



Broughton Hall Catholic  
High School

# Application Pack

## TEACHER OF ENGLISH

**Fixed Term/Part-time (0.6)**

**Full time will be considered**

Start Date: 1<sup>st</sup> January 2024

Closing Date: 4<sup>th</sup> December 2023 at 10.00 am

Shortlisting Date: As soon as possible

Proposed interview Date: As soon as possible  
after closing date

Salary Scale: MPS/ UPS

Contract Term: Fixed term to 31<sup>st</sup> August 2024

<http://www.broughtonhall.com/information/vacancies.php>

## Broughton Hall Catholic High School

Founded in 1928 under the trusteeship of the Sisters of Mercy, Broughton Hall Catholic High School, an all-girls Catholic secondary school in Liverpool, provides the very best in modern education based on the Gospel values of mutual respect and care.

The central aim of our school is to provide excellent educational opportunities enabling each pupil to develop their God given talents, to grow in confidence and self-esteem and to fulfil their potential.

As a Catholic school Broughton Hall centres its mission on the person of Jesus Christ, and promotes the Gospel values throughout the school community and in all aspects of school life: spiritual, academic, pastoral, and personal. By proclaiming and living out the faith of the Catholic Church, we support each other in shared experiences of teaching and learning, prayer, worship and charity. Our mercy values permeate throughout our community.

Our facilities are bright, spacious, high tech and designed to meet the needs of all our pupils. We have a separate 6<sup>th</sup> Form facility, which is shared with our neighbouring boys school Cardinal Heenan Catholic High School. A full range of extra-curricular activities are provided to further the creative, sporting and academic talents of each pupil and offer Outward Bound and Duke of Edinburgh Award schemes as well as the opportunity to attend educational visits and residential trips.

We pride ourselves on our high expectations of all pupils and have an **'Ambition for All'** policy. Whatever your role within the school, you will share these values and be able to encourage and motivate pupils with your passion, presence and personality.

Our school motto **'Cor Unum et Anima Una'** - One Heart and One Mind, reflects the strong sense of community amongst pupils, staff, parents and Governors.

## We Offer

- Pensions Scheme – Teacher Pension Scheme for teaching staff or Merseyside Pension Fund for support staff
- Regular training and development programme
- Access to occupational health and well-being services
- Cycle2Work Scheme
- Tax Free Childcare Vouchers
- Supportive work environment where all staff are valued

And that's not all, we place the outcomes of the children in our school at the heart of everything we do, so you'll wake every day in the knowledge that your role will have a significant positive impact on the lives of others.

## Equal Opportunities

Broughton Hall Catholic High school is an equal opportunities employer.

We welcome applicants from all backgrounds and value everyone as an individual. We are committed to organisational practices, which promote diversity and inclusion for all employees and volunteers regardless of age, gender reassignment, marriage or civil partnership status, pregnancy and maternity status, disability, race (including colour, nationality, ethnic or national origin), religion or belief, sex, or sexual orientation. Connecting these differences creates a productive environment in which everyone feels valued.

Monitoring information in relation to job applicants will be to assist us in equality monitoring. The recruitment panel will not have access to job applicant's monitoring information.

To assist us in monitoring the operation of equal opportunities policy, and for no other reason, please ensure you complete and submit the Equal Opportunities Monitoring Form with your application form.

## Safeguarding & Enhanced DBS Checks

Broughton Hall Catholic High School is committed to safeguarding and promoting the welfare of young people and expect all pupils, staff, volunteers and visitors to share this commitment

All posts are subject to an enhanced DBS check and full pre-employment checks to comply with the current Keeping Children Safe in Education statutory guidance for schools.

All staff will be expected to follow Broughton Hall Catholic High School's child protection policies, code of conducts and managing allegations against staff procedures.

All roles in school, including this post, are exempt from the Rehabilitation of Offenders Act (ROA) 1974. The Ministry of Justice's guidance on Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 provides information about which convictions must be declared during job applications and can be accessed [here](#).

All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered 'spent' except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules. Information about filtering offences can be found in the DBC Filtering Guide, which can be accessed [here](#).

By engaging in this recruitment process, shortlisted candidates consent to an online search in line with the Keeping Children Safe in Education Statutory Guidance 2022.

## Welcome

Thank you for your interest in the position of Teacher of English. This pack has been designed to help you should you choose to submit an application form, which we sincerely hope you do. We hope it answers your initial questions, but if not, please do not hesitate to contact us and we will endeavour to help you through your application process.

Broughton Hall Catholic High School is the largest all-girls school in Liverpool and serves many different areas making us a vibrant a diverse school. In November 2022 Ofsted inspectors acknowledged the work taking place at Broughton Hall. Pupils are proud to be part of Broughton Hall Catholic High School and enjoy strong relationships with their teachers and pastoral staff.



We work hard to ensure Broughton Hall Catholic High School remains a friendly and welcoming environment for all those who work, study or visit here and staff do all that they can to help pupils do well in school. We hope that you are the person we are looking for to bring creativity and innovation to the role.

English is a popular subject at GCSE and at A Level, with English being one of the top performing subject areas. The department have eleven English specialists (and one Drama specialist) and is an integrated team who work together to implement a curriculum which prepares students for the wider world and developing the student as a whole.

This is a fantastic opportunity for someone who is passionate about English and passionate about teaching. This post is open to Early Careers Teachers (ECT's).

We look forward to hearing from you.

**Gerard Preston**  
**Head Teacher**

## English Department

The English Department at Broughton Hall Catholic High School consists of eleven subject specialists, who work tirelessly to provide the best possible learning experience for our students. We have eight full time and four part-time teachers, who deliver English to all year groups in the 11-18 age range.

Our aim is to develop resilient learners through engaging and interactive lessons. We encourage lessons where students discuss their ideas and compare ideas/interpretations.

Programmes of study are divided into a three-year KS3 and two-year KS4.

In Year 7 – 9, pupils are taught in mixed ability groups across half year bands and have three one-hour lessons per week.

In Years 10 and 11, pupils are taught in ability sets and have four one-hour lessons each week.

Our curriculum model is ambitious and inclusive for all abilities. Expectations within the subject are high in terms of application, attitude and behaviour as we attempt to create global citizens of our students through the study of English.

At KS5 pupils currently follow the AQA specification for Language and Literature (Specification A for Literature). Sixth Form students are encouraged to become independent, critical thinkers, with a huge emphasis on inspiring their own interpretations of course content.

Through a carefully planned curriculum and with our support, encouragement and guidance, we want every pupil to find enjoyment and success as they make their way to the next stage of their lives, using the skills they develop in their time at Broughton Hall Catholic High School.

**D. Jones**

**Head of Subject for English**

**March 2023**

## TEACHER OF ENGLISH MPS/UPS

**START DATE:** 1st January 2024  
**CONTRACT:** Fixed Term to 31st August 2024  
**HOURS:** Part-time (0.6 fte)  
Full-time will be considered  
**CLOSING DATE:** 4th December 2023

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The Governors wish to appoint a first rate, enthusiastic English Teacher. English is a popular subject at GCSE and at A Level, with English being one of the top performing subject areas. The department have eleven English specialists (and one Drama specialist) and is an integrated team who work together to implement a curriculum which prepares students for the wider world and developing the student as a whole.

The successful candidate will be:

- An outstanding classroom practitioner with a dedication and desire for teaching and learning
- Someone who is passionate about the subject and has the ability to inspire and foster a love of learning
- Committed to the school's vision and demonstrating compassion through the mission statement
- Dedicated in ensuring students achieve the best outcomes

Applications from early career teachers or more experienced colleagues most welcome.

### **About Broughton Hall Catholic High School**

Broughton Hall is a Catholic High School, proud of its strong Catholic ethos and values. The school has an excellent reputation and promotes an inclusive education which develops creativity, confidence and independence. The school is committed to the continuous professional development of all staff including our Aspiring Leaders, NPQML and NPQSL programmes.

The Trustees are the Sisters of Mercy

Interviews: To take place as soon as possible after the closing date.

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*Broughton Hall Catholic High School is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references and Enhanced DBS and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview.*

## Job Description

### TEACHER OF ENGLISH MPS/UPS

<b>Purpose</b>	To teach within the school at key stages 3 and 4 and contribute towards the development of the department team; ensuring the highest possible standards of pupil achievement, personal development and well-being both within the curriculum and beyond.
<b>Location</b>	Broughton Hall Catholic High School, West Derby, Liverpool
<b>Reporting to</b>	Head of Department
<b>Responsible for</b>	The post holder will be responsible for departmental teaching including GCSE English Language and Literature, and the delivery of agreed extra-curricular provision.
<b>Working Time &amp; Conditions</b>	These will be as specified in the latest School Teachers Pay and Conditions Document. Attendance at school functions beyond the working day including Parents/Awards Evenings will be required.
<b>Safeguarding children</b>	The post holder must safeguard and promote the welfare of the children and young people at Broughton Hall Catholic High School
<b>Salary</b>	MPS/ UPS

#### OVER VIEW

At the heart of the role of the main scale teacher is the provision of high quality teaching and learning, effective use of resources, improving standards of achievement for students, and the promotion of students' personal development and well-being within this faith based community. Main scale teachers work as members of a department to secure the highest possible standards in all aspects of school and departmental life and are required to carry out such duties as are reasonably assigned by the Head Teacher to ensure the effective operation of the school.

#### DIMENSIONS

The post holder will be responsible for the following, with reference to the national framework of teachers:

- Classroom teaching and learning
- Pupil progress and standards of achievement

## **ACCOUNTABILITIES**

The strategic direction and development of the subject

- To contribute to the setting expectations and goals for colleagues and pupils in relation to standards of achievement and behaviour.
- To as appropriate, represent the department in the wider school community and liaise with the rest of the school, governors, partner schools, the Local Authority, further and higher education, industry, outside agencies, examination boards etc.
- To keep up to date with national developments in the subject area and teaching practice and methodology.

### **Teaching and learning**

- To contribute to the development and implementation of effective teaching and learning strategies, including ICT-based developments and new technologies.
- To contribute to the development and implementation of effective department assessment policies, within the framework of those for the whole school.
- To promote and support extra-curricular activities, which enrich and support the learning and experience of all pupils, and increases their participation in school life.
- To ensure homework where applicable, is set in line with school policy, and recorded departmentally.

### **Leading and managing staff**

- To participate in Performance Management process according to school and national regulations, including lesson observations.
- To fulfil the Teaching Standards according to school and national expectations.

### **Pupil progress and standards of achievement**

- Within the framework of whole-school policies, to set and monitor appropriately challenging subject targets for pupils, which will make a measurable contribution to the fulfilment of those for the whole school; to manage interventions to maximise pupil progress.
- To maximise achievement by ensuring that any examination entries are maximised and non-entries are minimised; to assist with the management and conduct of examinations.
- To ensure effective communication with parents/carers, so they are kept up-to-date with curriculum developments and their children's progress.
- Writing reports on students and attending meetings with parents.
- To track different groups of students' progress and put in a clear intervention plan where gaps exist.

### **The efficient and effective deployment of staff and resources**

- To manage assigned resources in order to create a safe, stimulating and positive learning environment, including maintaining the content of displays that promote interest, learning and achievement.



**Other Specific Duties**

- To undertake any other duty as specified by the School Teachers Pay and Conditions Document not mentioned in the above.
- Employees are expected to be courteous to colleagues, to be professional and punctual in the execution of their duties and responsibilities, model Gospel values and provide a welcoming, professional environment to visitors and external colleagues.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore employees will be expected to comply with any reasonable request from a manager, including ad hoc projects, to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

## **Teacher of English**

<b>Contract</b>	<b>Fixed Term to 31<sup>st</sup> August 2023</b>
<b>Pay Spine</b>	<b>Main Scale/UPS (as applicable)</b>
<b>Responsible to</b>	<b>Head of Subject</b>

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### **1. QUALIFICATIONS AND TRAINING**

- University graduate
- Postgraduate teaching qualification/QTS
- Relevant English qualifications
- Evidence of continuing professional development

### **2. TEACHING and PASTORAL EXPERIENCE**

- The role is open to both ECTs and colleagues with one or more years teaching experience
- Teaching experience in at least KS3 and 4
- Evidence of consistently good and outstanding teaching and learning
- Evidence of cascading outstanding teaching and learning practices in school or a range of schools
- Evidence of excellent classroom management skills
- Excellent subject knowledge
- Excellent knowledge of current curriculum and extra-curricular developments in your subject area
- An understanding of how to use assessment to inform planning for good teaching and learning
- A good understanding of progress data
- The ability to differentiate to provide appropriate challenges for all learners
- Evidence of using data to inform planning and put in place successful intervention strategies to raise achievement
- Evidence of pastoral experience, including taking responsibility for a form group
- An interest in the wider curriculum

### **3. LEADERSHIP AND MANAGEMENT**

- The ability to inspire, enthuse, develop and support both students and colleagues.

### **4. PERSONAL QUALITIES**

- A willingness to learn and develop new skills
- A willingness and flexibility to work outside normal school hours
- The ambition to continue to progress in your career
- A desire to make difference to the lives of young people
- An excellent attendance record
- Resilience and a sense of humour.

## **5. EQUAL OPPORTUNITIES AND EDUCATIONAL COMMITMENT**

- A proven commitment to inclusion
- A proven commitment to curriculum access and opportunity
- A proven commitment to comprehensive education
- A proven commitment to professional development
- Support the school unreservedly in its commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.

