

Mount Carmel

R.C. HIGH SCHOOL



Assistant Curriculum Leader of RE and Chaplaincy Co-ordinator Job Application Pack

www.mountcarmelhigh.co.uk



A Family
of Faith
& Learning

Mount Carmel

R.C. HIGH SCHOOL

OUR MISSION

FAITH



FAMILY



LEARNING



**We are a visible
Family of Faith**

We are all on a Christ-centred journey, supporting everyone with spirituality, compassion and tolerance.

Faith is embraced, nurtured and grown.

We are ambassadors for Christ, through charity, stewardship and participation.

We are a loving Family

We are a welcoming, inclusive and sharing community where every person is loved and able to flourish.

We exemplify a family of Christ; a family built on unconditional love, forgiveness, tolerance and acceptance.

God's children, your children, our children

**We are an ambitious
Family of Faith and
Learning**

Our work extends beyond the classroom; a commitment to curiosity and creativity everywhere.

Every person is encouraged and supported to reach the widest horizons as a unique, courageous and resilient child of God.

A Family of Faith & Learning

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Assistant Curriculum Leader of RE and Chaplaincy Co-ordinator

Teachers' Pay Scale + TLR 2.2

This post is suitable for MPS/UPS teachers

Required from 1 September 2026

We are seeking to appoint a well qualified, talented and enthusiastic individual for this post.

Closing date: 5 May 2026 at 9am

Interviews: TBC

Job description, person specification and application form available from our website

www.mountcarmelhigh.co.uk

To arrange a visit to the school, please contact our HR Manager Mrs Helen Ward to arrange a mutually convenient date and time; vacancies@mountcarmelhigh.lancs.sch.uk

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post is subject to enhanced DBS clearance.

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020). Please see the Recruitment Guidance Pack on our website for further information.

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WELCOME LETTER



Thank you for your interest in this position at Mount Carmel RC High School. We hope that after reading this letter and looking at the information available on our school website and social media accounts, you feel inspired to apply for the post.

You are also very welcome to visit the school, and meet the current headteacher, newly appointed headteacher and senior leaders, in advance of submitting an application.

Context

Mount Carmel Roman Catholic High School is an 11 to 16 Voluntary Aided mixed comprehensive which is proud to be at the heart of the Catholic community in Hyndburn. We are here for baptised Catholics but also all families who share our values and beliefs. Our school admissions policy clearly reflects this vision. We have received a record number of applications (443) for 162 places in year 7 in September 2026. This is the most applications we have ever had.

We see each child as a 'gift' from God, and we value each pupil as a unique individual with their own set of gifts and talents ready to be nurtured and developed. We have developed a supportive culture based on high expectations for all, where everyone associated with the school is warmly welcomed, well cared for and challenged to be the best they can be.

For the right candidate, this is a fantastic opportunity to work in a Catholic secondary school that has a proven track record of year-on-year improvement during the past five years. In fact, in 2023 and 2024 we are proud to be able to say that we are the best secondary school in Hyndburn for pupil progress. As you are aware there is no progress measure for schools in 2025, but our overall attainment and average points score are higher than 2024. We have high aspirations and expectations for all our staff and pupils.

Our most recent Ofsted Inspection took place on 25th and 26th November 2025. The school was one of the first schools to be inspected under the new Ofsted framework. We are delighted to announce that the inspection report confirms that the school has many strengths and much to be proud of. The full report is available online. We were also proud to be judged as a good school in all aspects by the Diocese of Salford (March 2020).



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WELCOME LETTER



On entry, a significant number of pupils have below average prior attainment and many of our pupils live in some of the most deprived wards in the country. Having said this, visitors regularly compliment our pupils on their behaviour, appearance, and the warm welcome they receive from pupils and staff. Mount Carmel is a rewarding place to work, and you really do feel that you are making a significant, positive difference to the lives of young people on a day-to-day basis.

There is a real 'team' and 'family' culture where everybody, regardless of their role and responsibilities, is equally valued. We are self-reflective at all levels and continually celebrate and acknowledge success but also recognise what we can do better. We recognise the challenges as well as the rewards of working in schools and the pressures placed upon staff. Consequently, we take work life balance, health and wellbeing seriously. There is an active staff health and wellbeing working party in place to constantly keep workload and staff health and wellbeing a high priority for all our school systems and processes.

Governors are very much involved in shaping the strategic direction of the school and are equally proud of the improvements that have been made and recognised in both the inspection reports. Governors are well informed and regularly provide a good balance of challenge and support to the Headteacher, senior and middle leaders across the school.

The school buildings are of a high standard, very well maintained and cared for by the school community. Our school budget is superbly managed by our Business Manager, and our HR manager is equally highly skilled and supportive. The school is scheduled to start the process of joining the ROMERO Catholic Academy Trust in the summer of 2027 and complete the process in the summer of 2028.

Senior Leadership Team

The Senior Leadership Team currently consists of; Headteacher, Business Manager, a Deputy Headteacher responsible for all aspects of Quality of Education; a Deputy Headteacher responsible for all aspects of pastoral care (back-up DSL), an Assistant Headteacher responsible for safeguarding (DSL) and personal development; an Assistant Headteacher responsible for assessment, reporting and recording and curriculum; an Assistant Headteacher responsible for all aspects of SEND and back-up DSL; and a Lead Practitioner responsible for ITT and ECTs and the school revision strategy.

They are a hardworking, highly skilled, effective team. They operate as a team and enjoy very positive and transparent relationships. As senior leaders they all understand the importance of being a role model in everything they do. They offer challenge and support each other individually and collectively and hold each other to account in a professional and supportive way.

They understand the importance of collective cabinet responsibility and an open accountability culture. They use WWW, BI and KISS to continually track, monitor and evaluate to ensure maximum impact and best value in all that they do.

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WELCOME LETTER



The Local Area

The school is situated in Accrington within the District of Hyndburn. Hyndburn is made up principally from the centres of Accrington and Oswaldtwistle with the smaller centres of Church, Clayton-le- Moors, Rishton and Great Harwood.

The M65 motorway means that Accrington has become much more accessible, now being only 20 minutes from Preston / Chorley areas. The M61 and M66 also ensures that Accrington is equally accessible to the Bury, Bolton and Greater Manchester areas. The picturesque countryside of the Ribble Valley and Bowland Fells are on our doorstep with the Lake District and Yorkshire Dales National Parks within an hour away by car. Due to the motorway network, the major cities of Manchester, Preston, and Liverpool are all also easily accessible.

Yours sincerely,

Mr Xavier Bowers
Headteacher

Mount Carmel

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THE DEPARTMENT



Information about the department

The Religious Education department is a well-established and highly valued part of the school, comprising 10% of the overall curriculum. The department is fully staffed with subject specialists, each benefiting from their own dedicated classroom, creating a strong sense of identity and consistency for pupils.

Outcomes in Religious Education are improving year on year, reflecting both the commitment of the team and the impact of high-quality teaching and learning. The department is actively implementing a carefully sequenced Key Stage 3 curriculum in line with the Religious Education Directory (RED) for Catholic schools, ensuring pupils develop a deep and coherent understanding of theology, scripture, and lived faith.

At Key Stage 4, pupils follow the Edexcel Specification A, studying Catholic Christianity alongside Judaism, enabling them to engage rigorously with both their own tradition and that of others.

This is a thriving and forward-thinking department with a clear vision for excellence in Religious Education.

Ben Davies

Curriculum Leader of RE

Job Description



JOB PURPOSE:

Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

- To maintain clear vision, purpose and high expectations focused on pupils' achievements.
- To monitor and support the overall progress and development of pupils as a teacher/ Form Tutor.
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to support a designated curriculum area as appropriate.
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.
- To contribute to raising standards of pupil attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

Reporting to: Curriculum Leader or Line Manager

Responsible for:

- The provision of a full learning experience and support for pupils
- Leading on the implementation, monitoring and evaluation of KS3 RE

Liaising with: Headteacher, Senior Leadership Team, Curriculum Leaders, Pastoral Leaders, relevant staff with cross-school responsibilities, Teachers and Support Staff

Working time: Full time as specified within the STPCD

Salary Grade: Classroom Teachers' pay scale + TLR 2.2

KEY TASKS

Ethos:

- To play a full part in the life of the Catholic school community, to support its distinctive mission and ethos and to encourage and ensure staff and pupils to follow this example.
- Support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.

TEACHING

- To teach pupils according to their educational needs, including the setting and marking of work to be carried out by the pupil in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/ learning experience of pupils.
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for pupils which meets internal and external quality standards.
- To prepare and update subject materials, including schemes of work.
- To use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the syllabus.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of pupils as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

Job Description



STRATEGIC PLANNING

- Support the Curriculum Leader and deputise when and where appropriate
- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department.
- To assist in monitoring and following up pupil progress.
- To assist in the implementation of school policies and procedures, for example Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc.
- To work with colleagues to formulate aims and objectives for the department which have coherence and relevance to the needs of pupils and to the aims and objectives of the school.
- To support the Curriculum Leader in the application of ICT in the curriculum area.
- To contribute to the Curriculum Area and department's development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole school's planning activities.

CURRICULUM PROVISION

- To assist the Curriculum Leader and Senior Leader for Teaching & Learning, to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.

CURRICULUM DEVELOPMENT

- To keep up to date with national developments in the subject area and teaching practice and methodology, and to support curriculum development within the whole department.
- To monitor actively and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the Curriculum Leader to maintain accreditation with the relevant examination and validating bodies.

STAFFING

- To work with the Curriculum Leader and the Headteacher to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To participate in the school's ITT programme.
- To support the Curriculum Leader in the day to day management of staff within the department and act as a positive role model.
- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To develop and enhance the Teaching practice of others
- To engage actively in the Appraisal Review process
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.
- To act as positive role model to pupils.

SCHOOL SELF EVALUATION

- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including school self- evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- To review from time to time methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to

Job Description



the curriculum, organisation and pastoral functions of the school.

- To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMS, registers, etc.
- To complete the relevant documentation to assist in the tracking of pupils.
- To track pupil progress and use information to inform teaching and learning.
- To assist in the process of the setting of targets within the department and to work towards their achievement.
- To help to establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all relevant curriculum area within the department.
- To contribute to the school procedures for lesson observation.
- To seek/implement modification and improvement where required and respond to the School Self-Evaluation Action Plan for the department.
- To assist in the use of analysis and evaluation of performance data.
- To assist in the production of reports on examination performance, including the use of value-added data.
- To assist the Curriculum Leader in providing the Governing Body with relevant information relating to the departmental performance and development.
- To assist in the identification of exam entries within the department.

COMMUNICATION & LIAISON

- To communicate effectively with the parents of pupils as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.
- To take part in liaison activities such as parents' evenings, review days and liaison events with partner schools.
- To contribute to the development of effective subject links with partner schools and the community, attending, where necessary, liaison events in partner schools and promoting subjects effectively at liaison events in school, partner schools and the wider community.
- To help ensure that all members of the department /curriculum area are familiar with its aims and objectives.

MANAGEMENT OF RESOURCES

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Curriculum Leader to identify resource needs and to contribute to the efficient/effective use of physical resources
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the pupils.

SPECIFIC RESPONSIBILITIES FOR THE ASSISTANT CURRICULUM LEADER OF RE

- Ensure the provision of KS3 RE is in line with the Curriculum Directory, in accordance with the aims of the school, guidance provided by the Catholic Education Service and the curricular policies
- To work with the Curriculum Leader of RE in monitoring and analysing assessment data for groups of pupils at KS3.
- To develop and implement intervention strategies for targeted pupil groups across the department.
- To provide strategies to monitor and support groups of pupils to colleagues.
- Further responsibilities will be negotiated with the successful applicant and the Curriculum Leader of RE and shared with the Headteacher.

SPECIFIC RESPONSIBILITIES FOR THE CHAPLAINCY CO-ORDINATOR

- To support the Prayer and Liturgy Coordinator to run the whole school chaplaincy programme with an Annual Provision for Prayer and Liturgy, focusing primarily on pupil involvement and engagement.

Job Description



- Support pupil leaders in planning and leading acts of collective worship, including assemblies, prayer services, and liturgies.
- Mentor and guide pupils in developing their confidence, roles, and responsibilities within chaplaincy teams.
- Assist pupils in preparing resources (readings, music, prayers, reflections) to ensure meaningful and well-structured worship.
- Encourage wider pupil participation in chaplaincy activities, helping to identify and develop new leaders across the school.

EVERY CHILD MATTERS

- To be a Form Tutor to an assigned group of pupils.
- To promote the general progress and well-being of individual pupils and of the Form Tutor Group as a whole.
- To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System
- To register pupils, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
- To evaluate, monitor and support the progress of pupils and keep up-to-date pupil records as may be required.
- To contribute to the preparation of action plans and progress files and other reports
- To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved
- To communicate as appropriate, with the parents of pupils and with persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff
- To contribute to PSHCE, Citizenship and Enterprise according to school policy
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- To apply the Behaviour Management systems so that effective learning can take place
- To monitor pupil attendance, ensuring follow up procedures are adhered to and that appropriate action is taken where necessary.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The school will endeavour to make any necessary reasonable 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.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with the role holder, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade and when appropriate and used to form targets as part of the school Appraisal Policy.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The school will endeavour to make any necessary reasonable 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



Mount Carmel R.C. High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The applicant will be required to safeguard and promote the welfare of children and young people.

Source Key: A = Application Form I = Interview R = References CC = Checking Certificates

Note: Candidates failing to meet any of the essential criteria will automatically be excluded

Qualifications

	Essential	Desirable	Source
Qualified teacher status	E		
Recognised degree or equivalent	E		

Personal and professional qualities

	Essential	Desirable	Source
High level of motivation and commitment	E		
Has the ability to communicate effectively and appropriately	E		
Has the ability to establish successful relationships at all levels and can work as an effective member of the team	E		
Has a vision of developing in the job	E		
Has a high regard to professional development and awareness of his/her own training needs	E		
Baptised Catholic	E		

Knowledge and skills

	Essential	Desirable	Source
Has the necessary knowledge and experience to undertake the duties of the post	E		
Has leadership skills	E		
Has organisational skills	E		
Has ICT skills	E		
Has an understanding and awareness of current educational developments	E		
Has demonstrated high standards in the necessary professional competencies required of teachers in: <ul style="list-style-type: none"> - Subject knowledge - Classroom management - Assessment, recording and reporting pupils' progress 	E		

Person Specification



Extra essential requirements

		Essential	Desirable	Source
	Commitment to safeguarding and protecting the welfare of children and young people	E		
	Commitment to equality and diversity	E		
	Commitment to health and safety of children and young people	E		
	Commitment to sustaining regular attendance at work	E		
	Commitment to undertake relevant training and professional development	E		

We welcome applications from Catholic and non-Catholics for all posts at Mount Carmel but we expect all staff to encourage and support the distinctive ethos of the school, whatever their role or personal faith beliefs.

Application Process

Applicants should submit an application form along with a formal supporting letter addressed to the Chair of Governors detailing why they would like to be considered for the role.

The letter of application should be a maximum of 2 sides of A4, Arial Font size 11, with normal margin settings

The letter of application should;

- Be accurate and legible
- Be underpinned by an overall philosophy and understanding of Catholic education and how you will support the distinctive ethos of the school
- Be clear and concise clearly outlining how your experience has prepared you for the post including demonstrating a proven track record in GCSE results (for MPS/UPS teachers)
- Outline a clear educational philosophy and link this with the requirements of the post including your future professional aspirations

Please return all completed application forms and supporting documentation to vacancies@mountcarmelhigh.lancs.sch.uk

NB: Please do not submit applications or supporting documentation via TES online.

Mount Carmel

R.C. HIGH SCHOOL

CHILD PROTECTION



CHILD PROTECTION POLICY STATEMENT

In this school, the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

ENHANCED DISCLOSURE

Mount Carmel is committed to safeguarding and promoting the welfare and safety of children and young people and expects all members of staff to share this commitment. Enhanced DBS check is required for this post.

Thank you for your interest in this position at Mount Carmel Roman Catholic High School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As this post is exempt from the Rehabilitation of Offenders Act, you must declare any convictions, including

pending convictions, cautions, reprimands and warnings which would otherwise be regarded as 'spent' under this Act. Further details will be sought prior to appointment.

An Enhanced Disclosure is carried out by the Criminal Records Bureau and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used and stored.

Posts that involve engaging in regulated activity relevant to children

It is an offence to apply for a post if the applicant is barred from engaging in regulated activity relevant to children.

Safeguarding and Child Protection Policy

Please see the Recruitment Guidance pack on our website for further information www.mountcarmelhigh.co.uk

Re-employment of Ex-Offenders

Please see the Recruitment Guidance pack on our website for further information www.mountcarmelhigh.co.uk

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How to find us

Mount Carmel is situated just 5 minutes from the M65 and within easy reach of the main motorway networks.

From Junction 7 of the M65 take the A6185 turning off the roundabout towards Accrington. Continue straight through the first set of traffic lights. Turn right at the third set of traffic lights (at the junction to Asda superstore) onto Oxford Street.

At the traffic lights, turn right onto Blackburn Road/A679 then turn 2nd left at the next set of traffic lights onto Little Street (leading to Willows Lane).

Continue for approximately 1/2 mile along Willows Lane and after the 4th mini-roundabout turn right onto Fern Gore Avenue.

Mount Carmel is situated to the left.



POSTCODE FOR SAT NAVS **BB5 0LU**

Wordsworth Road
Accrington
Lancashire

01254 233458

vacancies@mountcarmelhigh.lancs.sch.uk

www.mountcarmelhigh.co.uk