



CARDINAL HEENAN
CATHOLIC HIGH SCHOOL

Recruitment Pack

Teacher of English

Full time, permanent role starting September 2024

Closing date: Wednesday 17 April at 9am

Interview: Week commencing 22 April

Our School

Thank you for your interest in working at our school. I hope that the information below will help to give you a good understanding of the school and our values and that you can see yourself contributing to our continued success.

Cardinal Heenan Catholic High School is a very successful 11-16 school in Leeds. We are heavily oversubscribed in applications each year reflecting on our very positive reputation in our wider community. Our students come from across Leeds, attracting a diverse range of socio-economic backgrounds – we are proud to be a truly comprehensive Catholic school. At Cardinal Heenan we have a strong focus on the personal development of all of our students and encourage in everyone a desire to achieve to their full potential in all areas of school life - spiritual, academic, creative, physical and emotional. Whilst valuing academic excellence through strong academic, vocational and extra-curricular programmes, it is equally important to us that students are able to develop into well-rounded, happy, capable, tolerant, compassionate people who recognise their self-worth and strive to be the best person that they can be.

The successful candidate will work with in strong team of talented and committed specialist practitioners with a wide variety of levels of experience who collaborate and support one another.

You will be joining a school that has a happy, friendly and committed staff, where each member of staff is supported and encouraged to develop professionally. We have excellent links with our local schools and work well together to support the education of the young people in Leeds. We have particular links with the Catholic High Schools in the Diocese of Leeds, other High Schools across the North of Leeds, Notre Dame Catholic Sixth Form, and the Universities in Leeds. We work closely with the Leeds Learning Partnership and are strategic partners with the Leeds Teaching School. Our school is a happy and enjoyable place to work. Colleagues at all levels are supportive and students are engaged and very well behaved.

I hope that this has given you a brief insight into our school community, but please visit our website for further details of what our school offers with links to our Ofsted report, Diocese of Leeds report and school prospectus. If, following your research, you have any questions about our school or would like to arrange a visit, please email recruitment@cardinalheenan.com.

Applications should be emailed to: recruitment@cardinalheenan.com

Thank you once again for taking the time to apply for this post and good luck.

Mr D Kelly
Headteacher

Teacher of English

Full time, permanent starting September 2024

Scale: MPS/UPS

Our school is a happy school, where relationships are positive, respect is prevalent and expectations are high. We challenge all members of our school community to “be kind, try your best and follow the rules” – our students are our greatest asset and never fail to inspire and impress staff and visitors. Staff have high expectations of all students, whatever their starting point; students have the drive and ambition to meet these expectations. Our GCSE results in 2023 were once again amongst the highest in Leeds and we were ranked in the top fifty 11-16 schools in the country in the Sunday Times League Tables, testament to the way that our students and staff have worked together to create a positive, ambitious and caring learning environment.

Governors are seeking to appoint an ambitious, enthusiastic and highly motivated teacher to join our high achieving school as a teacher of English. You will be working within our very successful team of English specialists who work collaboratively to deliver the best possible learning experiences for our students. If you have a natural passion and enthusiasm for English and a strong desire to help all students reach their full potential, then we would like to hear from you.

We are eager to hear from you if you are:

- An excellent practitioner who believes that all students can achieve.
- Able to excel in an environment where students genuinely enjoy school and have a love of learning.
- Ambitious for yourself and our students, and able to thrive in our supportive, collaborative environment.
- Somebody who wants to work in a happy school where students and staff work together to “...build on the best traditions that we have inherited...”

In return for your hard work, we offer a rewarding and exciting environment where students are keen to learn and staff are valued and cared for. We welcome applications from experienced teachers or colleagues who are beginning their careers and will provide outstanding support and guidance to ensure that the successful candidate quickly becomes part of our school community.

Candidates do not need to be practicing Catholics, but a willingness to support the Catholic ethos of the school is essential.

Further details and our Catholic Education Service application form is available from the school website (www.cardinalheenan.com). If you would like any further information, or would like to arrange a visit prior to application, please email recruitment@cardinalheenan.com.

Please note that covering letters are not required and will not be used as part of the shortlisting or selection process. There is a section of the application form where candidates can offer further information to support their application. This can take the form of a letter of no more than two sides of A4.

Closing date: Wednesday 17 April 2024 at 9:00am

Interviews: Week Comm. 22 April

Our school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) disclosure will be sought, along with other relevant pre-employment checks, for the successful applicant. We promote diversity and want a workforce which reflects the population of Leeds.

Job Description

Postholder	Teacher of English
Line Manager	Associate Assistant Headteacher leading English and Drama
Salary/Scale of Post	MPS/UPS Full Time Role
Purpose of Post	<ul style="list-style-type: none"> To carry out duties set out in the terms of the Catholic Education Service Contract. To carry out duties set out in the School Teachers' Pay and Conditions Order that are relevant to the post. The Job Description should be read alongside the range of professional duties of Teachers as set out in Part X11 of the Teachers' Pay and Conditions Document, sections 48 to 50. The postholder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.

Main areas of responsibility for a Teacher	<p>A teacher must:</p> <ul style="list-style-type: none"> Set high expectations which inspire, motivate and challenge students. Establish a safe and stimulating environment for students, rooted in mutual respect. Set goals that stretch and challenge students of all backgrounds, abilities and dispositions. Demonstrate consistently the positive attitudes, values and behaviour which are expected of students. <p>Promote good progress and outcomes by students</p> <ul style="list-style-type: none"> Be accountable for students' attainment, progress and outcomes. Be aware of students' capabilities and their prior knowledge, and plan teaching to build on these. Guide students to reflect on the progress they have made and their emerging needs. Demonstrate knowledge and understanding of how students learn and how this impacts on teaching. Encourage students to take a responsible and conscientious attitude to their own work and study .
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Main areas of responsibility for a Teacher	<p>Demonstrate good subject and curriculum knowledge</p> <ul style="list-style-type: none">• Have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain students' interest in the subject, and address misunderstandings.• Demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship.• Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject. <p>Plan and teach well-structured lessons</p> <ul style="list-style-type: none">• Impart knowledge and develop understanding through effective use of lesson time.• Promote a love of learning and children's intellectual curiosity.• Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding students have acquired.• Reflect systematically on the effectiveness of lessons and approaches to teaching.• Contribute to the design and provision of an engaging curriculum within the relevant subject area(s). <p>Adapt teaching to respond to the strengths and needs of all students</p> <ul style="list-style-type: none">• Know when and how to differentiate appropriately, using approaches which enable students to be taught effectively.• Have a secure understanding of how a range of factors can inhibit students' ability to learn, and how best to overcome these.• Demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support students' education at different stages of development.• Have a clear understanding of the needs of all students, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them. <p>Make accurate and productive use of assessment</p> <ul style="list-style-type: none">• Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements.• Make use of formative and summative assessment to secure students' progress.• Use relevant data to monitor progress, set targets, and plan subsequent lessons.• Give students regular feedback, both orally and through accurate marking, and encourage students to respond to the feedback.
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<p>Main areas of responsibility for a Teacher</p>	<p>Manage behaviour effectively to ensure a good and safe learning environment</p> <ul style="list-style-type: none"> • Have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy. • Have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly. • Manage classes effectively, using approaches which are appropriate to students' needs in order to involve and motivate them. • Maintain good relationships with students, exercise appropriate authority, and act decisively when necessary. <p>Fulfil wider professional responsibilities</p> <ul style="list-style-type: none"> • Make a positive contribution to the wider life and ethos of the school. • Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support. • Deploy support staff effectively. • Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues. • Communicate effectively with parents with regard to students' achievements and well-being. • Follow school policy in relation to all prescribed areas • To have commitment to safeguarding and promoting the wellbeing of all children in line with school policy and national guidelines • Ensure high standards of professional appearance in line with the school's dress code
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<p>Main areas of Responsibilities for this post</p>	<ul style="list-style-type: none"> • To teach English to all students across the ability range at KS3 and KS4. • To prepare students for public examination e.g. GCSE. • To promote students' confidence and competence in their abilities. • To develop a sense of wonder in students' learning. • To be a committed member of the English Department. • To attend departmental meetings, staff meetings and parental consultation evenings as appropriate. • To set high standards and expectations for all children including those with learning needs. • To act as form teacher following the guidelines set out in the current Staff Handbook of routines. • To undertake any other duties as appropriate to the post or which may from time to time be reasonably determined by the Headteacher.
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Person Specification

Selection Criteria	Essential (E) Desirable (D)		Method of Assessment
	E	D	Application – A Interview – I References - R
Qualifications/Knowledge			
Well qualified Honours Graduate of English or related area	E		A, I, R
Qualified Teacher Status	E		A, I, R
Ability to teach English Language & English Literature to GCSE	E		A, I
Experience			
Experience of using a variety of teaching styles	E		A, I
Experience of teaching full ability range at Key Stages 3 and 4		D	A, I, R
Awareness of ICT applications	E		A, I
Evidence of using assessment data to set challenging targets and raise standards of pupils' achievements		D	A, I, R
Specific Aptitude			
Understanding of the way young people learn	E		A, I, R
Ability to communicate effectively with pupils, parents and staff	E		A, I
Effective classroom management	E		A, R
Work effectively as an individual and as part of a team	E		A, R
Well organised with high level of commitment to teaching	E		A, I
Good management and interpersonal skills	E		A, I
Computer literate	E		A, I

Person Specification

Selection Criteria	Essential (E) Desirable (D)		Method of Assessment
	E	D	Application – A Interview – I References - R
Motivation and Social Skills			
Show initiative	E		A, R
Ability to deal with pupils in a firm and sensitive manner	E		A, R
Place importance on self and pupils achieving high standards	E		A, I, R
Supportive of the school ethos	E		A, I, R
Has vision, energy and enthusiasm	E		A, I, R
Practising Catholic		D	A, I
Ability to contribute to other aspects of school life		D	A, I
Commitment to safeguarding and promoting the wellbeing of all children	E		I
Ability to make an effective contribution to the Catholic ethos of the school	E		A, I



Safer Recruitment

Cardinal Heenan is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

Application Form

If you wish to apply for the vacancy, please complete our Catholic Education Service application form which is on the school website (www.cardinalheenan.com).

References

Please include the contact details of 2 referees on your application form.

In accordance with Keeping Children Safe in Education we will obtain and scrutinise references on all short-listed candidates, where possible prior to interview.

If currently employed, one reference must be from your current manager and the other from the establishment before that. The reference for school based staff must be the Headteacher.

Referees will be asked for information about:

- all disciplinary offences (including those where the penalty is “time expired” if related to children) and
- all child protection allegations including the outcome of any child protection investigations.

Disclosure and Barring Service (DBS) Check

Before any offer of employment can be confirmed a satisfactory enhanced DBS check must be completed.

Under the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013 and 2020), all roles at our school are classed as regulated activity and as such an enhanced DBS check will be carried out.

We will also conduct checks against the DfE Barred List and conduct a check to see if a Prohibition Order issued by the Secretary of State for Education or GTCE sanction exists for roles in the teaching profession.

Online Checks

Online checks will be carried out for all shortlisted candidates to determine if there is any information in the public domain that may impact on their suitability to work in a professional role with children.

The online check will be conducted for shortlisted candidates before interview, where possible, so that any issues or concerns can be explored further with the candidate at interview.

The online check will only consider material that is relevant to their role working with children, their professional reputation or the reputation of the school.

Right to Work in the UK

All applicants will be asked for verification of their identity and proof that they are entitled to live and work in the United Kingdom. Original documentation will be required.

Our Commitment to Wellbeing

The term “wellbeing” can be used to describe our holistic health, including our physical, mental and emotional health. When we have good levels of wellbeing we feel that life is in balance and that we can generally cope well. We feel motivated and engaged and that we can “bounce back” from life’s challenges.

(Supporting staff wellbeing in schools, Anna Freud Foundation, 2023)

At Cardinal Heenan Catholic High School our Catholic identity drives our mission to look after our staff body and we understand that happy, healthy staff add so much to the communities that they so proudly serve. Staff are proud to work at this school. We are also acutely aware of the challenges existing across the profession, and we see it as our duty to support our colleagues. We have a strong commitment to wellbeing. Our wellbeing initiatives include:

Catholic Life

- A strong Chaplaincy tradition so that all staff can feel part of the Catholic Community.
- Voluntary staff prayer every Friday morning.
- Fortnightly voluntary Masses held in school for both staff and students.
- Staff have access to Catholic Care support services.

Staff Professional Development

- A clearly planned and structured internal CPD provision that develops teaching and support staff.
- Bespoke support for individual career progression.
- All new initiatives are workload assessed.
- Fully supportive of external CPD opportunities for all staff.
- A staff wellbeing library where staff can borrow books and resources to support their wellbeing.

Workload

- Teaching ratio of 83% to support staff development.
- Careful consideration given to staff timetables.

Communication

- A visible and approachable SLT who all hold wellbeing as a key value for the whole school community.
- Clear communication with staff in the form of a weekly staff briefing and bulletin.
- Wellbeing drop in’s so that staff can share views.
- Supervision support for support staff.
- A staffroom committee which meets with the headteacher regularly.
- Regular staff surveys.
- Staff suggestion box.
- Solution Circles for staff to share their concerns and support other staff.
- Staff have access to Leeds City Council Employee Assistance Service.

Community

- A welcoming, supportive and active staffroom.
- Staff activities including weekly HIIT, staff football, cake Friday.
- Fair and open opportunities for all to attend trips and events.
- Whole school staff recognition in the form of weekly “staff star”.
- Staff gratitude slips.

Inspiring excellence by encouraging every individual to be the person God calls them to be.

Our Mission Statement

John Carmel Heenan (1905-1975) was Bishop of Leeds, Archbishop of Liverpool and Cardinal Archbishop of Westminster. This school is a living tribute to a very faithful servant of God. We are proud to bear his name.

We wear the word Veritas (Truth) on our school blazers in memory of St Thomas Aquinas. He lived a life of prayer and study which led him to the Dominican Order, whose motto is “Veritas” or “Truth”. He sought truth wherever it could be found and burned with the desire to know the one truth, God, which gives meaning to all truths.

The Catholic Christian community at Cardinal Heenan endeavours to help students to know and build a relationship with Jesus Christ and to live the Catholic faith through prayer, sacraments and service. We are committed to making learning challenging and enjoyable for all so that we will secure the best outcomes and remain lifelong learners who are committed to seeking truth.

We strive to help all to learn and grow, treating one another with respect and generosity, whilst supporting parents as the first and most important educators of our children. Our aim is to inspire excellence by encouraging every individual to be the person that God calls us to be, in preparation for this life and the life to come.



Cardinal Heenan Catholic High School

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www.cardinalheenan.com