



# **ELLESMERE PORT Catholic High School**

**Teacher of English & KS3 Coordinator**

**"I have come so that they may have life and have it to the full"**

**JOHN 10:10**

## Inspired by Excellence & Innovation

“I have come so that they may have Life and have it to the Full” – John 10:10

### Headteacher's Welcome

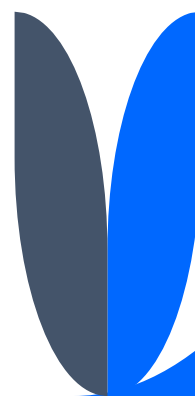
I would like to welcome and introduce you to Ellesmere Port Catholic High School.

Our mission says, ‘I have come so that they may have life and have it to the full’ (John 10:10) and we believe that every student here can achieve great things wherever their skills and talents lie.

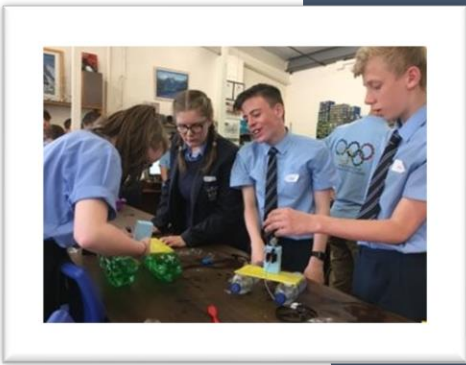
Students tell us that the time they spend here is very special. Within our caring community, new skills are learnt, knowledge increased, new friends made, and futures planned. When students look back before they leave us to go to university, college, an apprenticeship or employment, they are frequently amazed at what they have achieved and how they have developed as a confident young adult.

As a prospective employee, we encourage you to visit our school, look around and please contact us if you would like to know more.

Mrs Vile  
Headteacher

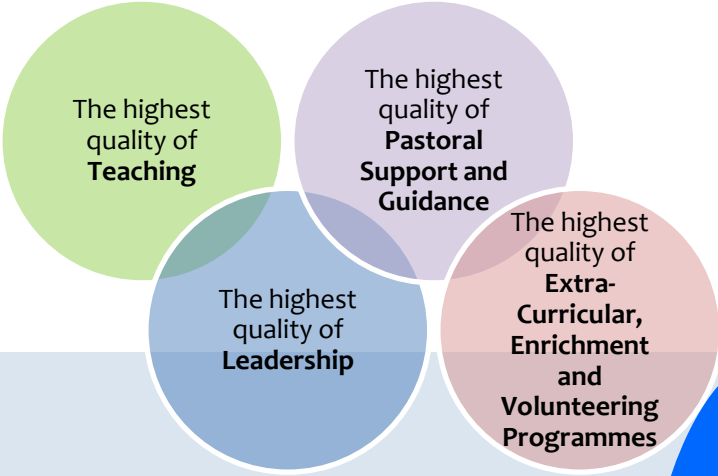


**Ellesmere Port Catholic High School** is a school with a unique sense of community, where every student is known, where there is exemplary student behaviour, a culture built on striving for excellence and where there are exceptionally high aspirations for everyone.



*“Leaders and staff place as much emphasis on pupils’ personal development as they do on academic achievement. Most pupils are confident and well-mannered.”*

Ofsted June 2021



With 970 students on roll at Ellesmere Port Catholic High School, we are a successful, oversubscribed school situated in Ellesmere Port. We are approximately 7 miles from Chester and approximately 14 miles from Liverpool making commute times short.

## Values & Mission Statement

Ellesmere Port Catholic High School aims to provide a Roman Catholic education in an environment within which all members of the community are encouraged to develop their spiritual, moral, academic, creative and physical potential, based on the teachings of Jesus.

### Our Vision

#### Our school's vision is:

- To promote the dignity and worth of each person
- To have a strong catholic Ethos
- To ensure every child is known
- To have high expectations of everyone
- To have excellent leadership at all levels
- To provide excellent teaching
- To encourage exemplary behaviour and personal standards
- To be at the heart of the community
- Promotion of British values

#### Our priorities

- To raise achievement – meet targets for GCSE and vocational results
- To develop the quality of teaching – 100% of lessons as “good or outstanding”
- To develop leadership – all staff leading learning
- To focus on behaviour and safety – improve attendance and reduce exclusions
- To encourage literacy and numeracy skills – promote effective literacy and numeracy across the school



**ELLESMERE PORT CATHOLIC HIGH SCHOOL**  
Capenhurst Lane, Whitby, Ellesmere Port, Cheshire CH65 7AQ  
[www.epchs.co.uk](http://www.epchs.co.uk)



TEL: 0151 355 2373

Email: [Human.Resources@epchs.co.uk](mailto:Human.Resources@epchs.co.uk)

## Teacher of English & KS3 Coordinator

4 Days per week

Teacher's Pay Scale

(£31,650 - £49,084)

Required for September 2025

In addition to the above, we offer an employee assistance programme to you and your family, continued professional development, an excellent staff wellbeing programme, and an attractive pension scheme.

Governors are looking to appoint an enthusiastic and innovative teacher to join our English department. This is a key appointment and represents an excellent opportunity for a quality practitioner wanting to develop their career. Applications are welcome from experienced teachers, and ECT's.

The successful candidate will be joining a highly ambitious school and given excellent opportunities for professional development.

Further information and application packs can be obtained from the school website [www.epchs.co.uk](http://www.epchs.co.uk) or by contacting the school on 0151 355 2373. Completed letters and application forms should be marked for the attention of Miss T Moore and either posted to the school address or e-mailed to [Human.Resources@epchs.co.uk](mailto:Human.Resources@epchs.co.uk)

Visits to the school prior to application are welcome; please contact the school to arrange.

**Closing date:** 9.00am Tuesday 22<sup>nd</sup> April 2025

**Interviews:** Week beginning Tuesday 22<sup>nd</sup> April 2025

### IMPORTANT

#### THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

EPCHS is dedicated to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This position is subject to an enhanced DBS check and online search.



# ELLESMERE PORT CATHOLIC HIGH SCHOOL

*'I have come so that they may have life and have it to the full'* John 10.10

March 2025

Dear Applicant,

I am delighted that you are interested in this part time post of Teacher of English & KS3 Coordinator. This post is of immense importance to us as a team and as a school as it will offer the successful candidate the opportunity to contribute to our highly ambitious school.

As you will see from the job description, the roles and responsibilities encompassed within the position will provide the post holder with the opportunity to make a significant impact and gain excellent professional development.

In appointing to this position, we are looking for a colleague who has:

- A dynamic, innovative and creative approach with excellent interpersonal skills.
- The learner at the centre of their vision.
- Excellent classroom practice.
- An absolute commitment to achieving excellent standards at Ellesmere Port Catholic High School.

If you are interested in applying for this key post, please write a letter of no more than two sides of A4, detailing the following:

- How your experience so far has prepared you for this post.
- Your vision for outstanding standards in this area.

The closing date for the receipt of applications is **09.00am on Tuesday 22<sup>nd</sup> April 2025 with interviews to commence week beginning Tuesday 22<sup>nd</sup> April 2025**. Application forms and further details are available to download from the school website [www.epchs.co.uk](http://www.epchs.co.uk) and can be emailed to [Human.Resources@epchs.co.uk](mailto:Human.Resources@epchs.co.uk) or posted back to Miss T Moore at the school.

We take our responsibility to protect and safeguard the welfare of our students seriously. Successful candidates will be DBS checked. The school is committed to Equality of Opportunity.

I look forward to reading your application and wish you every success.

Yours sincerely,

Mrs C Vile  
Headteacher

Capenhurst Lane, Whitby, Ellesmere Port, Cheshire, CH65 7AQ

Tel: 0151 355 2373

Email: [admin@epchs.co.uk](mailto:admin@epchs.co.uk) [www.epchs.co.uk](http://www.epchs.co.uk)

Headteacher: Mrs C. Vile B.Ed. Hons NPQH NPQEL





# ELLESMERE PORT CATHOLIC HIGH SCHOOL

*'I have come so that they may have life and have it to the full'* John 10.10

## TEACHER OF ENGLISH JOB DESCRIPTION

Ellesmere Port Catholic High School is committed to continuous learning and all staff are expected to engage in continuous self-review, improvement and development. The post holder will be expected:

- to act as an ambassador for the school by supporting our values and expectations of pupils and learning.
- to follow all School policies, procedures and guidelines.
- to contribute to School development, and team planning and review.
- to participate in the performance management scheme.
- to support the Catholic ethos.

### **The post-holder will be expected to:**

- accept responsibility for delivering the scheme of work
- have high standards of teaching
- prepare lessons and homework
- help in the development of the Departmental scheme of work, policies and initiatives, assess and record students' performance and achievement and plan interventions where required
- set, mark and record homework and classwork in accordance with School and Department policy
- teach across the whole age range and across all ability groups, therefore, setting appropriate work according to the needs of the children from their respective starting points
- accept responsibility for the resources given including materials, textbooks and exercise books and to accept joint responsibility for maintenance of the subject area
- follow the Staff Handbook on matters regarding professional requirements including Assessment/Recording and Reporting on Achievement and Attainment
- undertake any other associated and appropriate teacher duties as required by the Headteacher, including attendance at meetings
- We are looking for an enthusiastic and committed candidate who can work effectively with all levels of ability.



# ELLESMERE PORT CATHOLIC HIGH SCHOOL

*'I have come so that they may have life and have it to the full'* John 10.10

- The successful candidate should demonstrate an ability and willingness to reflect evaluate and develop their teaching and leadership skills and be keen to try new initiatives.

Notwithstanding the detail in this job description, in accordance with the Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the Principal Responsibilities of the job.

## **IMPORTANT**

### **THE REHABILITATION OF OFFENDERS ACT**

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

**EPCHS is dedicated to safeguarding and promoting the welfare of students and young people and expects all staff to share this commitment. This position is subject to an enhanced DBS check and online search.**





## **English– Key Stage Coordinator** **TLR 2A (£3,390) pro rata'd for 0.8 (£2,711)**

The post-holder will be an outstanding teacher with a proven track record of raising achievement at all Key Stages. They will be an inspirational subject specialist and have the ability to motivate students and colleagues in order to achieve excellent results. In addition to meeting relevant teacher standards, the specific roles and responsibilities are:

### **Objectives:**

- To be responsible for the learning and achievement of all students in the class/es ensuring equality of opportunity for all.
- To be responsible and accountable for achieving the highest possible standards in work and conduct.
- To treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
- To work proactively and effectively in collaboration and partnership with learners, parents/carers, governors and other relevant parties in the best interests of each student.
- To act within the statutory frameworks which set out professional duties and responsibilities and in line with the duties outlined in the current *School Teachers Pay and Conditions Document and Teacher Standards*
- To take responsibility for promoting and safeguarding the welfare of children and young people within the school
- To work to the remit of the *School Teachers' Pay and Conditions Document*.

### **Specific responsibilities to the role:**

- Be responsible for the overall maintenance of schemes of work in English for a Key stage.
- Track and monitor progress of all students across the Key stage.
- Develop effective partnership working with other staff to secure high levels of student progress in the Key stage.
- Liaise with teachers in order to identify under achieving students, meet with the subject leader to develop strategies to overcome this.
- Promote outstanding teaching and learning, share teaching resources and lead by example.
- Support the Head of Department in their key role and undertake reasonable tasks as requested.
- Assist with the creation and adjustment of study support groups.
- Work with members of the team to construct timely assessments in line with departmental policy.
- Work with members of the team to produce unit objective sheets; linking to learning outcomes, and RAG self / peer assessment documents.
- Contribute to the preparation of data required for departmental meetings.
- Assist with the distribution and analysis of student voice, producing a report to highlight findings.
- To take a significant part in the development, delivery and the promotion of the curriculum area, sharing good practice at departmental meetings

Notwithstanding the detail in this job description, in accordance with the Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the Principal Responsibilities of the job.



## Ellesmere Port Catholic High School

### PERSON SPECIFICATION: Teacher of English



	Essential	Desirable
<b>Relevant Experience</b>		
Recent experience of teaching the 11-16 age range	x	
Recent experience of teaching students in key stage 3		x
Interest in and willingness to teach students in key stage 3	x	
An outstanding classroom practitioner	x	
<b>Education/training</b>		
Degree or equivalent qualification and a teaching qualification	x	
Up-to-date in-service training in subject and whole school issues		x
Additional qualifications relevant to the post		x
<b>Specialist Knowledge and Skills</b>		
Strong working knowledge of the National Curriculum, issues and developments	x	
Highly effective interpersonal, communication and presentation skills; the ability to lead and enthuse others; the ability to co-operate and co-ordinate with other departments	x	
Excellent administration, organisation and management skills	x	
Excellent information and communication technology skills	x	
Knowledge of equal opportunity issues for students and staff	x	
A flexible and open-minded approach to learning and teaching with an understanding and proven practice of differentiation	x	
<b>Additional Factors</b>		
A commitment to raising achievement across the whole age and ability range	x	
Energy, commitment, innovation; a person of "vision" with a total commitment to World Class standards	x	
Willingness to be involved in extra-curricular activities and intervention strategies for all year groups	x	
Commitment to developing links with parents and the wider community	x	
Desire and potential for future Leadership Role in the Department		x

# Guidance for Applicants

## **How to apply**

The Job Description and the Person Specification for this role are essential to the recruitment process. Please ensure you refer to both documents when completing your application.

If you feel you have the right qualities to join our forward thinking school, please complete the application form which is available to download from our vacancies section on our school website. We are committed to treating our applicants fairly and with respect, only application forms that are fully completed will be accepted. If you wish to include a supporting letter, please ensure it is no longer than 2 sides of A4.

## **Shortlisting**

The shortlist process will consist of an interview panel who will be objective, and follow a thorough and rigorous analysis of all applications. The decision on interview selection will be based on how well applicants meet the job description and person specification. Any discrepancies or anomalies in the information provided will be taken up at interview.

Candidates will be contacted and invited to Interview and will be informed that references will be requested before the interview. Referees must know that they are going to be contacted before application. The requirements are that you must provide a contact name of a person, not a company in general, their position, a postal address, telephone number and email address.

New Safer recruitment guidelines state that we must now also complete an online search for all shortlisted candidates.

## **The Interview**

During the interview process we will take every opportunity to find out if you are the right person for the role. It will offer you a range of opportunities to demonstrate your potential to meet the requirements of the post and for you to find out more about the school and those who work here. Depending on the role you are applying for there may be different procedures used:

- A Lesson Observation
- A Presentation
- A Data task
- A formal interview
- A Student panel
- A Tour of the school

Once interviews are complete, you will be told when you are likely to be informed of the decision. Unsuccessful applicants are able to request feedback.

Following acceptance, applicants will be required to complete an enhanced DBS check and a medical questionnaire, these must be completed as soon as possible.

## **Safeguarding statement**

Ellesmere Port Catholic High School is committed to Safeguarding and promoting the welfare and safety of our students. We expect all staff and volunteers to share this vision. Therefore applicants will complete a Criminal Record Check (Disclosure) from the Disclosure and Barring Service. You will also be required to complete a Rehabilitation of Offenders Act 1974 form, this will show any spent conviction. Applicants must disclose whether they have any previous convictions whether or not they are spent. This will be discussed with the Headteacher/Business Manager giving the opportunity to establish suitability for the role. Any information you provide will be kept in confidence and will only be used in respect of your application for the position.

# Contact Details:

<p>1</p> <p>Phone 0151 355 2373</p>	<p>2</p> <p>HR Email Human.Resources@epchs.co.uk</p>	<p>3</p> <p>Admin Email Admin@epchs.co.uk</p>	<p>4</p> <p>Website www.epchs.co.uk</p>	<p>5</p> <p>Address Ellesmere Port Catholic High School Capenhurst Lane Whitby Ellesmere Port Cheshire CH65 7AQ</p>
---	--	---	---	---



“Great things happen when you care”

PSALM 21:  
He asked for life and you gave it to him



**ELLESMERE PORT**  
**Catholic High School**

**Capenhurst Lane, Whitby, Ellesmere Port, CH65 7AQ**

**[www.epchs.co.uk](http://www.epchs.co.uk) | 0151 355 2373 | [admin@epchs.co.uk](mailto:admin@epchs.co.uk)**