



ST CUTHBERT'S
— CATHOLIC HIGH SCHOOL —

Head of English

1 September 2021

Full Time / Permanent

www.scchs.org.uk

CANDIDATE INFORMATION BROCHURE



INTRODUCTION

Thank you for your interest in St Cuthbert's Catholic High School. When looking for a school for their son, every parent or carer seeks academic excellence, a wide range of vibrant co-curricular activities and a place where their son can truly belong. St Cuthbert's is such a place.

For over one hundred years, St Cuthbert's has been nurturing fine young men, preparing them to take their rightful place in the Church and in the world. We have provided our pupils and students with a challenging yet supportive environment within which to discover and develop their own God-given gifts. One of our distinguishing characteristics is the fact that we are a boys' school. We know from research that boys learn differently than girls, and we strongly believe that we are ideally situated to meet our pupils' learning needs through a balance of tradition and innovation, reflecting best practices in boys' learning.

At our centenary in 1981, the then headmaster wrote:

"The story of St Cuthbert's is an exciting and fascinating one. It has never been an ordinary school nor will it ever be so. It is no mere organisation but a living entity, changing and adapting when circumstances require it, holding firm and steadfast when a principle is at stake. The strength of its traditions does not lie in antiquated rituals or oft rehearsed anecdotes but in promoting a certain outlook on life, in firmness of purpose and in dedication to hard work, the pursuit of excellence and to the Catholic Faith. St Cuthbert's was founded by the clergy to offer a Catholic education to the boys of Newcastle and the surrounding area. It has performed this duty since 1881 under the leadership, guidance, and direction of Catholic educators both lay and cleric alike."

We continue to offer a high-quality Catholic education to boys of all faiths and none.

The St Cuthbert's experience is so much more than a comprehensive education. We offer learning with heart and soul which gives us a difference of a kind that sets us apart. Above all, St Cuthbert's prepares young men to find their God-given calling and answer it with energy and passion. In our school, in our local community and around the world, our young men serve, lead, and strive to make a difference in the lives of others.

If you believe that you can contribute to such a community, if you believe that you have the energy, passion, and commitment to help our boys to excel and to become better men, then I look forward to receiving your application.

Daniel P. Murray
Headmaster

THE STORY OF ST CUTHBERT'S CATHOLIC HIGH SCHOOL

The history of St Cuthbert's is a cause for genuine pride. Academic achievements and sporting successes in abundance are on record. Our formal pupils grace all the professions and make a very valuable contribution to the life of the Church in many parts of the world. However, what is even more important is the number of our Old Boys who have become priests. Tribute must be paid to the many priests, some long dead, for the sacrifice and devotion they showed in their teaching careers at St Cuthbert's. Nor can we fail to admire the foresight and determination of Bishop Chadwick and the pioneer priests who embarked on the daunting task of providing the best in Catholic education for our young men.

The Background

On the 16th August 1881, the Rt. Rev. James Chadwick, Bishop of Hexham and Newcastle, entered the premises of 62-64 Westmorland Road, Newcastle upon Tyne, and proclaimed the opening of St Cuthbert's Grammar School.

Because of its reputation and pleasant atmosphere, many notable personalities took an interest in the school. Sir Walter Selby, Col, Sir Francis Blake, Sir George Lunn, Sir Henry Newton, Lord Armstrong and even the Duke of Norfolk, were invited as guests of honour on Prize Days. In 1901, the Grammar School was favoured by a visit from Cardinal Vaughan.

The school soon outgrew its central location, the search begun for larger more suitable premises to the west of the city. Benwell Hill House, the home of the Westmacott family, came up for sale and was bought together with the grounds which extended to 28 acres. It was in July 1922 that the pupils of the school were told to report after the summer holidays to the new school on Benwell Hill. The new school was officially opened by Cardinal Bourne in September 1922. The extensive fields surrounding the building provided ample space for soccer, although the grazing of cattle on the fields did present certain hazards to the players!

In 1927, significant changes took place. The preparatory classes were abolished and the classes were renamed Form I-V for the pupils aged 11-16. Also, a Sixth Form was established for pupils wishing to take the Higher School Certificate. With the establishment of a proper Sixth Form, the numbers increased dramatically.

The Period of Expansion

In 1958 Fr Cassidy became headmaster, under his leadership the school began a period of expansion such as it had not seen for over forty years. He began a process of broadening the curriculum with the introduction of German as a second foreign language, and before long pupils had the opportunity to study Italian, Spanish and Russian.

Canon Cassidy, as he now was, had other plans. He refurbished one of the old buildings as a biology laboratory and set up a language laboratory in a classroom in the Old Hall. He extended the staffroom and made use of yet another large room to provide further accommodation for the staff. He made many new appointments to the staff, recruited in the main from former pupils of the school as well as from others with different educational backgrounds and with experience in other schools. He built an entirely new block to accommodate the Sixth Form. This building, comprising eighteen classrooms, a common room, a spacious study hall, a library, an entrance hall and a lecture theatre, as well as common rooms for staff on each of three floors, was completed in 1971. It was designed to house over 200 students.

The same period was one of outstanding sporting successes. Indeed, the dominance of St Cuthbert's in nearly every field of sport in these years gave it a reputation which it continues to uphold. New sports were added to the school curriculum: rugby football, athletics, cross country running, hockey and volley ball, to name only a few. Pupils, too numerous to mention all by name, represented the City of Newcastle or the County of Northumberland in the various branches of sport. Canon Cassidy devoted all of his time and energy to promoting the welfare of the school. But the stresses and strains began to take their toll on his health and in March 1972, he died suddenly. Fr. M. Walsh was appointed to succeed as the next headmaster of the school. Like most of the priests there he was a Cambridge graduate. Not only did he have classroom experience, he also had several years' experience as Prefect. His main task as headmaster was to develop the academic potential of the school.

The late 'seventies saw one of the most dramatic changes in St Cuthbert's history. Various proposals were made and discussed, and in the end plans were drawn up whereby St Mary's Technical School would become a mixed school serving pupils from the east side of the city, and the Sacred Heart and St Cuthbert's Grammar Schools would each form single sex comprehensive schools serving the west and northern areas of the city. This entailed the closing of the secondary modern schools which was not done without regret, for there is no doubt that these schools had served the Catholic community well for many years.

The amalgamation of schools began in 1977 and the following year the last secondary modern schools were closed. St Cuthbert's now had a population of 1400 boys who were taught by over ninety staff. In 1981 at the school's centenary the then headmaster Fr. Walsh wrote:

"The story of St Cuthbert's is an exciting and fascinating one. It has never been an ordinary school, nor will it ever be so. It is no mere organisation but a living entity, changing and adapting when circumstances require it, holding firm and steadfast when a principle is at stake. The strength of its tradition does not lie in antiquated rituals or oft rehearsed anecdotes but in prompting a certain outlook on life, in firmness of purpose and in dedication to hard work and to our Faith. St Cuthbert's was founded by the clergy to offer a Catholic education to Catholic boys. It has performed that duty now for over hundred years under the leadership and guidance of the clergy, and whatever other changes may come about, it will continue to perform that same duty, Ad maiorem Dei gloriam."

In 2012, the school converted to Academy Status and on 1st December 2020, it joined the Bishop Bewick Catholic Education Trust. The school continues to strive for a balance of tradition and innovation. The school has a proud history and an exciting future. It continues to build on the many successes of old Cuthbertians and prepare the young men in its care to take their rightful place in the Church and in the world. The school's motto 'Quies In Caelo' encourages all members of the school community to work for the greater glory of good and the common good. After all, you can 'rest in heaven' but for now, there is plenty of work to do.

ABOUT THE ENGLISH DEPARTMENT

Our highly successful and innovative English department aims to equip our pupils for the future, inspiring them with a love of literature and a passion for English. We are a dynamic and forward-thinking team who work collaboratively in the best interest of the boys. We deliver a broad, balanced, and ambitious curriculum, ranging from studying the language of technology to the more traditional literary canon, all of which is underpinned by excellent, engaging teaching. The English team is led by a head of English. There are two additional key stage leaders. The successful candidate will have the opportunity to lead an established and industrious team. We teach the AQA specification for GCSE English Language and English Literature. For A level English Language, we also follow the AQA specification and for A level English Literature we follow the OCR specification.

This is an opportunity to join a well-established and aspirational department in an outstanding, all-boys Catholic School that has enjoyed a reputation as a centre of educational excellence for over one hundred years.

JOB SPECIFICATION		
Job Title:		Head of English
Position Type:	Grade	Leadership Spine: 6-10
	Postholder	Vacant
	Contract Status	Permanent
Responsible to:		Headmaster and Leadership Team
JOB DESCRIPTION		
Core Purpose	<p>The core purpose of every teacher at St Cuthbert's Catholic High School is to inspire, motivate, encourage and educate the boys in our care. Our Heads of Department are expected to teach their teams in making the core purpose a reality so that every boy may experience excellence every day.</p>	
Main Duties & Responsibilities	<ul style="list-style-type: none"> ▪ to raise standards of student attainment and achievement and monitor and support student progress ▪ to implement the school and department vision and development plan ▪ participate in the performance management process ▪ effectively implement all school policies and procedures ▪ to ensure behaviour is monitored and strategy is implemented across the department ▪ creatively enhance teaching in the department ▪ to ensure all documentation is consistently applied ▪ ensure all deadlines are met ▪ participate fully in school monitoring and evaluation process ▪ provide cover work in your absence 	
Teaching & Learning	<ul style="list-style-type: none"> ▪ teach high quality, engaging and inspiring lessons that promote pupil progress and foster a love of the subject ▪ plan and prepare lessons for all ability ranges, including the inclusion of appropriate differentiation to support and extend learning ▪ give clear feedback and targeted support ▪ ensure that the Curriculum's work is focused on progress and improving pupils' learning ▪ ensure that Curriculum colleagues are aware of developments in teaching and learning strategies which may enhance pupils' learning ▪ exemplify good practice in the teaching of the subject(s) both inside and outside of school ▪ monitor and evaluate the teaching of curriculum colleagues in accordance with the school Monitoring and evaluation Policy ▪ give pupils maximum opportunity to make measurable progress ▪ participate in meetings at the school which relate to either curriculum or pastoral 	

Curriculum	<ul style="list-style-type: none"> ▪ ensure continuity and progression from KS2 to KS4 through to Post 16 education ▪ plan, implement, review and develop the Curriculum to stretch and challenge pupils and to ensure best outcomes ▪ develop programmes of study and schemes of work for the subject(s) which meet the needs of all pupils and Curriculum ▪ ensure continuity and progression from Key Stage 2 to Key Stage 4 through to Post-16 education ▪ ensure that the requirements of the National Curriculum and examination specifications in relation to the subject(s) are fully implemented ▪ organise enrichment opportunities for students to extend their subject education outside of lesson time activities ▪ keep abreast of developments in all aspects of education as well as in the subject(s) in order to plan effectively
Assessment	<ul style="list-style-type: none"> ▪ participate and prepare pupils for public exams ▪ assess, record and report on progress and attainment of pupils ▪ ensure that marking follows school marking policy guidance ▪ ensure that assessment procedures and the recording of pupils' progress are in line with school and national requirements ▪ ensure that assessment is both regular and thorough and that full records of pupil work are kept up to date re: marking and feedback ▪ keep records of pupil progress and attainment ▪ meet deadlines for assessments and reports
Leadership and Management	<ul style="list-style-type: none"> ▪ carry out and keep records of School Monitoring and Evaluation Policy ▪ ensure that all school deadlines are met and actions required by Headmaster are carried out fully ▪ lead on 'Faith in Action' projects ▪ exemplify and share best practice in the teaching of subjects ▪ ensure that all school deadlines are met and actions required by the Headmaster are carried out fully ▪ performance manage allocated team members ▪ contribute to and lead on self-evaluation and improvement planning ▪ attend all appropriate meetings including parents' meetings, occasional governors' committee meetings and liaison meetings ▪ contribute to the overall development of the school ▪ produce appropriate action plans and monitoring and evaluation evidence to contribute to outstanding school outcomes ▪ report to Governors termly ▪ to meet with Senior Leader/Headmaster for KIT meeting as required
Discipline and Inclusion	<ul style="list-style-type: none"> ▪ support curriculum colleagues in creating and maintaining a positive behaviour climate ▪ liaise with House Leaders in promoting a positive behaviour climate in lessons and on the way to and from lessons ▪ comply with whole school policies (e.g. marking, behaviour, homework) ▪ be a visible presence in and around the school
Quality Assurance	<ul style="list-style-type: none"> ▪ monitor and evaluate curriculum performance in external and internal assessment

	<ul style="list-style-type: none"> ▪ monitor and develop the practice of individual departmental curriculum staff with particular reference to School Improvement Plan priorities and outstanding outcomes
Leading & Managing Staff/Performance Management and CPD	<ul style="list-style-type: none"> ▪ ensure adherence to Teacher Standards ▪ fulfil effectively your role as an appraiser where appropriate ▪ undertake any reasonable direction of Headmaster ▪ attend regular department and whole school meetings and CPD following school meeting calendar ▪ hold regular departmental meetings with agenda and action points and ensure compliance of the team ▪ fulfil the role of Team Leader in performance management arrangements ▪ advise and direct members of the department in the performance of their professional duties and standards ▪ induct new staff and take overall responsibility for newly qualified teachers and School Direct assigned to the departmental area ▪ ensure that trainee and newly qualified teachers are trained monitored supported and assessed in relation to the appropriate standards ▪ line manage staff including personnel procedures relating to performance and staff discipline ▪ monitor and secure staff safety ▪ establish clear expectations and constructive working relationships among staff involved with the subject, including, through team work and mutual support; devolving responsibilities and delegating tasks, as appropriate ▪ acting as a positive role model for others ▪ evaluate practice, appraise staff as required by the school policy and use the process to develop the personal and professional effectiveness, audit training needs of subject staff ▪ coach members of staff in order to develop teaching and learning within the Pastoral System and to enable teachers to achieve expertise in their subject teaching ▪ work with the SENCO and any other staff with special educational needs expertise, to ensure that work is matched to individual pupils' needs
Resource Management	<ul style="list-style-type: none"> ▪ ensure that relevant Health and Safety legislation is followed ▪ ensuring the effective and efficient management and organisation of learning resources, including information and communications technology ▪ maintaining existing resources and exploring opportunities to develop or incorporate new resources into schemes of work ▪ ensuring that there is a welcoming, safe working and learning environment in which risks are properly assessed ▪ manage the resources of the area supported by the Business Manager ▪ plan and manage the departmental budget to ensure value for money ▪ manage and care for departmental rooms, reporting problems to the Business Manager
Catholic Life of the School	<ul style="list-style-type: none"> ▪ to play a full part in the life of the school community, to support its distinctive vision and ethos and lead staff and students to do the same ▪ to actively support the school's corporate policies and aspirations ▪ to adhere to the staff professional code of conduct ▪ to comply with the School Health and Safety Policy and undertake necessary risk assessments

Pastoral care/Welfare	<ul style="list-style-type: none"> ▪ maintain good order in your classroom and subject area ▪ support colleagues in managing the behaviour of students studying the subject ▪ liaise with year leaders in promoting good behaviour in lessons and on the way to and from lessons ▪ attend assemblies and support the management of student entry and exit ▪ act as tutor to designated pastoral team
Other professional requirements	<ul style="list-style-type: none"> ▪ to undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher ▪ to undertake any reasonable request of the Headmaster and accept any reasonably delegated additional responsibility from the Headmaster

This job description is current at the date shown, but, in consultation with you, may be changed by the Headmaster 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 and, therefore, this specification is not exhaustive. All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. In the best traditions of Catholic education, we seek to *'welcome the guest as Christ himself, for He will say 'I was a stranger and you made me welcome'* (RB) and we recognise the intrinsic value all people. St Cuthbert's Catholic High School will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

PERSON SPECIFICATION			
Source Key: A = Application Form, I = Interview, R = References, CC = Checking Certificates			
Faith Commitment	Essential	Desirable	Source
a practising Catholic (fulfilling the requirements of the <i>Diocesan Briefing Note</i>)		✓	A/I/R
secure understanding of the distinctive nature of the Catholic school and Catholic education		✓	A/I/R
understanding of the leadership role in spiritual development of pupils and staff		✓	A/I/R
involvement in parish community		✓	A/I/R
leading school worship		✓	A/I/R
Qualifications	Essential	Desirable	Source
Qualified teacher status	✓		A/CC
Degree	✓		A/CC
CCRS/CTC (or equivalent) or commitment to obtaining the certificate		✓	A/CC/I
Experience and knowledge of teaching	Essential	Desirable	Source
experience of teaching in more than one school		✓	A/I
able to teach high quality lessons at all Key Stages	✓		A/I/R
sound understanding of planning and assessment	✓		A/I/R
understanding and experience of being an effective team member	✓		A/I/R
understanding of improving self and other and maintaining professional integrity even when under pressure	✓		A/I/R
able to motivate and engage young people and colleagues	✓		A/I/R
understanding of value of learning walls and other motivational materials	✓		A/I/R
able to teach A Level	✓		A/I/R
offer enrichment activity related to subject outside of the classroom		✓	A/I/R

to deepen the learning experience for students			
marking / moderating for KS4 & KS5		✓	A/I/R
a proven track record of achieving best outcome for pupils and students	✓		A/I/R
knowledge and awareness of statutory requirements for all Key Stages	✓		A/I/R
a proven track record of achieving best outcome for pupils and students	✓		A/I/R
leadership accountability for raising standards	✓		A/I/R
Personal Qualities	Essential	Desirable	Source
able to engage and inspire young people.	✓		A/I/R
genuine and tangible passion for the subject	✓		A/I/R
a team player	✓		A/I/R
initiative/creativity	✓		A/I/R
willing to learn with colleagues and young people.	✓		A/I/R
resilience – the ability to cope with competing demands and pressure	✓		A/I/R
well-developed inter personal skills	✓		A/I/R
flexibility and the ability to adapt as circumstances change	✓		A/I/R

Application and Appointment Process

All applicants must submit a Catholic Education Service Application Form giving the names of at least two referees, including your current and previous line managers, covering, where appropriate the past six years. The form must be fully completed and legible. The supporting statement should be clear, concise (within the required word count) and related to the specific post.

Diversity: St Cuthbert's Catholic High School and the Bishop Bewick Catholic Education Trust are fully committed to the principles of equal opportunity, diversity and inclusion. The Bishop Bewick Catholic Education Trust does not discriminate on the grounds of sex, disability, age, sexual orientation, marital status or racial ethnic or national origin and applications are welcome from a diverse range of backgrounds. As a Catholic school and an apostolate of the Roman Catholic Diocese of Hexham & Newcastle preference may be given to a practising Catholics.

Applications may be sent electronically or in hard copy to:

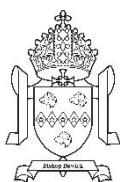
Human Resources
St Cuthbert's Catholic High School
Gretna Road
Newcastle upon Tyne
NE15 7PX

or by email: recruitment@scchs.org.uk

Applications will be acknowledged by email.

The closing date for applications is 12noon Monday 10th May 2021.

Interview Date:	To be confirmed (please note that interviews may be subject to the Covid-19 restrictions in place at the time)
Interview Process:	The interview process will be outlined in correspondence following shortlisting.
Outcome Notification:	The successful candidate will be contacted by telephone in the first instance and the appointment will subsequently be confirmed in writing. Unsuccessful candidates will be notified by telephone and by email; we will be willing to provide a debrief on request.



St Cuthbert's Catholic High School is a member of the Bishop Bewick Catholic Education Trust. The **Bishop Bewick Catholic Education Trust**, is a company limited by guarantee registered in England and Wales. Company Registration No. 7841435. It is an apostolate of the Roman Catholic Church under the episcopal jurisdiction of the Bishop of Hexham & Newcastle. **Registered Office:** Fenham Hall Drive, Newcastle upon Tyne, NE4 9YH www.bishopbewickcet.org