



Notre Dame Catholic College  
and Sixth Form

# Candidate Information

## Teacher of English

### MPS/UPS



*'Opening Hearts, Minds and Doors'*

## **Letter to Applicants**

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Dear Applicant,

Thank you for your interest in our vacancy. This pack has been designed to provide you with an insight into our culture and our achievements. It is also intended to provide you with the information you need to make an informed decision on applying for the post.

### **Our Offer**

Are you looking to grow and develop as a teacher and as a professional, in a warm and welcoming Catholic school that is genuinely committed to staff training, support and development, in order to provide a first-class education to every child in our College; an education that **opens their hearts, minds and doors** of opportunity, happiness, fulfilment and success?

Do you have a passion to **open hearts, minds and doors** for the young people you teach? Do you have an unwavering commitment to social mobility, achieved through education, first-class teaching and boundless pastoral care? If so, we'd love to hear from you.

### **Our Ambition**

We are looking to recruit an inspirational Teacher of English who is dynamic, creative and ambitious. Someone who is dedicated, committed and aspirational.

In return, we can offer the right candidate the chance to be creative and innovative, and to make a real difference to children's lives. We offer excellent progression and professional development opportunities. We will support you all the way.

We hope this pack answers all of your initial questions, but if not, please do not hesitate to contact us and we will do our best to help. It is extremely important to us that you feel comfortable to proceed, as we aim to make the very best appointment possible.



# Notre Dame Catholic College

## Welcome to Notre Dame Catholic College

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### **Opening Hearts, Minds and Doors'**

Notre Dame Catholic College is an oversubscribed, Roman Catholic school that has educated the children of north Liverpool for over 150 years. We are an inclusive, mixed, 11-19 school of 1008 boys and girls (including 120 students in our Sixth Form).

We are underpinned by our Catholic ethos and the foundation of the Sisters of Notre Dame. Our mission was perfectly articulated by our foundress, St Julie Billiart, almost 200 years ago, when she said “teach them everything that is necessary to equip them for life”.

We are located in the heart of the city on Great Homer Street. The proportion of disadvantaged students is well above the national average and the proportion of pupils with SEND is above the national average. The proportion of pupils who have an education, health and care plan is currently below the national average but increasing steadily.

Staff and students are fortunate to benefit from state-of-the-art facilities and premises. In 2013, the College moved from its historic home on Everton Valley, to its new home on Great Homer Street.

In 2021, the College was judged to ‘Require Improvement’ in our most recent Section 5 Ofsted inspection. Since then, the College has secured improvements in outcomes at both GCSE and A Level and has worked tirelessly to address the areas for development outlined in the inspection report. College leaders, governors and staff continue to implement its rigorous plan to restore its previous ‘good’ judgement and to continue to provide the very best education for its students.

Notre Dame is currently converting to academy status and will shortly join St Joseph Catholic Multi Academy Trust.



## **Notre Dame Catholic College**

### **Letter from our Associate Assistant Headteacher**

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Dear Applicant,

We are absolutely delighted to welcome applications for a Teacher of English to join our well-established English department. Our team consists of nine motivated, friendly and hard-working staff with a great blend of experience, knowledge and innovation.

The department is led by myself, Mrs Kane. I have been Head of English at Notre Dame Catholic College for the last ten years. Over the last two years, our department has worked hard to develop a curriculum that has breadth and depth while encouraging an enthusiasm for reading. The English department aims to provide pupils with the necessary tools to articulate their thoughts in writing and in speech whilst also broadening their cultural capital. At the heart of our new plans is a curriculum offer that is rich and ambitious for all and that develops the hearts and minds of our young citizens, not just their examination skills. These skills are taught alongside a variety of both modern and seminal literature which enables our pupils to develop a lifelong love for the subject.

We set high standards within our department and students respond well to this. We are consistent in our approaches and have solid foundations and structures to allow the students to prosper. As a department, we believe in not just generating good results but equipping students with the knowledge they need for life.

We can offer the opportunity to teach at all key stages and will continue to develop staff professionally within the subject area and whole school setting.

I wish you every success in your application and welcome any questions or queries that you may have.

Yours sincerely,

**Mrs Anna Kane**  
**Associate Assistant Headteacher**



## Job Description

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<b>Post Title:</b>	Teacher of English
<b>Working Time:</b>	Permanent
<b>Salary:</b>	MPS/UPS
<b>Responsible to:</b>	Associate Assistant Headteacher
<b>Responsible for:</b>	The provision of a full, enriching learning experience and support for students.
<b>Job purpose:</b>	<ul style="list-style-type: none"><li>• To implement and deliver an appropriately broad, balanced, relevant and ambitious curriculum for students.</li><li>• To support the planning and resourcing of a designated curriculum area as appropriate.</li><li>• To meet the educational needs of all students regardless of ability or SEND through quality first teaching, planning, modelling and scaffolding.</li><li>• To monitor and support the overall progress and development of students as a teacher/form tutor.</li><li>• To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.</li><li>• To contribute to raising standards of student attainment.</li><li>• To support the College's Catholic ethos and share its commitment to provide and monitor opportunities for personal, spiritual and academic growth.</li></ul>
<p>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.</p>	



## Core Duties

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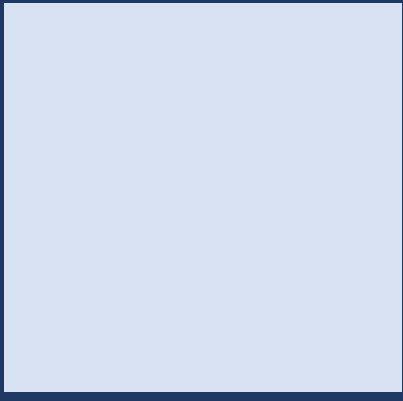
<b>Operational/strategic planning</b>	<ul style="list-style-type: none"><li>• To assist in the development of appropriate syllabuses, resources, schemes of learning, marking policies and teaching strategies in the curriculum area &amp; department.</li><li>• To contribute to the curriculum area and department's development plan and its implementation.</li><li>• To plan and prepare courses and lessons.</li><li>• To contribute to the whole college's planning activities.</li></ul>
<b>Curriculum provision</b>	<ul style="list-style-type: none"><li>• To assist the Head of Department to ensure that the department provides a curriculum which complements the college's strategic objectives.</li></ul>
<b>Curriculum development</b>	<ul style="list-style-type: none"><li>• To assist in the process of curriculum development and change to ensure the continued relevance to the needs of students, examining and awarding bodies and the college's mission &amp; strategic objectives.</li></ul>
<b>Staffing</b>  <b>Personal and Professional Development</b>	<ul style="list-style-type: none"><li>• To take part in the college's staff development programme by participating in arrangements for further training and professional development.</li><li>• To continue personal development in the relevant areas including subject knowledge and teaching methods.</li><li>• To engage actively in the Performance Management Review process.</li><li>• To ensure the effective/efficient deployment of classroom support.</li><li>• To work as a member of a designated team and to contribute positively to effective working relations within the school.</li><li>• To regularly seek, engage with and act upon the latest pedagogical and subject-related research.</li></ul>

<p><b>Quality assurance:</b></p>	<ul style="list-style-type: none"> <li>• To help to implement college quality assurance procedures and to adhere to those.</li> <li>• To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria.</li> <li>• To seek and implement modification and improvement where required.</li> <li>• To periodically review curriculum delivery and teaching methods.</li> <li>• To take part, as may be required in the development, delivery and review of activities relating to the curriculum, organisation and pastoral functions of the college.</li> </ul>
<p><b>Management Information</b></p>	<ul style="list-style-type: none"> <li>• To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMS, registers etc.</li> <li>• To complete the relevant documentation to assist in the tracking of students.</li> <li>• To track student progress and use information to inform teaching and learning.</li> </ul>
<p><b>Communications</b></p>	<ul style="list-style-type: none"> <li>• To communicate effectively with the parents of students as appropriate.</li> <li>• Where appropriate, to communicate and co-operate with persons or bodies outside the school.</li> <li>• To follow agreed policies for communications in the college.</li> </ul>
<p><b>Marketing and Liaison</b></p>	<ul style="list-style-type: none"> <li>• To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings and liaison events with other schools.</li> <li>• To contribute to the development of effective subject links with external agencies.</li> </ul>
<p><b>Management of Resources</b></p>	<ul style="list-style-type: none"> <li>• To contribute to the process of the ordering and allocation of equipment and materials.</li> <li>• To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.</li> </ul>

	<ul style="list-style-type: none"> <li>• To co-operate with other staff to ensure sharing and effective usage of resources to the benefit of the college, department and the students.</li> </ul>
<p><b>Student Support System</b></p>	<ul style="list-style-type: none"> <li>• To be a Form Tutor to an assigned group of students.</li> <li>• To promote the College's Catholic ethos, the general progress and well-being of individual students and of the Form Tutor Group as a whole.</li> <li>• To ensure the implementation of the college's Student Support System.</li> <li>• To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of college life.</li> <li>• To evaluate and monitor the progress of students and keep up-to-date student records as may be required.</li> <li>• To contribute to the preparation of action plans, progress files and other reports. To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.</li> <li>• To communicate as appropriate, with the parents of students and with persons or bodies outside the college concerned with the welfare of individual students, after consultation with the appropriate staff.</li> <li>• To contribute to collective worship, PSHCE and Citizenship according to college policy.</li> <li>• To apply the behaviour management systems so that effective learning can take place.</li> </ul>
<p><b>Teaching</b></p>	<ul style="list-style-type: none"> <li>• To teach, students according to their education needs, including the setting and marking of work to be carried out by the students in college and elsewhere.</li> <li>• To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.</li> <li>• To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</li> </ul>



	<ul style="list-style-type: none"> <li>• To ensure that reading and oracy development are reflected in the teaching/learning experience of students.</li> <li>• To ensure a high-quality learning experience for students which meets internal and external quality standards.</li> <li>• To prepare and update subject materials.</li> <li>• To use a variety of delivery methods to stimulate learning appropriate to student needs and demands of the syllabus.</li> <li>• To maintain discipline in accordance with the college's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</li> <li>• To undertake assessment of students as requested by external examination bodies, departmental and school procedures.</li> <li>• To mark, grade and give written/verbal and diagnostic feedback as required.</li> </ul>
<p><b>Other specific duties</b></p>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the college community, to support its distinctive catholic mission and Notre Dame ethos and to encourage staff and students to follow this example.</li> <li>• To support the college in meeting its legal requirements for collective Catholic worship.</li> <li>• To promote actively the college's corporate policies.</li> <li>• To continue personal development as agreed.</li> <li>• To comply with the college's Health &amp; Safety Policy and undertake risk assessments as appropriate.</li> <li>• To undertake any other duty as specified by STPCB not mentioned in the above.</li> <li>• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</li> <li>• 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.</li> </ul>

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- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
  - The college will endeavour to make any necessary adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.



## Person Specification

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<b>Knowledge, Qualifications and Experience</b>	<b>Essential (E) or Desirable (D)</b>
A UK recognised teaching qualification (i.e. QTS, PGCE)	E
A degree in English	E
Demonstrable success within your subject area	E
Evidence of appropriate professional development	E
Excellent knowledge and understanding of the National Curriculum in the subject at the relevant Key Stages	E
Ability to target set, develop and employ criteria for measuring success and assessment for learning	E

<b>Skills and Abilities</b>	<b>Essential (E) Or Desirable (D)</b>
Ability to enthuse and effectively communicate your subject to students both written and orally	E
A commitment to teaching in a comprehensive school where all students are valued regardless of their abilities	E
Outstanding classroom practitioner with both personal impact and presence	E
A demonstrable commitment to equality of opportunity	E
Appropriate ICT skills including those directly related to transference of subject knowledge in a classroom context	E
Committed to maintaining the high standards across the School.	E
A team player	E

Adaptability and contributor to changing circumstances and new ideas	E
Ability to develop and maintain good professional relationships with students, staff and parents	E
A strong commitment to one's own professional development	E
A willingness to become involved in wider School initiatives and activities	E



**Notre Dame  
Catholic College**

## **Policy Statement**

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This college has adopted the 'Safer School' approach and an ongoing culture of vigilance. We are committed to creating a safer environment in order to safeguard and promote the welfare of our students. We expect all staff, visitors and volunteers to share the same commitment.

We have in place measures that provide a safer environment for students which help to ensure that inappropriate or abusive behaviour is identified and dealt with at an early stage. This includes enhanced disclosure checks carried out on everyone having regular access to students and

- also checks on previous employment records
- checks with job referees
- checks on academic qualifications
- checks on health records and photographic identification
- all appointments are subject to the above checks and references
- all interviews include questions on candidate's child protection awareness.



**Notre Dame  
Catholic College**

## **Safeguarding Statement**

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### **THIS IS A SAFEGUARDING SCHOOL**

We have a duty to safeguard and promote the welfare of children.

If we have any concerns that a child may be suffering harm, we have no choice but to refer to Social Services when appropriate.

- ❖ The Senior Safeguarding Officer is Mrs E Brennan.
  
- ❖ The College Safeguarding Team are Mrs E Brennan, Mr A McVerry and Mrs J Littleboy.
  
- ❖ The Nominated Governor for Child Protection is Mrs Ann-Marie Hutton.
  
- ❖ Copies of the College's Child Protection/Safeguarding policy can be obtained from the college on request.



# Notre Dame Catholic College

## How to apply

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### Application forms

- Please complete an application form downloaded from the 'Vacancies' page of the Notre Dame Catholic College website.  
<https://www.notredameliverpool.com/vacancies>
- Please also attach an accompanying letter of support, addressed to the Headteacher of the school, maximum of two sides of A4 Arial font 12, addressing the following points:
  1. Why you are interested in the post.
  2. How you feel your experience and effectiveness to date make you a suitable candidate for the post.
  3. What contributions you could make to students' development within our college.
  4. Any particular areas of strength and expertise you have to offer.

### Application deadline

Electronic applications should arrive by 8am on Monday 29<sup>th</sup> April 2024.

### Please email applications to:

[recruitment@notredame.liverpool.sch.uk](mailto:recruitment@notredame.liverpool.sch.uk) with 'Teacher of English Application' in the subject line.

### Feedback

We always receive a large number of applications and unfortunately, we cannot provide feedback for applications. If you have not heard from us within three weeks of the above closing date, then please assume that on this occasion your application has been unsuccessful.



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