



Broughton Hall Catholic  
High School

# INFORMATION PACK

## SECOND IN DEPARTMENT FOR ENGLISH

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

Closing Date: 22<sup>nd</sup> April 2024 at 10.00 am

Interview Date: To be confirmed

Salary Scale: MPS/UPS with TLR 2B £5,347

Contract Term: Permanent/Full-Time

<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.

Broughton Hall is Ofsted rated as a “Good” provider (November 2022).

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
- Cycle2Work Scheme
- Tax Free Childcare Vouchers
- Supportive work environment where all staff are valued
- Continuous professional development for all staff and follow a whole school approach to staff performance and development

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 Second in Department for 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.

English is a popular subject at GCSE and at A Level, with English being one of the top performing subject areas.

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. Our aim is to be a good school in all areas and we are seeking staff to apply to work with to be of that journey. Ofsted rated the school as “Good” in November 2022.



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 hope that you are the person we are looking for to bring creativity and innovation to the role.

The school actively supports the training of middle leaders through well-respected Teaching Leaders' programme. Opportunities for promotion exist for suitable candidates. Our staff are passionate about teaching and are committed to develop exciting and stimulating lessons that not only engage students.

We look forward to hearing from you.

Gerard Preston  
Head Teacher

## Advert

**Role:** Second in Department - English  
**Additional Allowances:** TLR 2B £5,347  
**Contract:** Permanent to start 1st September, 2024  
**Suitable for:** MPS/UPS  
**Closing Date:** 22nd April 2024 at 10.00 am

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Due to promotion, the Governors wish to appoint a first rate, enthusiastic Teacher of English with the ability to teach across the full age and ability range. We are looking for a committed candidate to fulfil this important leadership role. If you are highly motivated, have a passion for English and have the ability to inspire our pupils then we would love to hear from you.

The English Department is a successful, supportive one and offers qualifications at both Key Stages 4 and 5. The department is equipped with 9 well-appointed classrooms and is well-resourced

The successful candidate will be:

- An outstanding classroom practitioner with a proven track record
- Someone who is passionate about English and has the ability to inspire a love of English language and literature
- Committed to the school's vision and demonstrating compassion through the mission statement
- Dedicated in ensuring students achieve the best outcomes.

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

Broughton Hall is a Catholic High School is an Ofsted rated **Good provider** (2022), which is proud of our 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 Aspiring Leaders, NPQML and NPQSL programmes.

For further information about the school and Application Pack please visit the school's website [www.broughtonhall.com](http://www.broughtonhall.com)

**The post will be subject to an enhanced DBS clearance & satisfactory references.**

**Interviews will be held 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.*

*'By engaging in this recruitment process, shortlisted candidates consent to an online search in line with the Keeping Children Safe in Education Statutory Guidance 2023'*

## Job Description

### SECOND IN DEPARTMENT - ENGLISH

Purpose	To assist the Head of Department to lead, manage, develop, and be accountable for the department team including the curriculum at Key Stages 3, 4 and 5 in order to ensure the highest possible standards of pupil achievement, personal development and well-being both within the curriculum and beyond.
Location	Broughton Hall Catholic High School, West Derby, Liverpool
Reporting to	Head of Department/Senior Leader for English
Responsible for	The post holder, under the direction of the Head of Department, will be responsible for department teaching and extra-curricular provision.
Working Time & Conditions	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.
Safeguarding children	The post holder must safeguard and promote the welfare of the children and young people at Broughton Hall Catholic High School
Salary	MPS/UPS with TLR 2B £5,347

#### OVERVIEW

At the heart of the role of second in department is the provision of professional leadership to secure high quality teaching and learning, effective use of resources, improving standards of achievement for all students, and the promotion of students' personal development and well-being. A Second in Department, must provide leadership and direction for the subject and ensure that it is managed and organised to meet school and subject aims and objectives. They key role in supporting, guiding and motivating teachers in all faculty departments. Seconds in Department **contribute to the evaluation of the effectiveness of teaching and learning, the subject curriculum and progress towards targets for students and staff in order to inform future priorities for the school. The policy and practice of monitoring within the school provides the information for evaluation and action.** They identify needs in their own subject areas and recognises that these needs must be considered in relation to the overall needs of the school. It is also important that they have an understanding of how their department contributes to school priorities and to the overall education and achievement of all students.

Throughout their work a Second in Department, ensures that practices improve the quality of education provided, meet the needs and aspirations of all students and help to continue to raise standards of achievement in the school.

#### DIMENSIONS

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

- The strategic direction and development of the department
- Teaching and learning
- Leading and managing staff
- Pupil progress and standards of achievement
- The efficient and effective deployment of staff and resources

## **ACCOUNTABILITIES**

### **The strategic direction and development of the subject**

- To assist in the production of an annual subject development plan, which contributes to the achievement of the School Improvement Plan, and which involves all the subject staff in its design and evaluation.
- To set expectations and goals for colleagues and pupils in relation to standards of achievement and behaviour.
- To 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.
- To develop current systems with regard to health and safety, risk assessments, collection and storage of valuables and other key procedural requirements.
- To lead the development of the school's extra-curricular physical education programme.

### **Teaching and learning**

- To contribute significantly to the leading of the development and implementation of effective teaching and learning strategies, including ICT-based developments and new technologies.
- To contribute significantly to leading 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 monitor, support/challenge and professionally develop staff so that they are effective in their role(s) and provide high quality teaching and learning; the above to include participating in and leading the school's programmes of staff training and development.
- To ensure that Performance Appraisal is carried out according to school and national regulations and that staff receive regular feedback, which supports progress against their PM objectives.

## **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 examination entries are at an appropriate tier 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 pupils 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 efficiently the available resources of staff, space, finance, and equipment within the limits and guidelines laid down.
- To provide a stimulating environment, including maintaining the content of displays that promote interest and learning.
- Other Specific Duties
- To undertake the above responsibilities in addition to those held by a standard scale teacher at the school.
- To undertake any other duty as specified by the School Teachers Pay and Conditions Document not mentioned in the above.
- 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.



## Person Specification

**Post** : **Second in Department: English**  
**Pay Spine** : **Main/Upper Scale plus relevant TLR allowance**  
**Responsible to** : **Head of Department**

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

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

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

- At least 3 years successful teaching experience, in an urban or challenging comprehensive environment.
- Evidence of positive pupil progress at KS4 and if available KS5
- Experience or confidence in mentoring / supporting trainee teachers
- Teaching experience in at least KS3, 4 and, preferably, 5
- 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
- Outstanding knowledge of Assessment Practice in the context of the National Agenda and where appropriate best worldwide practice
- An understanding of how to use assessment to inform planning for good teaching and learning.
- Excellent subject knowledge
- Excellent knowledge of current curriculum and extra-curricular developments pertaining to English
- A good understanding of measuring progress across all Key Stages
- Evidence of using data to inform planning and put in place successful intervention strategies to raise achievement.
- The ability to differentiate to provide appropriate challenges for all learners
- 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 colleagues
- The ability and desire to lead on areas for curriculum development
- The ability to evaluate and improve standards of teaching and learning within a department
- Experience of conducting Performance Management and desire to develop other 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 a 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 for the school's specialist status
- Support the school unreservedly in its commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.

