headteacher

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The McAuley Catholic High School



WHY MCAULEY?

- Large Catholic Comprehensive School
- Enrolment of 1,200 students in Years 7 to 11
- A Sixth Form with 300 students
- Recipient of the ArtsMark Gold Award
- Designated as an Inclusivity Quality Mark Centre of Excellence
- Received a "Good" rating from Ofsted in all areas (December 2023)
- Achieved positive outcomes in Key Stage 3 and Key Stage 4 assessments
- Consistent back-to-back +P8 scores
- Offers a diverse array of Sixth Form courses
- High staff morale and engagement
- A vibrant and unique student body
- Emphasises a family-first ethos, prioritising the welfare of staff and the community



'I have come that they may have life and have it to the full.'
- John 10:10

English at McAuley

The school recognises the central importance of English to the development of our students as responsible, curious and creative citizens of the world; people who can listen to different viewpoints and contribute their own opinions in a considered but passionate way. We want to nurture students who enjoy reading and who find freedom in written communication.

The successful candidate will lead a strong, supportive and welcoming teaching team of 11 subject specialists. The team is committed to professional learning and has a well-established tradition of joint planning. Their curriculum is well developed and supported by extensive schemes of work at all levels. Students are able to study English Literature and English Language at A level. Our students follow AQA English Language and EDEXEL English Literature courses (current set texts are Macbeth, A Christmas Carol and Animal Farm). The current KS3 curriculum is varied and interesting and provides a sound base for further development in order to secure the enjoyment and progress of our wonderful and diverse classes.

We are well aware that the position of Curriculum Leader of any core area of the curriculum is an exciting, yet daunting prospect. McAuley is a uniquely supportive school. Everything from our corridor interactions to our quality assurance processes assumes a collegiate and collaborative approach underpinned by professional dialogue. Your own professional development would be a priority for us and the senior leadership team would ensure you were coached and developed in any areas of the role felt to be necessary.

JOB DESCRIPTION FOR CURRICULUM LEADER

Overview:

The school was founded by and is part of the Catholic Church. It is one of the formal mechanisms through which the Church's educative mission is fulfilled and is to be conducted as a Catholic School in accordance with the canon law and teachings of the Roman Catholic Church, and in accordance with the Trust Deed of the Diocese of Hallam. The Head Teacher is the school's leading professional.

Purpose:

The prime purpose of this role is to support the HEADTEACHER by:

Providing Departmental Leadership and Management.

Helping develop the school as a catechetical community.

Ensuring there are high standards of learning and achievement in a search for truth and freedom for the greater glory of God and benefit of all humanity.

Ensuring that at all times the activities for which you are responsible serve as a witness to the Catholic faith.

The general duties and responsibilities of the role are:

To carry out the statutory secular tasks laid down in the current School Teachers' Pay and Conditions of Service Document in the light of procedures, policies and guidelines adopted by the Governing Body.

To contribute to the Catholic and liturgical life of the school community.

Purpose:

To be accountable for the leading, managing and developing the Department.

To raise standards of student attainment and achievement within the whole Department and to monitor and support student progress

To be accountable for student progress and development To develop and enhance the teaching practice of others

To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the Department, in accordance with the aims of the school and the curricular policies determined by the Governing body and the head teacher of the school.

To effectively manage and deploy teaching/support staff, financial and physical resources within the Department to support the designated curriculum portfolio.

Reporting to: SLT Members under SLT structure including line management

Responsible for: teaching staff and other relevant personnel within the Department.

Liaising with: Headteacher and SLT, Other Curriculum Leaders, Achievement Leaders, SENCO and relevant staff with cross responsibilities, relevant non-teaching support staff, LA staff and parents.

Working Time: 195 days per year, full-

time. **Disclosure Level:** Enhanced DBS

Communications -

To ensure that all members of the Department are familiar with its aims and objectives

To ensure effective communication/consultation as appropriate with the parents of students

To liaise with partner schools, higher education, industry, Examination Boards, Awarding

Bodies and other relevant external bodies

To represent the Department's views and interest

Marketing and Liaison:

To contribute to the school's liaison and marketing activities e.g. the collection of material for press releases.

To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.

To actively promote the development of effective subject links with external agencies.

Management of Resources:

To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down, including deploying the subject budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock and keeping appropriate records

To work with the Assistant Headteacher timetabler in order to ensure that the Department's teaching commitments are effectively and efficiently timetabled and roomed.

Pastoral System:

To monitor and support the overall progress and development of students within the Department

To monitor student attendance together with students' progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary

To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description

To ensure the Behaviour Management system is implemented in the Department so that effective learning can take place.

Teaching:

To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

Additional Duties:

To play a full part in the Catholic life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.

Other Specific Duties:

To continue personal development as agreed.

To engage actively in the Appraisal process.

To undertake any other duty as specified by School Teacher's Pay and Conditions Document not mentioned in the above.

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

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.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

PERSON SPECIFICATION: Curriculum Leader of English

	ESSENTIAL	DESIRABLE
Education, Qualifications & Training	<ul style="list-style-type: none"> ▪ Degree ▪ Qualified Teacher Status 	<ul style="list-style-type: none"> • Evidence of commitment to own continuing professional development
Knowledge & Experience	<ul style="list-style-type: none"> ▪ Leadership experience ▪ Experience of teaching pupils of all abilities and aptitudes ▪ Clear understanding of the use of assessment and data to support teaching and learning and the tracking of pupil ▪ Experience of developing new resources for teaching 	<ul style="list-style-type: none"> ▪ Experience of teaching at KS5
Personal Skills and Abilities	<ul style="list-style-type: none"> ▪ Excellent teacher ▪ Evidence of developing teaching and learning ▪ Evidence of using data effectively ▪ Evidence of managing workload and maintaining effective working relationships ▪ Demonstrate excellent interpersonal, oral and written communication skills ▪ Evidence of the use of ICT both in the curriculum and for administrative purposes ▪ Be passionate about teaching, in particular in your subject area. 	
Other Requirements	<ul style="list-style-type: none"> ▪ A commitment to safeguarding and promoting the welfare of children & young people ▪ A commitment to and ability to implement the principles of equal opportunities and inclusion ▪ An understanding of the distinctive nature of Catholic Education and a willingness to support our school ethos 	



Working at McAuley. What's in it for you?

Our 'staff first' policy means that we invest in our people. Our staff tell us what they value.

- Wellbeing time – this is time off for all staff up to one day a year to engage in wellbeing or family occasions that would not normally be covered under the leave of absence policy
- Wellbeing CPD for all staff – from the McAuley Minds working group, through to staff wellbeing sessions, we encourage all colleagues to participate in the programmes that we offer this could be learning how to make a curry through to menopause awareness, crafting, darts. There is something for everyone even reminding people how to laugh!
- Staff Wellbeing suggestion boxes – these are regularly emptied!
- Staff Wellbeing surveys – regular surveys allow us to see how we are doing and what we need to change stop doing or consider.
- Membership of Westfield Health – the school pays for level one of a cash policy so you can claim for optical, dental and other therapies such as physio and chiropractic appointments. In addition, you will have access to Doctor Line which offers our staff general appointments with a private GP when you are unable to see your own doctor at short notice.
- Employee assistance programme – from practical legal support through to face-to-face counselling, the 24 hour counselling and advice line offers our staff access to a range of issues such as mental health, physical health, financial health and debt management, trauma, parental support and relationship support any time of the day or night 365 days a year.
- Westfield Rewards – being a member of Westfield Health also gives you access to a range cash back or percentage discounts off high street retailers and supermarkets when you shop online or reloadable auto top up vouchers for your weekly shop helping you budget and save with a large range of retailers.
- Working Day – The timing of our school day, means a 2.15pm finish for students and means that staff have a significant part of the afternoon to do what they want to do, whether that is pick your own children up from school, engage in some form of exercise or go to that appointment you have been putting off. It gives staff extra flexibility to manage that work life balance.
- Email protocol – Our email policy takes the pressure off receiving emails at unacceptable times. We do not expect you to receive or send emails outside of your working day and we have an email embargo in between the hours of 7pm to 7am and weekends. Our policy is to speak to each other!
- Leave of absence policy – We know that there are times when we need to have time off work for whether that is because of an emergency or if you are taking your driving test. Our generous leave of absence policy allows you to request an absence during the school day when you find it is not possible to manage outside of working hours. Depending on your request, this will be either paid or unpaid, however we will always try and support your work life balance by doing what we can to give you that time. If we can't, we will explain why.