

Mount Carmel

R.C. HIGH SCHOOL



Assistant Headteacher 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

Mount Carmel

R.C. HIGH SCHOOL



Assistant Headteacher

Salary: L13 - L17 £69,596 - £76,772

Starting point negotiable

Required from 1 September 2026

Closing date: 13 April 2026 at 9am

Interviews: TBC

The Governing Body at Mount Carmel R.C. High School wish to appoint an outstanding highly motivated individual to the post of Assistant Headteacher.

The successful applicant will:

- Support the Deputy Headteacher responsible for the Quality of Education
- Be responsible for leading on teaching and learning and staff development
- Have a proven track record of sustained improvement as a curriculum leader
- Have a minimum of 3 years experience as a curriculum leader
- Have experience of leading on whole school initiatives
- Further responsibilities to be discussed at interview

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.

Mount Carmel

R.C. HIGH SCHOOL

WELCOME LETTER



Thank you for your interest in the position of Assistant Headteacher 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 members of the senior leadership team in advance of submitting an application.

Scheduled tours of the school will take place on Tuesday 24 and Thursday 26 March at 9.30am. Please contact our HR Manager Mrs Ward to make arrangements.

This post has arisen due to the internal promotion of our Deputy Headteacher for the Quality of Education, Caroline Farrelly, to the position of Headteacher and Kieran Georgy (currently Assistant Headteacher for the Quality of Education) being appointed as her successor.

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 with a record number of applications for September 2026.

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 inspect-



Mount Carmel

R.C. HIGH SCHOOL

WELCOME LETTER



ed 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).

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.

Mount Carmel

R.C. HIGH SCHOOL

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.

To apply for this post

If you believe you can make a positive contribution to the success of our school as an Assistant Headteacher and have the expertise, experience and skills then we would be keen to receive your application.

Please contact Helen Ward, HR Manager, to make the necessary arrangements if you would like to visit school or have an informal conversation with the Headteacher prior to the formal application process.

Scheduled tours of the school will take place on Tuesday 24 and Thursday 26 March at 9.30am.

Please see section F of the Person Specification for full details of the application process.

If you do apply for the above position and have not heard anything within two weeks of the closing date you can assume that you have not been shortlisted on this occasion. However, I am always willing to give feedback to unsuccessful applicants after the appointment has been made.

Yours sincerely,

Andrew Dabrowski
Chair of Governors

ASSISTANT HEADTEACHER

Job Description



The Governing Board is committed to safeguarding and promoting the welfare of children and young people. The Assistant Headteacher must ensure that the highest priority is given to following the guidance and regulations relating to safeguarding and child protection. Appointment is conditional upon receipt of satisfactory Disclosure and Barring Service (DBS) checks in relation to criminal and child protection matters.

ASSISTANT HEADTEACHER

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. The appointment is subject to the current conditions of service for Assistant Headteachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation.

JOB TITLE: **Assistant Headteacher**

ACCOUNTABLE TO: **The Headteacher and the Deputy Headteacher** responsible for the Quality of Education

The Assistant Headteacher will:

- Undertake the normal responsibilities of the class teacher;
- Be a member of the senior leadership team;
- Assist the Headteacher and Deputy Headteachers in managing the school;
- Undertake such duties as are delegated by the Headteacher and the Deputy Headteacher;
- Play a significant role, under the overall direction of the Headteacher in formulating and reviewing the Mission Statement, Development Plan, overall aims and objectives of the school by helping establish the policies through which they shall be achieved, managing staff and resources to that end and monitoring progress towards their achievement;

MAIN TASKS:

The specific nature and balance of these responsibilities may vary from time to time and, particularly in a large school, be distributed amongst other holders of the post of Deputy or Assistant Headteacher.

1. Class teacher responsibilities

- 1.1 To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- 1.2 To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including the provision of cover for absent teachers.
- 1.3 If required, to be responsible for a specific class or age group of children to be decided on appointment.

2. The internal organisation, leadership and control of the school

- 2.1 To have specific responsibilities to be agreed upon appointment.
- 2.2 To contribute to:
 - Fulfilling the school's Mission Statement
 - Maintaining and developing the Catholic ethos, values and overall purposes of the school
 - Formulating the aims and objectives of the school and policies for their implementation
 - A development plan which will translate school aims and policies into actions
 - Monitoring and evaluating the performance of the school and its achievements as a Catholic school
 - Implementing the Governing Board's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs
 - The efficient organisation, management and supervision of school routines

ASSISTANT HEADTEACHER

Job Description



3. Curriculum Development

3.1 To contribute to:

- The development, organisation and implementation of the school's curriculum
- School policies on curriculum, teaching and learning styles, assessment, recording and reporting
- Ensuring that the learning and teaching provided by different departments and teaching teams form a co-ordinated, coherent curriculum entitlement for individuals, including these with special educational needs
- Ensuring that the Diocesan policy on Religious Education is fulfilled
- Providing a curriculum for the spiritual, moral, social and cultural development of all pupils in line with the distinctive Catholic nature, purpose and aims of the school
- Providing high quality personal, social, health education and citizenship in accordance with the teachings and doctrines of the Catholic Church
- Ensuring that information on pupil progress is used to improve teaching and learning to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers, and to aid governors in their future management of the school
- Ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided
- The promotion of extra-curricular activities in accordance with the educational aims and Catholic ethos of the school

4. Pupil care

4.1 To contribute to:

- The effective induction of pupils
- The determination of appropriate pupil groupings
- The promotion among pupils of standards of conduct/discipline and a proper regard for authority, the encouragement of good behaviour and commitment to the common good
- The development among pupils of self-discipline

4.2 Develop effective relationships with fellow professionals, colleagues in other public services, parents/ carers to improve academic and social outcomes for all pupils.

4.3 Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.

5. The management of staff

5.1 To participate in the selection and deployment of teaching and non-teaching staff of the school

5.2 To contribute to good management practice by ensuring positive staff participation, effective communication and procedures

5.3 To participate in arrangements made in accordance with the regulations for the appraisal of the performance of teachers in school

5.4 To implement and develop staff development policies appropriate to the Catholic nature of the school in relation to:

- The induction of new and newly qualified teachers and other staff
- The provision of professional advice and support and the identification of training needs
- Students under training/work experience

5.5 To demonstrate effective leadership, representation and liaison both within the school and other interested or involved persons or Boards.

5.6 To maintain good relationships with individuals, groups and staff unions and associations.

ASSISTANT HEADTEACHER

Job Description



6. The management of resources

- 6.1 To contribute to the formulation of the school's policies and procedure concerning resource management in accordance with the school's Mission Statement.
- 6.2 To allocate, control and account for those financial and material resources of the school which are delegated by the Headteacher.
- 6.3 To promote an attractive environment which stimulates learning, enhances the appearance of the school and expresses its Catholic identity.
- 6.4 To contribute to arrangements for the security and effective supervision of the school buildings, their contents and grounds, including aspects of health and safety.
- 6.5 To maintain effective working relationships with external agencies and services contracted to the school and the Authority.

7. Relationships

- 7.1 To advise and assist the Governing Board as required in the exercising of its functions including attending meetings and making reports.
- 7.2 To assist liaison and co-operation with Diocesan and Authority officers and support services.
- 7.3 To help in maintaining and developing effective communications and with parents, as the prime educators, and to provide positive responses to concerns and problems regarding their children's education.
- 7.4 To assist liaison with other educational establishments, especially other Catholic institutions, in order to promote the continuity of learning, progression of achievement and curriculum development.
- 7.5 To assist liaison with other professional bodies, agencies and services.
- 7.6 To develop and maintain positive links and relationships with the parish community, local organisations and employers:
 - To promote a positive image of the school
 - To ensure that the school plays a constructive role in the life of the parish and community and that its curriculum draws on the nature and resources of that community.
- 7.7 Create outward -facing schools which work with other schools, organisations and the local community – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to Assistant Headteacher.

ASSISTANT HEADTEACHER 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

[A] Qualifications

		Essential	Desirable	Source
1.	Qualified teacher status	E		
2.	Recognised degree or equivalent	E		

[B] Faith Commitment

		Essential	Desirable	Source
3.	Sound understanding of the distinctive nature of a Catholic school	E		
4.	Fully supportive of the Catholic ethos of the school as a role model to all	E		

[C] Personal and professional qualities

		Essential	Desirable	Source
5.	High levels of motivation and commitment	E		
6.	Has the ability to monitor staff performance, support and target set if appropriate	E		
7.	Has the ability to communicate effectively and appropriately	E		
8.	Has the ability to establish successful relationships at all levels and can work as an effective member of a team	E		
9.	Has a high regard to professional development and awareness of his/her own training needs	E		
10.	Has a sense of humour	E		

[D] Knowledge and skills

		Essential	Desirable	Source
11.	Has the necessary knowledge and experience to undertake the duties of the post	E		
12.	Has leadership skills	E		
13.	Has organisational skills	E		
14.	Has good communication skills	E		
15.	Has a good knowledge and understanding of current curricular, teaching and learning issues relevant to the needs of the school	E		
16.	Has self-confidence, personal impact and presence	E		

ASSISTANT HEADTEACHER Person Specification



		Essential	Desirable	Source
17.	Has the ability to relate well to students, staff, parents and governors	E		
18.	Has high levels of commitment, enthusiasm and motivation	E		
19.	Has commitment to their own further professional development	E		
20.	Has the ability to demonstrate the necessary skills required for whole school management	E		
21.	Be clear, concise with organised views	E		
22.	Outline a clear educational philosophy and link this with the requirements of the post	E		
23.	Be underpinned by an overall philosophy of Catholic education	E		

[E] Recent relevant experience and proven track record

		Essential	Desirable	Source
24.	A proven track record of effective leadership and management skills by building and maintaining an effective team culture at middle leader level	E		
25.	Can demonstrate a proven track record of good outcomes over time for their departments/year groups that are consistently above or in line with national standards	E		
26.	Demonstrated over time that they have at least a good profile of lesson visits	E		
27.	Have experience of leading on whole school initiatives	E		
28.	Have a minimum of 3 years experience as a curriculum leader	E		

[F] Application form

The letter of application to accompany the application form should;

29.	Clearly articulate a concise vision for the role and the intended positive impact it will have on improving teaching and learning, staff development and pupil outcomes	E		
30.	Outline a clear educational philosophy and link this with the requirements of the post and context of the school	E		
31.	Be underpinned by an overall philosophy of Catholic education	E		
32.	Be addressed to the Chair of Governors, set out as a formal letter, well-structured and concise	E		
33.	Be a maximum of 2 sides of A4, Font size 11, Arial with normal margin settings	E		
34.	Please return all completed application forms and supporting documentation to vacancies@mountcarmelhigh.lancs.sch.uk N.B. please do not submit applications via TES online	E		

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

Mount Carmel

R.C. HIGH SCHOOL



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