

Our Lady's Catholic High School



Application Pack

TEMPORARY TEACHER OF ENGLISH





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Our Lady's Catholic High School



Headteacher – Richard Charnock

Thank you for your interest in the position of Temporary Teacher of English (Maternity Cover) at Our Lady's Catholic High School.

Our Lady's Catholic High School is a highly successful oversubscribed 11–16 mixed High School of 900 pupils serving mainly the Catholic community in the north of Preston. We have an excellent reputation and are consistently ranked as a high performing school. We place an emphasis on helping each child reach their full potential and provide a safe, loving environment where our pupils can grow and develop to become One of Ours.

Behaviour and relationships in our school are very strong and all teachers use our highly respected and successful system for managing behaviour and relationships called 'Behaviour 4 Learning'. This is supported by a sophisticated system for rewarding pupils for being fit to learn and for commitment to school life.

Potential candidates are very welcome to visit our school and see for themselves our wonderful pupils and staff. Should you wish to visit please contact Pam Stott using the details on the final page.

We look forward to receiving your application.

Yours sincerely,

R. Charnock



School information for candidates

English of Our Lady's Catholic High School

Our school was founded in 1988 as the result of a lengthy consultation process within the Diocese of Lancaster. The then five Catholic secondary schools were reduced to three. The two schools which amalgamated to form Our Lady's were: St Edmund Campion in Lea and St Cuthbert Mayne, which already occupied the current site of Our Lady's in Fulwood. Our school's identity is very much defined by the parishes and the ten primary schools which form our family, and these have ensured a clear continuity from the two former high schools.

Our Ethos and Mission

Love, Learn, Grow

At Our Lady's we place Christ at the heart of everything we do. Through our 'Being One of Ours' virtues, we nurture each individual to love, learn and grow in their unique, God-given potential, ready to be of service to the world.

Core Principles

Everyone at Our Lady's has the right to:

Develop their faith in a supportive context

At Our Lady's this means we remain true to the teachings of the Holy Catholic Church while respecting the traditions of all faiths. We look to support all people in developing a love of God and their fellow people both within and outside of our school community

Work and learn to the best of their abilities

At Our Lady's this means that pupils should be well prepared for lessons by bringing the correct books and equipment. In class pupils should help others to learn by trying hard, listening well and being aware of the learning needs of others. Staff should be well prepared by planning appropriate, challenging lessons and providing regular feedback on progress. Everyone should value their gifts given by God and contribute to the life of our school

Be treated with respect at all times

At Our Lady's this means that we should speak in a way that supports others and helps each individual to grow and feel a welcome part of our school community. Opportunities, help and support will be given to all pupils and staff regardless of their gender, faith, race or background.

Feel safe

At Our Lady's this means that disagreement should always be resolved through discussion. The behaviour of everyone should contribute toward creating a calm and peaceful community. People who have worries about bullying behaviour should be taken seriously, their concerns investigated and appropriate action taken. Everyone should look out for others and report any concerns.

“In all my years of school Masses, I have never experienced such a wonderful, prayerful celebration of Mass”

**MICHAEL CAMPBELL OSA,
EMERITUS BISHOP OF LANCASTER**

Our Pupils

Our catchment has remained very stable for many, many years. In recent years we have been very heavily oversubscribed with around 240 first place choices for our 180 places and well over 700 applications overall. We therefore have a wonderfully diverse population with strong numbers of Muslim, Hindu and Sikh pupils and a variety of other Christian faiths. Our percentage of baptised Catholics is about 79%. None of our families ask for their children to opt out of any of our collective worship programme as they are all ‘One of ours’. There is no academic selection of any kind nor social selection based on number of church attendances. Some of our wards are affluent and others are very disadvantaged indeed. We serve the absolute range of society with our overall population skewed slightly to more advantaged.

*“Students are focused,
mature, confident... friendly and happy”*
LANCASHIRE SCHOOL ADVISER

Catholic Teaching Alliance

In 2014 we were awarded the status of National Teaching School. Our plan was to create the Catholic Teaching Alliance (CTA), an association of Catholic schools, mostly within the Diocese of Lancaster, where the Catholic teachers and educational leaders of the future are trained. The core business of the CTA is initial teacher training which we do in partnership with the University of Cumbria. The CTA base is here at Our Lady’s in the Training Centre, a bespoke building from which both administration and many taught elements take place. To date we have trained approaching 250 people as potential teachers within our Catholic schools.

In 2021 the government changed the Teaching School system to one that is led by far fewer Teaching School Hubs. We did not meet the criteria to apply as our Ebacc figure was too low. We are therefore no longer a Teaching School as of September 2021, but the work of the CTA continues with strength through ITT (Initial Teacher Training).

Behaviour & Relationships

We are very proactive about bullying and discrimination of any kind. We teach about such matters in our Personal Development programme; we research regularly with our pupils and staff to discover instances and we deal robustly with all examples.

Behaviour and relationships in our school are outstanding. Our teachers use our highly respected and successful system for managing behaviour and relationships called, ‘Behaviour 4 Learning’. This is supported by a sophisticated system for rewarding pupils for being fit to learn and for commitment to school life. Our reward system is valued greatly as exemplified by how our pupils, from years 7 to 11, all wear their badges every day on their school jumper with pride. Our uniform is simple, affordable and is worn consistently by everyone. When you put on our uniform, you put on our school, because you are One of Ours.



Our Lady's Catholic High School



Information about the Curriculum Area

The English Department comprises a team of six specialist teachers and a HLTA. We teach a rich, challenging and engaging curriculum, which we collaboratively review and adapt through our Department Development Time (a fortnightly opportunity to meet and work together on our curriculum, share best practice and discuss pedagogy). We have clear long-term and medium-term plans for our curriculum that we follow, using centralised core resources and shared resources, and completing agreed assessments. Individual teachers plan their own lessons responsively for their classes to ensure that pupils make excellent progress and achieve.

In KS4 all pupils complete GCSEs in English Language and English Literature and we use the Eduqas examination board. English results have been consistently excellent.

We have six English classrooms with interactive white boards and projectors, and visualisers. One of the English classrooms has a suite of computers, and there is also an English intervention room and an office.

There are many extra-curricular opportunities offered in the curriculum area. Including have Debate Clubs in Key Stage 3 and 4, the Word Up club for Key Stage 3 and Fiction Addiction for Key Stage 3. We have annual Poetry Slam and Spelling Bee events, take part in the Lancashire Book of the Year, and engage with authors through virtual and in person author visits.



Job Description and Person Specification

Temporary Teacher (ENGLISH): Job Description and Person Specification *OUR LADY'S CATHOLIC HIGH SCHOOL*

Please note that under the Criminal Justice and court Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, or accept or do any work in a regulated position. An individual is disqualified from working with children if he/she is included on certain lists held by the Criminals Records Bureau, or has been disqualified from working with children as part of a sentence.

1. All staff are ultimately responsible to the Headteacher.
2. You are directly responsible to Mrs J. Slade, Principal Teacher of English
3. Your immediate responsibility in respect of Form Tutor Duties is your Learning Manager.
4. You are responsible for the teaching groups and the Form Group assigned to you.

Job Title	Temporary Teacher of English (Maternity Cover)
Grade	MPS
Scope	You will be required to teach pupils aged between 11 and 16 in English. You will be expected to work as part of a team assisting the Principal Teacher in organisation and administration
Job Purpose	The main objectives to be achieved by the Postholder: <ul style="list-style-type: none">• To maintain and build upon the standards and professional duties as outlined in Teachers' Pay and Conditions.• To manage pupil learning through effective teaching in accordance with subject schemes of work and policies, ensuring continuity and progression.• To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate.• To monitor and support the overall progress and development of pupils as a class teacher/Form Tutor.• To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.

- To contribute to raising standards of pupil attainment throughout the school.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- To work as a member of a designated team and to contribute positively to form effective working relations within the school.

A willingness to contribute to the extra-curricular life of the school is essential.

Since this is a Roman Catholic School you are expected to support and promote the Catholic ethos of the School as stated in the Mission Statement.

Note: In addition, other duties at no higher level of responsibility may be interchanged with/added to this list as required.

PERSON SPECIFICATION

Attributes	Essential	Desirable
Experience	Experience of teaching English throughout the Key Stage 3 and 4.	Some experience and knowledge of PSHE.
Qualification	PGCE Qualification.	Recent CPD in Curriculum, willingness to take part in CPD Delivery and Learning.
Special Knowledge	Knowledge and understanding of current developments and initiatives in the delivery of the subject across the Key Stages.	Conversant with the planning and delivery of courses.
Practical and Intellectual Skills	Commitment to the development of the extra-curricular programme. Effective organisational skills. Good communication skills, both oral and written. Good classroom management skills.	Ability to contribute to whole school policies and initiatives. Commitment to the development and use of ICT.
Physical	Good Health. Excellent Record of Attendance and Punctuality.	

The postholder will be required to safeguard and promote the welfare of children and young people



How to apply

The process

Application

If you wish to apply, please email your completed application form to Pam Stott, Headteacher's PA, at ptt@olchs.lancs.sch.uk or alternatively post your completed forms and address to Pam Stott, Headteacher's PA, Our Lady's Catholic High school, St Anthony's Drive, Fulwood, Preston PR2 3SQ. Please note that only Catholic Education Service application forms will be accepted and that you should not enclose a Curriculum Vitae.

Please use the CES application form from the school website.

For your **supporting statement**, we ask that you complete this as a **separate document** rather than completing the section in the CES form.

Your supporting statement should **be no more than two sides** in length using font size **11** Calibri / Arial.

Please include:

- your own educational philosophy, informed by experience, of how learning and linguistic thinking develop in pupils;
- specific evidence of any recent successful teaching at examination level;
- evidence of the impact of your leadership shown in your teaching career so far;
- details of any recent innovation for which you may have been responsible;
- The skills, principles, and values that you would bring to enrich the Curriculum Area

School visit

Prospective candidates are welcome to visit the school to see for themselves the high standards that we expect of both pupils and staff. If this is what you wish to do, please contact Pam Stott, Headteacher's PA, at ptt@olchs.lancs.sch.uk

Closing date

Please ensure that your completed application form arrives by **Wednesday 22nd April 2026**

Shortlisting

Shortlisting for the post will take place shortly after this date. Shortlisted candidates will be informed by telephone and details of the selection process will then be sent out by email. If you have not been shortlisted, we will inform you of this in writing shortly after the appointment has been made.

Selection process

Details of the selection process will be made available to shortlisted candidates once shortlisting has been completed.

Our Lady's Catholic High school is committed to safeguarding and promoting the welfare of the children and young people and we expect all staff and volunteers to share this commitment.



Summary

Type of School	Secondary Voluntary Aided
Denomination	Catholic
Age Range	11 – 16
Number of Pupils	903
Number of Teaching Staff	53 FTE
Number of Support Staff	51.5 FTE
Start Date	1 st September 2026
Salary Range	Main scale
Visits to school	email ptt@olchs.lancs.sch.uk to arrange
Closing Date for Applications	Wednesday 22 nd April 2026