



# Cartmel Priory Church of England School

Cartmel, Cumbria, LA11 7SA



## Subject Leader English

**Permanent and Full Time**

**Required to start 1 September 2021**

Main pay range 1 to Upper pay range 3, £25,714 - £41,604

Plus TLR 2b

### Candidate Information Pack

Contents:	Page
Introduction from the Head Teacher	2-3
What we are looking for and our offer to you	4
Job Description	5-6
Person Specification	7
How to apply and appointment timetable	8

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## **Introduction from the Head Teacher**

### **Cartmel Priory Church of England School**

Cartmel Priory CE School is a special and unique place to work. Our greatest strength as a school is the commitment of our staff (teaching and support) to the students and the fact that we know them as individuals. Schooling is based on our traditional values, an idyllic setting, small class sizes and excellent pastoral support. This is a school where individuals matter and where you can make a real difference to students' lives.

We are a small 11-16 school with 320 students on roll. The school is located in the village of Cartmel, an attractive rural village (having been placed in The Times '30 Best Villages in Britain'). Cartmel is on the edge of the Lake District National Park and two miles from Morecambe Bay.

The school serves the Cartmel Peninsula drawing students primarily from seven local primary schools (Allithwaite, Cartmel, Dean Barwick, Flookburgh, Grange, Leven Valley and Lindale), although there are a small number of students who come from beyond this area. We have developed excellent links with our local primaries and a programme of PE and science outreach work is delivered to local primary school children.

We are one of two Church of England secondary schools in Cumbria, both of which are non-selective converter academies. Our intake is fully comprehensive. We have, therefore, students of all abilities and social backgrounds, but with lower than average levels of deprivation overall (as measured by % FSM) and a higher than average % of pupils with Educational Health Care Plans. The average attainment of our students on entry varies from year to year, but is generally around the national average overall. Students make excellent academic progress and the school is consistently placed amongst Cumbria's highest performing schools in terms of progress made. In 2019, Cartmel Priory CE School achieved a Progress 8 score of +0.5, placing us as the top performing school in South Lakeland and in the top 7% of schools nationally.

We are very proud of our school and for the experiences we are able to offer students. We believe strongly that education is about supporting students in a holistic way to develop the wisdom, knowledge and skills to be ready for their adult life.

Our Christian values reflect a deep and inclusive commitment to our students, staff and the wider community. We have a clearly defined ethos embodied in John 10: 10 "I have come that they may have life, and have life to the full" which is embedded in our philosophy and in our practice, supporting our decision making and school priorities. It is reflected in our commitment to providing a broad and balanced curriculum and in the wide range of enrichment opportunities on offer to enable students to grow and flourish as people.

Our mission statement: 'Run Faster, Reach Further, Aim Higher, Grow Tall, Work Harder, Think Deeper, Laugh Louder, Love All' pervades the life of our school. We have high aspirations for our students but we also value them as individuals and we are dedicated to do our best to ensure that all students fulfil their potential academically, physically, socially, morally and spiritually.

Most of our students travel to and from school on school transport, though a few can walk/cycle and others are brought by their parents.

The school is a member of the South Lakes Federation (SLF). The SLF comprises nine secondary schools/academies, Kendal College and the University of Cumbria.

Our commitment is to work together to secure improvement across all schools in the South Lakes through collaborative working at all levels.

The school was inspected by Ofsted in April 2017. Ofsted judged the school to be 'good'. The school was inspected by SIAMS in February 2020 and was judged to be 'excellent', the highest grade possible.

We are looking to appoint a subject leader for our English Department. We are seeking someone who has a proven track record of success, high aspirations, enthusiasm, passion and drive to support us to continue to move forward in the pursuit of excellence within an embedded culture of care and support.

The English Department consists of the full time subject leader, a full time English specialist and teachers who teach English to varying degrees dependent on the timetabling requirements of a small school.

The Department uses an in house curriculum at Key Stage 3 and offers Edexcel English Language and English Literature at Key Stage 4. All classes are taught in mixed ability groupings.

This is a key role in our school and the successful candidate will be expected to become an integral member of the staff team and will be expected to demonstrate full commitment to the students, school and its community.

Cartmel Priory CE School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to a satisfactory DBS check.

I thank you for your interest in our school and look forward to receiving your completed application.

Sarah Beestone

Head Teacher

*Cartmel Priory CE School is the top performing school in South Lakeland*

## **What are we are looking for?**

We are looking to appoint an outstanding teacher of English who is able to lead others within the English department in our continued drive for excellence. This post also carries a whole school responsibility for the development of literacy, including oracy, across the curriculum.

You will need to be able to support and promote the Christian values embedded in school life and to support the wider ethos of the school; to encourage students to achieve not only high levels of attainment but also to develop a love of learning, a breadth of interests and skills, resilience and personal development which will continue in later life.

You will be an applicant with either experience at middle leadership level or an aspirant middle leader. Someone who sets high expectations, can translate vision into plans and will strive to achieve positive outcomes.

As a school with a strong pastoral focus of welfare, care, support and safety you will be an approachable role model, able to actively listen and communicate with students, staff and a wide range of audiences.

## **What are we able to offer you?**

### **We can offer you:**

- A wonderful place to live and work on the edge of the Lake District World Heritage Site
- A welcoming and friendly school at the heart of the community with supportive parents, carers and wider stakeholders.
- Students who are well behaved, enthusiastic, appreciative and genuinely keen to learn.
- A team of professional, capable, well qualified and motivated teaching and support staff who are hardworking, have a tangible passion for the school and strive to ensure that all children achieve of their best.
- A strong, open, well informed and skilled Senior Leadership Team dedicated to transparency and the success of the school.
- Support within the South Lakes Federation; providing opportunity to work with, and have the support of, peers and colleagues.
- A school committed to doing the best for its students.
- A school committed to the safety, welfare and support of students and staff.
- A challenge with a lot of reward.
- Well maintained accommodation and facilities.

## **Job Description**

**Post Title:**           **Subject Leader English**

**Responsible to:**    The Deputy Head Teacher

### **Main Purpose**

To provide effective professional leadership for the English department that leads to strong outcomes for all. To be responsible for the development of literacy, including oracy, across the school.

In addition to the requirements of a class teacher, areas of responsibility and key tasks include:

- Strategic direction and development of the Department.
- Set the strategic vision for the curriculum in English and deliver the implementation of high quality provision.
- Monitor and evaluate the impact of the Intent and implementation of the English curriculum regularly.
- Use relevant school, local and national data to inform targets for development and further improvement for individuals and groups of students.
- Teaching and learning: Be an excellent classroom teacher.
- Develop and implement policies and practices which reflect the school's commitment to high achievement through effective teaching and learning.
- Help colleagues to create a stimulating learning environment for the teaching and learning of the subject.
- Monitor progress and evaluate the effects on teaching and learning by working alongside colleagues, analysing work and outcomes.
- To have an enthusiasm which motivates and supports other staff and encourages a shared understanding of the contribution the subjects can make to all aspects of students' lives.
- Chair meetings of subject staff (including provision of agenda and minutes) and provide other briefings as necessary.
- Maintaining efficient and effective management of the expenditure for the subject.
- Ensure that the English department is aligned with the whole school priorities.
- Take responsibility for the development and implementation of the whole school policy for Literacy, with a current focus on the development of oracy across the school.
- Work supportively and creatively in a cross curricular way with staff to develop good practice.

### **Other professional requirements**

- Support and promote the distinctive Christian ethos of the school.
- Work within the Teacher Standards and have a working knowledge of teachers' professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the school.
- Establish effective working relationships and set a good example through presentation and personal and professional conduct.
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the leadership and management of the school.
- Develop, implement, monitor and continually engaging in self- review for the purpose of achieving the best outcomes for students.
- Ensuring that national and local circumstances, policies and initiatives are addressed in a way that is best for the school and its community.

- Managing own workload and being aware of that of others which takes into account well-being and work/life balance.
- Operating within required regulatory frameworks and legislation including safeguarding young people.

## Person Specification

		<b>Evidence      A= Application Form      I= Interview      R= Reference</b>		
<b>No</b>	<b>Criteria</b>			
	<b>Qualifications and Training</b>	<b>A</b>	<b>I</b>	<b>R</b>
<b>1</b>	Recognised DfE qualified teacher status (QTS)	x		
<b>2</b>	Evidence of recent Continuing Professional Development	x		
<b>3</b>	Qualified to teach English to Key Stage 4.	x		
<b>4</b>	<b>Desirable</b> Recognised Middle Leader qualification e.g. NPQML	x		
	<b>Experience</b>	<b>A</b>	<b>I</b>	<b>R</b>
<b>5</b>	Successful experience of raising standards of student academic progress and achievement	x	x	x
<b>6</b>	Successful record of teaching of students in secondary education			x
<b>7</b>	<b>Desirable</b> Experience of leading teams and motivating others	x		
<b>8</b>	<b>Desirable</b> Working with and engaging the involvement of external partners and other stakeholders	x		
<b>9</b>	<b>Desirable</b> Experience of data management leading to intervention and impact on outcomes.	x		
	<b>Knowledge and Understanding</b> of current issues and best practice	<b>A</b>	<b>I</b>	<b>R</b>
<b>10</b>	Ability to support and promote the Christian ethos of the school	x	x	x
<b>11</b>	Understanding of budget management and financial responsibilities	x	x	
<b>12</b>	The process of strategic planning and translating vision into practice		x	
<b>13</b>	Leading change and development	x	x	
<b>14</b>	Effective communication strategies within and beyond school	x	x	x
<b>15</b>	Self- evaluation and development planning	x	x	
<b>16</b>	Strategies for fostering and prioritising actions for departmental improvement		x	
<b>17</b>	Ability to engage parents and carers in supporting student learning	x		x
<b>18</b>	Curriculum planning and delivery	x	x	
<b>19</b>	Principles of effective teaching and assessment for learning	x	x	
<b>20</b>	Application of new technologies to teaching, learning and management.	x	x	
<b>21</b>	National and local current educational trends, legislation and initiatives	x	x	
<b>22</b>	Safeguarding children and young people	x	x	x
<b>23</b>	<b>Desirable</b> An understanding of the challenges faced by small schools		x	
	<b>Professional Qualities and Leadership Attributes</b>	<b>A</b>	<b>I</b>	<b>R</b>
<b>24</b>	Proven ability to lead by example and build positive relationships	x	x	x
<b>25</b>	Evidence of ability to build, implement and engage the active commitment of others	x	x	x
<b>26</b>	Ability to make informed judgements.	x	x	x
<b>27</b>	Ability to understand and appreciate the school's current strengths and opportunities for development	x	x	
<b>28</b>	Commitment to an open, collaborative style of leadership	x	x	x
<b>29</b>	Genuine passion and belief in placing students at the heart of considerations in decision making.	x	x	x
<b>30</b>	<b>Desirable</b> Evidence of partnership working and networking within and beyond school	x	x	x
	<b>Personal Qualities Attributes</b>	<b>A</b>	<b>I</b>	<b>R</b>
<b>31</b>	Strong personal motivation, drive and professional pride	x	x	x
<b>32</b>	Team player, able to lead, influence and motivate	x	x	x
<b>33</b>	Enthusiastic with a passion for education	x	x	x
<b>34</b>	To demonstrate behaviour and beliefs which resonate with Christian values and which promote the school's commitment to life in all its fullness	x	x	x
<b>35</b>	Ability to relate to and address a range of audiences in a variety of media	x	x	
<b>36</b>	Confidence in being an ambassador of the school.	x	x	
<b>37</b>	Total commitment to the welfare and safeguarding of young people	x	x	x

## **How to Apply and Appointment Timetable**

### **To apply**

Further details and an application form are available from the Cartmel Priory CE School website.

<https://www.cartmelprioryschool.co.uk/Vacancies/>

Please complete the application form and return to: [admin@cartmelprioryschool.co.uk](mailto:admin@cartmelprioryschool.co.uk)  
Applications will only be accepted on the form provided.

You are invited to supply a letter of application of no more than two sides of A4 in 11pt font.

Prospective applicants are welcome to make an appointment to discuss the role with the Head teacher via video chat. Unfortunately tours of the school at the current time are not possible. Please contact Kate Osmaston, Head's PA to arrange an appointment.

- Closing date for applications Friday 12 March 2021 at 12.00pm
- Interview dates : Week beginning 29<sup>th</sup> March 2021

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