



**St Cuthbert's  
Catholic High School**

*Live life in all its fullness*

# Curriculum Leader Science

## Application Pack

February 2024

**MORE THAN  
A SCHOOL**



St Cuthbert's  
Catholic High School  
*Live life in all its fullness*

[stcuthberts.com](http://stcuthberts.com)

# We're all about a warm welcome



February 2024

**Dear Applicant**

**Re: Curriculum Leader Science**

Let me start by thanking you for your interest in St Cuthbert's Catholic High School. My colleagues on the Governing Body and I are delighted you are considering making an application for the post of Curriculum Leader Science to commence in September 2024.

As Headteacher at St Cuthbert's, I am so proud to lead our school as we reflect on and celebrate a year of major change and success. We are experiencing a dramatic shift in terms of ambition, aspiration and achievement. To put it in plain terms, St Cuthbert's Catholic High School is on the up, and we are excited to see how progress will continue at a pace in 2024 and beyond.

Of course, as a community of students, staff, governors and parents, we have been working towards changing our culture and vision of the school for some time, and now we are all satisfied to see that our collective achievements are being showcased and recognised by others.

In July 2022, Ofsted Inspectors returned and confirmed that St Cuthbert's **continues to be a good school**. *"Pupils told inspectors that the best thing about the school is the education that they receive. They value the purposeful learning environment. Pupils focus on their work in class and co-operate well with one another. Leaders and staff have high expectations for pupils' behaviour and academic success. Pupils have pride in their work".*

*"Leaders have put together a coherent and well-ordered curriculum across all subjects. The curriculum identifies what pupils will learn and when this content will be taught. Leaders have ensured that the curriculum is broad and balanced from Year 7 to Year 11. The curriculum is ambitious. Leaders have successfully increased the proportion of key stage 4 pupils who study subjects included in the English Baccalaureate".*

For the sixth year in a row, we are an oversubscribed school for 2023-2024.

I warmly encourage candidates to call me should they wish to discuss the position further, whilst visits to the school can also be arranged. Please telephone my PA, Mrs Geden on 01744 678123, in the first instance to arrange this. On behalf of the Governing Body I look forward to hearing from you and in receiving your completed application form.

Yours sincerely

Mrs Catherine Twist  
**Headteacher**

## Our mission

St Cuthbert's is a Catholic High School, in which students, staff, governors and friends will work together as a Christian family to live the message of the Good News of Jesus Christ to love God and our neighbour



- ❖ By learning to know and accept the love of God by the way we treat each other and work together  
(Matthew 7:12)
- ❖ By respecting and embracing all cultures and recognising that as individuals we are unique  
(Genesis 1:26)
- ❖ By developing the gifts, talents and aspirations of all students and staff  
(Matthew 25:14-30)
- ❖ providing the best education for all students and helping them to live life in all its fullness  
(John 10:10)
- ❖ accepting the support of those in our community who work for the good of the school  
(Luke 10:25-37)
- ❖ reaching out to those who need our help in our world  
(Mark 1:39-42)
- ❖ protect and take pride in all aspects of our environment so that we become stewards of God's creation  
(Psalm 8)

**“Treat others as you would like to be treated!”**  
**The Golden Rule (Matthew 7:12)**

## Our Vision

A vibrant community, uniquely created by God, which embraces everyone, especially those in need and celebrates difference. Enabled by a staff, dedicated to our Catholic ethos and a culture of excellence, our young people will be inspired to know more, and be more.

## Our Core Values





## Science Department

The successful candidate will join a team of Science specialists, who are hardworking and committed to improving the quality of learning and teaching. They are professional, creative and ready to try out new strategies and approaches. We are looking for a talented and enthusiastic Curriculum Leader to lead the team to commence in September 2024 on a permanent basis.

The department is very well resourced, with six laboratories and two teaching rooms, all of which are equipped with interactive whiteboards and are housed in one area of the school. The department also has access to ICT facilities.

The learners are taught in ability groups in Key Stage 3 and 4. The department currently follows the AQA GCSE syllabus and extensive work has been done on updating schemes of learning. All staff have been proactive in contributing to the preparation of the new schemes of learning for Key Stages 3 and 4.

The department provides an extra-curricular programme for KS3 and KS4 for homework and revision, together with a KS3 STEM Club.

The department are receptive to new ideas and will be keen to build on the success they have already enjoyed.

We hope you would like to join our hard-working supportive team and look forward to hearing from you.





# Job Description

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<b>Post:</b>	Curriculum Leader Science
<b>Grade:</b>	<b>MPS/UPS + TLR 1B</b> (£11,402)
<b>Responsible to:</b>	Senior Leadership Team

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## Purpose of the Post:

- The Curriculum Leader's principal responsibility is to lead and manage a team of colleagues (both teaching and non-teaching where appropriate) in the effective delivery of their subject across the age and ability range of the school.
- The Curriculum Leader will be expected, by personal example, to provide motivation and enthusiasm in setting and maintaining the highest standards to achieve success with all students.

## Duties and Responsibilities:

### Teaching & Learning:

- To take a strategic role to ensure that the school aims, objectives and ethos are reflected within the department.
- To take a strategic role to ensure that the needs of all students are met.
- To lead and manage the Quality Assurance process in the department, providing support for colleagues in their assessment, to ensure that the highest standards are met.
- To plan for progress necessary to achieve the highest standards.
- To lead the preparation of detailed schemes of work in line with departmental, school and national policies and that these are evaluated and updated regularly.
- To ensure that challenging yet realistic targets are set for all students.
- To ensure that students' work is regularly assessed and monitored in accordance with the school's policy. Assessment examples should be retained for monitoring and quality assurance purposes. Assessment data should be available for input into the school's SIMS system at the appropriate times.
- To ensure that the early identification of students who are under-performing in the department is ensured and appropriate intervention is secured.
- To ensure that students are prepared for and correctly entered for public exams.
- To ensure that homework is set regularly and marked in accordance with the school's policy.
- To organise appropriate work for supply and cover staff in the case of staff absence.
- To work closely with the Senior Leadership Team to ensure that the appropriate curriculum challenges and supports all pupils.
- To monitor and evaluate the quality of teaching and learning within the department through a schedule of lesson observations, work scrutiny, progress dialogues and learning reviews..

# Job Description

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## Support of Staff:

- Line-manage the Second in Department in the Science Department.
- To lead, manage, deploy and support the department on matters of teaching, learning assessment and student progress.
- To take responsibility for, and providing support for the department, in matters of academic, organisational and behavioural concerns which occur within the department and liaise with other staff, e.g. Head of Year, Assistant Headteacher (Pastoral).
- To ensure that all members of the department are made aware of curriculum developments and lead and support their implementation.
- To ensure that the department has an effective system for identifying in-service needs and take positive steps to meet those needs.
- To participate in appropriate appointment procedures.
- To lead and manage departmental support staff.

## Communication:

- To organise and minute departmental meetings and briefings to discuss items raised at the Teaching, Learning and Assessment team and other items of specific interest to the department in particular pupil progress.
- To participate in relevant meetings necessary for discussion of matters concerning the school as a whole.
- To liaise with any other colleagues to support the school in cross-curricular and other initiatives.
- To liaise with Heads of Year and other staff over the particular needs and problems of individual students.

## Organisation of resources:

- To advise the SLT on departmental needs for teaching materials and other resources and to manage the departmental budget.
- To be responsible for the organisation of ordering, checking and maintaining resources.
- To provide information for the school website as appropriate.
- To be responsible for ensuring that the relevant curriculum area adheres to all aspects of health & safety as set out under health & safety inspection criteria.
- To provide a stimulating working environment for students.

Carry out any other duties deemed appropriate by the Headteacher.

**Postholder's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Headteacher's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# Person Specification

## POSITION: Curriculum Leader Science

PERSONAL ATTRIBUTES				
	Essential Attribute	Stage Identified	Desirable Attribute	Stage Identified
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Qualified Teacher Status*</li> <li>Degree in Science or equivalent *</li> </ul>	A A	<ul style="list-style-type: none"> <li>Further accreditation in leadership and management.</li> </ul>	A
<b>Experience</b>	<ul style="list-style-type: none"> <li>Ability to teach and lead the teaching of Science at Key Stages 3 &amp; 4</li> <li>Excellent practitioner – evidence of outstanding lesson observations</li> <li>Experience of developing resources to enhance learning and assessment throughout appropriate Key Stages.</li> <li>Ability to inspire and motivate students of all abilities.</li> <li>Proven success in raising attainment</li> </ul>	A R R A I R A I R A I	<ul style="list-style-type: none"> <li>Use of ICT in teaching</li> <li>Experience of assessment for learning</li> <li>Experience of managing an area of responsibility</li> <li>Experience of managing change successfully.</li> </ul>	A I A I A I R A I A I
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Good knowledge of national and local initiatives in Science</li> <li>Ability to analyse data</li> <li>Use a variety of teaching strategies</li> <li>Experience of monitoring and evaluating students' progress</li> <li>Good communication and interpersonal skills</li> <li>Ability to motivate, challenge and inspire staff.</li> <li>Excellent ICT Skills</li> </ul>	A R A R A I R I R I R A	<ul style="list-style-type: none"> <li>Examination marking experience</li> <li>Ability to work using own initiative</li> <li>Proven ability to set and meet deadlines</li> </ul>	A I R A I R A I
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Support the Catholic ethos</li> <li>Enthusiasm &amp; energy</li> <li>Commitment to safeguarding and promoting the welfare of Children and Young People</li> </ul>	A I I R A I R	<ul style="list-style-type: none"> <li>Willingness to undertake further training and responsibility</li> </ul>	I
<b>Other circumstances</b>	<ul style="list-style-type: none"> <li>An ability to fulfil all spoken aspects of the role with confidence through the medium of English</li> </ul>	I		

A = Application form    I = Interview    R = Reference    \*Shortlisted candidates should bring with them copies of their qualifications

Updated by: TW - May 2018

## School and local information

### St Cuthbert's Catholic High School

St. Cuthbert's is a mixed Roman Catholic Voluntary Aided College for students aged 11 to 16.

Number on roll: 912

### Getting around St Helens

Situated on the main A580 East Lancashire Road and at the centre of the region's motorway network, St Helens is one of the best-connected towns in the country. And once you get into the town centre, parking couldn't be simpler with spaces for over 2,300 cars on our Council run car parks.

St Helens has an efficient bus network with regular services from across the region passing through the main bus station on Bickerstaffe Street, alongside the Hardshaw shopping centre and a few hundred yards away from the newly redesigned Central Railway Station. From here, there are direct rail links with nearby Eccleston, Thatto Heath and Lea Green in addition to direct train to and from Liverpool, Wigan and Manchester.

### Out and about in St Helens!

In our multi-award-winning Cultural Quarter, we have the perfect location for our new-look arts and entertainment venues – The Citadel and Theatre Royal. The Citadel was voted by *The Independent* as one of the top ten jazz and blues venues in Britain, with theatre, dance, music and film events also on the agenda.

If you want art, then the Godfrey Pilkington Art Gallery and the World of Glass museum are the places for you, giving you a flavour of the town's industrial heritage and history. As is the North West Museum of Road Transport with the largest collection of old buses in the country – especially if you have kids.

At the heart of the town's shopping offering is Church Square, St Helens largest indoor shopping centre, with popular high street stores amongst the many shops.

Outside of town is Ravenhead Retail Park on the Linkway, where you will find some of the larger retailers, conveniently situated in one place. While St Helens Retail Park may offer the same but it also houses a number of independent and discount stores.

When it comes to eating out, St Helens town centre has many restaurants appealing to all tastes and budgets from café bars and coffee shops to international and traditional British cuisine. Or if you are simply looking for a place to enjoy a few drinks, we have the traditional pubs with many serving real ale, modern bars and clubs in and around the town centre, with the biggest concentration of eating and drinking establishments on Bridge Street and Westfield Street

### In the Area

St Helens excellent communication links offer a gateway for you to explore the local area, and there's loads to do nearby with Knowsley Safari Park right on our doorstep. And if you want countryside, then we have loads with Sankey Valley Country Park, Billinge Hill and Carr Mill Dam on the edge of the town. Venturing further out of town, the splendour of Knowsley Hall will impress you with its 2,500-acre scenic parkland that resembles a scene from *Brideshead Revisited*.

On the edge of the town we have the product of "The Big Art Project", an ambitious public art commissioning initiative from Channel 4, supported by Arts Council England, the national development agency for the arts, and The Art Fund, the UK's leading independent art charity.

*Dream* has generated worldwide media coverage for St. Helens, and was awarded the prestigious Marsh Sculpture Prize for the best public sculpture of the year, plus 8 other awards. It is attracting tens of thousands of additional visitors to the site and surrounding region every year.

When it comes to Sport, there can only be one in the town: rugby league!

In St Helens we are fanatical about the game and with some justification because, the 'Saints' are the most successful Super League team in history, and having just taken delivery of a fabulous new stadium, who can blame us?

If you love football, then all of Liverpool and Manchester's grounds are within 40 minutes travelling time from the town centre.

Our leisure facilities are second to none with 4 state of the art, council run, leisure centres, golf course and driving range, as well as private clubs in the area, you won't be lost for something to do!



## Advisory Note to Applicants

### Information for Applicants

Please download, complete and return the CES application form, recruitment monitoring form, disclosure form and consent to obtain references form by the closing date specified.

Please ensure that you fully complete all the relevant sections. Please ensure that you provide an up-to-date email address as we often contact candidates electronically rather than by post.

You should make reference to the person specification and job description stating your particular strengths and how your experience to date has prepared you for this particular role.

Please note that CVs will not be accepted.

### Safeguarding – Disclosure and Barring Service Check

St Cuthbert's 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 position advertised is subject to an Enhanced Disclosure and Barring Service Check, medical clearance, satisfactory references, qualification checks and eligibility to work checks under the Asylum and Immigration Act.

### At Interview

If you are invited for interview, references will be taken up prior to your interview.

Applicants are also requested to bring to interview the original documentation of their qualifications. Applicants who have not received an invitation to interview within two weeks of the specified closing date should assume they have not been shortlisted (unless otherwise stated in the advertisement).

### Application Closing Date:

The closing date for applications is **Wednesday, 28<sup>th</sup> February 2024 at 9:00am.**

Interviews will be held:  
**During week of 11<sup>th</sup> March 2024.**

Completed application forms should be returned by email to [hello@stcuthberts.com](mailto:hello@stcuthberts.com)

The Headteacher  
St Cuthbert's Catholic High School  
Berrys Lane  
Sutton  
St Helens  
WA9 3HE

*Thank you for considering St Cuthbert's Catholic High School and we look forward to receiving your application.*



## **St Cuthbert's Catholic High School**

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**For more information, please contact  
the Headteacher, Mrs Catherine Twist  
on 01744 678123**

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