CARDINAL ALLEN CATHOLIC HIGH SCHOOL

'Living to make Christ known'

Teacher of English

Applicant Information Pack

Welcome to Our School

March 2026

Dear Colleague,

Thank you for your interest in the post of Teacher of English at Cardinal Allen Catholic High School.

This is an exciting opportunity for either somebody setting out on a career in teaching, or for someone who, having established themselves as a great teacher, wants to move to a different context. Either way, you will be joining a very strong team and, if you are prepared to work hard, you will enjoy developing your craft with us. You will see from our most recent inspection reports that many aspects of our provision are outstanding, but we are not complacent and continue to strive to make all aspects of our work outstanding.

This pack includes a copy of the advertisement, information about the school and department, along with the job description and person specification.

I hope you find the information herein useful, and there is of course lots more information available on our website, Facebook and Instagram 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 – Teacher of English

Teacher of English

M1 (£32,916) to UPS3 (£51,047)

Required for September 2026

The Governors of this very successful Catholic High School wish to appoint a dynamic and inspirational Teacher of English to join our strong and dedicated English Department.

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, or have the potential to be, in every sense a great 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 with;
- 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 13th April 2026 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 are once again oversubscribed for September 2025 having received nearly 400 applications for the 166 places available.

Our school is constantly striving to achieve higher standards as reported by Ofsted and in our Section 48 Denominational Inspection Reports. 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, have been awarded National Eco School of the Year, 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)

"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)

"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 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 journey 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 eighteen computers which is used for small group work.

CURRICULUM

For Years 7-10, the school timetable follows a 50-period two-week cycle, 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 in Year 10, and ten periods in Year 11.

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.

WHO ARE WE LOOKING FOR?

We are an ambitious school and want the very best for the youngsters in our care. First and foremost we are looking for a great Teacher of English, or someone with the potential to become one; for that reason, we welcome applications from ECTs and more experienced candidates. For a colleague new to teaching, we have a perfect track record of supporting newly qualified teachers through their NQT / ECT framework.

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 13th April 2026, 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 – Teacher of English

JOB DESCRIPTION FOR:	Teacher of English

Main responsibilities/Purpose:

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated subject area(s) as appropriate.
- To monitor and support the overall progress and development of students as a teacher/ Form Tutor
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

Line Manager: Curriculum Leader

Line Managing: N/A

Liaising with: Curriculum Leader, colleagues, any relevant external agencies, and parents.

Working Time: 190 Pupil days per year; full-time; 5 In-service days; directed time as detailed by the Headteacher

Post duties:

Relating to School Mission Statement:

- In line with the explicit aims within the School Mission Statement, all employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. Cardinal Allen places the highest value on the very positive and supportive relationships which exist between teachers and between teachers and pupils.

Operational / Strategic Planning:

- To assist in the development of resources, programmes of learning, policies and teaching strategies in the curriculum area;
- To contribute to the Curriculum Improvement Plan and its implementation;
- To plan and prepare lessons in line with the layers of the programmes of learning;
- To contribute to the whole school's planning activities.

Curriculum Provision:

- To assist the Curriculum Leader and, where appropriate, the Lead Teacher, in ensuring that the curriculum area provides a range of teaching which complements the school's strategic objectives;
- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of pupils, awarding bodies, and the school's Mission and strategic objectives.

Staffing / Staff Development / Recruitment/ Deployment of Staff:

- To take part in the school's staff development programme by participating in arrangements for further training and continuing professional development;
- To continue personal development in the relevant areas including subject knowledge and teaching methods;
- To engage actively in the Appraisal process;
- To ensure the effective/efficient deployment of classroom support;
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

Quality Assurance:

- To help to implement school quality assurance procedures and to adhere to those;
- To contribute to the process of monitoring and evaluation of the curriculum area in line with agreed school procedures, including evaluation against quality standards and performance criteria;
- To seek/implement modification and improvement where required;
- To review from time to time methods of teaching and programmes of learning;
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

Management Information:

- To maintain appropriate records so as to provide relevant, accurate, and up-to-date information relating to student progress.

- To complete the relevant documentation to assist in the tracking of students, and to inform teaching and learning.

Communications:

- To communicate effectively with the parents of pupils as appropriate, including the completion of reports, circulars and attendance at Progress Evenings;
- To follow agreed policies for communications in the school.

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 assist the Curriculum Leader to identify resource needs and to contribute to the efficient/effective use of physical resources;
- To co-operate with other staff to ensure a sharing and effective use of resources to the benefit of the School, department and the students.

Duties related to Teaching and Learning:

The Teachers' Standards document gives a full description of teacher competencies at different levels. This will be referred to when making judgements on the quality of teaching and performance generally under Appraisal regulations.

- To undertake a pro rata appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students 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 student 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 students 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, to support its distinctive mission and ethos and to encourage and ensure staff and students to 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 – Teacher of 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 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 personal and professional development	**E**
Experience	
If a trainee or recently qualified teacher – successful placements	**E**
If a serving teacher - successful preparation of candidates for public examination	**E**
Involvement in the development of the English curriculum	**D**
Knowledge and Skills	
The ability to communicate effectively, both through speaking and writing to a variety of audiences	**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**
The purposes of the English curriculum and relationship to the whole school curriculum	**E**
An understanding of the evaluation of standards of teaching and learning in English	**D**
An awareness and appreciation of impact of effective improvement planning and target setting	**D**
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**

Selection Criteria	Essential / Desirable
Work under pressure: meet deadlines, prioritise, and effective time management	E
Reliability and integrity	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

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