



# **ELLESMERE PORT**

## **Catholic High School**

**"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

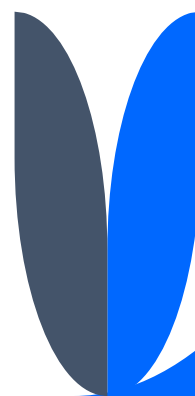
I would like to welcome and introduce you to Ellesmere Port Catholic High School.

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

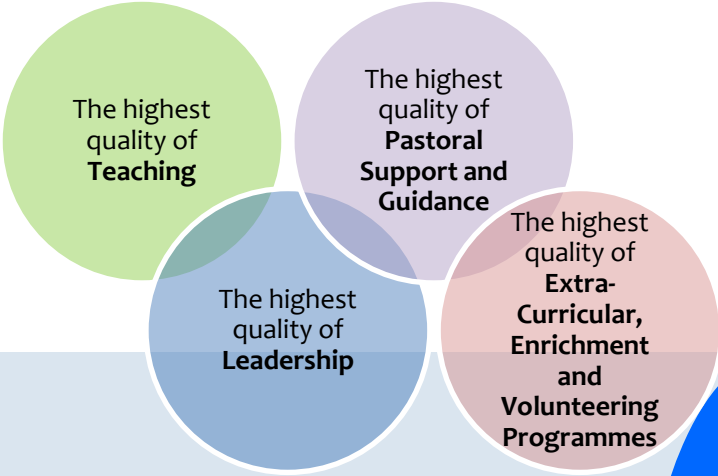


**Ellesmere Port Catholic High School** is a school with a unique sense of community, where every student is known, where there is exemplary student behaviour, a culture built on striving for excellence and where there are exceptionally high aspirations for everyone.



*“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 951 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

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

December 2023

Dear Colleague,

I am delighted that you are interested in the post of Curriculum Leader within the Religious Education faculty at Ellesmere Port Catholic High School. The role will offer the successful candidate the opportunity to contribute to our already highly ambitious school as we move forward our provision towards good in the very near future.

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 departmental and whole-school 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.
- The ability to inspire, challenge, motivate and empower teams and individuals to achieve Excellence.
- An absolute commitment to achieving excellent standards at Ellesmere Port Catholic High School.

As you would expect RE is compulsory for all students and years 7 to 11 and General RE is also delivered in the Sixth Form. Currently we offer the following qualifications:

GCSE Religious Education (Edexcel Units 3 and 8)  
A Level Religious Studies (WJEC)

There may be the opportunity to develop additional courses at Level 3 in the future.

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 **9.00am on Monday 22 January 2024**. Completed letters and application forms should be marked for the attention of the Headteacher and either posted to the school address or e-mailed to [Human.Resources@epchs.co.uk](mailto:Human.Resources@epchs.co.uk)

Interviews are scheduled to take place later that week.

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







# 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)

## **Curriculum Leader: Religious Education Teachers' Pay Scale plus TLR 1B Required for May or September 2024**

In addition to the above, we offer an Employee Assistance Programme to you and your immediate family, continued Professional Development and an excellent Staff Wellbeing Programme.

Governors are looking to appoint an innovative and enthusiastic teacher to lead and develop Religious Education throughout the school. Applications are welcome from recently qualified outstanding teachers. It is expected that the successful applicant will be a practising Catholic and have a good appreciation of the distinctive nature and ethos of Catholic schools.

You will be joining a strong and committed department and must therefore share a strong work ethic and commitment to the subject and a willingness to engage within the wider religious and community life of the school. The successful applicant will make a real difference along with our school chaplain to the spiritual life of the school.

Working together to enable pupils to achieve their full potential, you will teach across all key stages, and are expected to have a proven record of good examination results and an ability to analyse and use performance data.

If you are an outstanding teacher with the skills and motivation to help lead a forward-thinking team, we encourage you to apply.

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. Please return completed applications 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 Monday 22<sup>nd</sup> January 2024**  
Interviews: **to be held 24<sup>th</sup> January 2024**

In line with Keeping Children Safe in Education, Ellesmere Port Catholic High School will undertake general online searches for all shortlisted candidates. Online searches will only examine data that is publicly available, and the aim is to identify any incidents or issues. Any areas of concern will be discussed during the interview process. Faith references will be requested prior to shortlisting.

The successful applicant will be subject to relevant clearance from the Disclosure and Barring Service. All applicants will be considered on the basis of suitability for the post regardless of sex, race, or disability. All applicants invited to interview must evidence their right to work in the UK.



## **Curriculum Leader: Religious Education 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 students and learning.
- to be a practising Catholic
- 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.

### **Main Purpose of the Job**

- Promoting the subject and keeping colleagues informed of developments and producing Departmental Aims.
- Managing and monitoring members of the department and devising evaluation procedures to ensure that: -
  - a) The agreed syllabus is implemented through the production of and regular review of adherence to Departmental Schemes of Work (according to the school policy on Schemes of Work) including the development of cross-curricular activities.
  - b) The focus is on maintaining and improving the quality of teaching, learning and achievement of all students.
  - c) There is regular monitoring, assessing, recording, and reporting and strategies to ensure the development of student achievement. This should include the use of baseline assessment data in all years, regular lesson observations of each member of the department and periodic sampling of students' work. This should also be part of the performance review and QA to evaluate the quality of teaching in the department.
  - d) Lessons are well disciplined. The Subject Leader has overall responsibility for positive behaviour and sanctions within their department and for ensuring that others concerned e.g., Form Tutor, Head of Year are kept informed.
- Producing and maintaining a departmental handbook which reflects and supports the whole school policies according to the Staff Handbook.
- Producing the Departmental Improvement Plan, departmental action plan and departmental agendas for the year.

- Ensuring that there are regular departmental meetings which have an agenda and where minutes are taken.
- Assisting in the recruitment & retention of staff.
- Defining and negotiating areas of responsibility within the department.
- Carrying out Performance Management reviews according to school policy including the production of an annual financial plan.
- Encouraging the professional development of staff including induction of new staff.
- Budgeting and financial control including an annual stock check. The ordering and maintenance of departmental resources.
- Timetable requirements and student grouping including contributing to the production of a homework timetable.
- The collation of examination entries and overseeing arrangements. Starting and finishing examinations.
- Ensuring that departmental staff provide lesson material/plans for when they are absent or setting cover work as necessary.
- The provision of up-to-date written information on the department.
- Display within the department including corridor and classrooms.
- Monitoring of homework setting by all department members and sampling of student planners.
- Book sampling to quality assure students' work.
- Ensuring effective use of ICT including the development of and implementation of subject specific Schemes of Work. Establishing effective links with the ICT Coordinator.
- Classroom teacher responsibilities.
- Form Tutor responsibilities as necessary.





## Ellesmere Port Catholic High School

### PERSON SPECIFICATION: Curriculum Leader Religious Education



	Essential	Desirable
<b>Relevant Experience</b>		
Post with management responsibility within existing or previous school		x
Recent experience of teaching the 11-16 age range	x	
Recent experience of teaching students in key stage 5		x
Interest in and willingness to teach students in key stage 5	x	
Involvement in the professional development of staff	x	
An outstanding classroom practitioner	x	
Experience of producing examination results to a high standard	x	
Experience of working in more than one previous school	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	
<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>		
Must be a practising Catholic	x	
A commitment to raising achievement across the whole age and ability range	x	
Ability to multitask and deal with numerous challenges simultaneously	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	
Ability to motivate and coach staff to perform to the best of their ability	x	
Commitment to developing links with parents and the wider community	x	
Desire and potential for future Leadership Team position	x	

## GUIDANCE FOR APPLICANTS IN SECURING A FAITH REFERENCE

You have applied for a position in one of our Catholic schools which is reserved for a practising Catholic. This means that the person specification will state that is essential that you meet this criterion, and you must be able to evidence this with a positive faith reference from the priest(s) of the parish(es) where you attend the Sunday Eucharist and receive the sacraments. It is also vital that this reference is **current** and that the priest's knowledge of your practice is not historical. Priests will be asked to confirm a minimum of **12 months continuous practice**. A period of 12 months practice will also be required for those recently received into the Church

It is vital that the priest can verify your attendance at Sunday Mass and is not simply the priest linked to the school that you currently work in.

The Governing Body will be seeking to appoint a practising Catholic who joins in the parish celebration of the Sunday Mass and receives the sacraments regularly as well as living in accordance with the teachings of the Church

At a time when priests are increasingly assuming responsibility for larger pastoral areas it is becoming increasingly common for priests not to know parishioners as well as they might have in the past. In the light of this we offer the following advice when seeking faith references **prior to making an application**.

1. Speak to the priest before completing your application and ask if he agrees to your including him as a referee. (Do not simply email or leave a message on the parish answer phone)
2. Provide him with an outline of
  - your involvement in parish life e.g., Eucharistic minister, reader, etc (it may be that currently you are not heavily involved in parish life due to other commitments)
  - your present post – school, areas of responsibility
  - the post to which you are applying – name of school, post, etc
3. If you worship in more than one parish, then in order to satisfy weekly attendance of Mass you may need to specify more than one referee.

By following the above advice you are able to prepare the priest for the reference request and so ensure it will be completed as fully as possible.

### Invitation to interview

If you are shortlisted, and receive an invitation to interview, then the governors will have made the **assumption** that your practice will be evidenced **prior to interview** by a supportive priest's reference. We therefore advise that on receiving notification of an interview you contact the priest again to check that he has received the reference request and he is still able to support your application. If the governors are not in receipt of a positive faith reference **prior to interview** then they will deem that you have not met one the essential criterion and will have to **withdraw** the invitation to

interview. If there are circumstances that may prevent the priest replying within the given time frame (holidays, illness etc.) then please inform the relevant Diocesan officer as soon as this is known.

# 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 Celebration of the word
- 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>
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“Great things happen when you care”

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



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**Catholic High School**

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

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