



ELLESMERE PORT

Catholic High School

Curriculum Leader of Spanish

"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.



With 969 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:

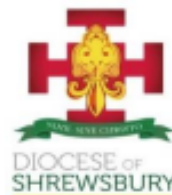
- To promote the dignity and worth of each person
- To have a strong catholic Ethos
- To ensure every child is known
- To have high expectations of everyone
- To have excellent leadership at all levels
- To provide excellent teaching
- To encourage exemplary behaviour and personal standards
- To be at 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
Capenhurst Lane, Whitby, Ellesmere Port, Cheshire CH65 7AQ
www.epchs.co.uk



TEL: 0151 355 2373

Email: Human.Resources@epchs.co.uk

Curriculum Leader of Spanish
Teacher Pay Scale plus TLR 2B £6,052
Permanent – Full Time
Required for January 2026

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.

The Governors are looking to appoint an innovative and well-qualified teacher of Spanish to lead and develop Languages throughout the school, both within and outside the curriculum. The person appointed will be an excellent teacher with the skills and motivation to lead a department to help pupils achieve the best that is possible.

This is a key appointment, and the successful candidate will have full leadership and management responsibility for this department.

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.

Further information and application packs can be obtained from the school website www.epchs.co.uk or by contacting the school on 0151 355 2373. Completed letters and application forms should be marked for the attention of Miss T Moore and either posted to the school address or e-mailed to 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 13th October 2025
Interviews: Tuesday 21st October 2025

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

EPCHS is dedicated to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This position is subject to an enhanced DBS check and online search.



ELLESMERE PORT CATHOLIC HIGH SCHOOL

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September 2025

Dear Applicant,

I am delighted that you are interested in the post of Subject Leader of Modern Foreign Languages. This post is of immense importance to us as a team and as a school as it will offer the successful candidate the opportunity to contribute to our already highly ambitious school as we move forward with our provision over the coming months and years.

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.

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 **09.00am on Monday 13th October 2025 with interviews on Tuesday 21st October 2025**. Application forms and further details are available to download from the school website www.epchs.co.uk and can be emailed to Human.Resources@epchs.co.uk or posted back to Miss T Moore at the school.

We take our responsibility to protect and safeguard the welfare of our students seriously. Successful candidates will be DBS checked. The school is committed to Equality of Opportunity.

Visits to the school are welcome. Please phone the Headteachers PA on 0151 355 2373 or email admin@epchs.co.uk

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 www.epchs.co.uk
Headteacher: Mrs C. Vile B.Ed. Hons NPQL NPQEL





ELLESMERE PORT CATHOLIC HIGH SCHOOL

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CURRICULUM LEADER OF SPANISH 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 pupils and learning.
- 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 pupils.
 - 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.

Notwithstanding the detail in this job description, in accordance with the Trust's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the Principal Responsibilities of the job.

IMPORTANT

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Ellesmere Port Catholic High School

PERSON SPECIFICATION: Curriculum Leader of Spanish



	Essential	Desirable
Relevant Experience		
Post with management responsibility within existing or previous school		x
Recent experience of teaching the 11-18 age range		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
Education/training		
Degree or equivalent qualification and a teaching qualification	x	
Up-to-date in-service training in subject and whole school issues	x	
Additional qualifications relevant to the post		x
Specialist Knowledge and Skills		
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	
Additional Factors		
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

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 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:

1	2	3	4	5
Phone 0151 355 2373	HR Email Human.Resources@epchs.co.uk	Admin Email Admin@epchs.co.uk	Website www.epchs.co.uk	Address Ellesmere Port Catholic High School Capenhurst Lane Whitby Ellesmere Port Cheshire CH65 7AQ



“Great things happen when you care”

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



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