



# St. Julie's Catholic High School

Assistant Curriculum Leader in Social Studies  
(Sociology specialism)

Application Pack

**REQUIRED FOR JANUARY 2026**

**Contract: Full/time permanent contract**

**Salary: MPR3 to UPR3 + TLR 2B**



## **Welcome to St Julie's Catholic High School**

### ***"Serve the Good God Well with Much Liberty of Spirit"***

Dear Applicant

Thank you for your interest in the post of Assistant Curriculum Leader in Social Studies at St Julie's Catholic High School. I would like to highlight what makes our community special and how proud we are of our unique school.

St Julie's is a popular oversubscribed 11-18 girls' school in Woolton, South Liverpool. We are an inclusive school welcoming students of all faiths or none and celebrate diversity as central to our core purpose.

GCSE and Sixth Form results demonstrate good progress in line with national. We benefit from state-of-the-art buildings and an inspiring learning environment which we moved to in 2017.

Our Trustees are the Sisters of Notre Dame and we are part of the Archdiocese of Liverpool family of schools as well as the wider family of Liverpool schools. The Archdiocesan strategy to develop Catholic Multi Academy Trusts, so that every school has a named CMAT to join at the appropriate time, is an ongoing development as part of the changing educational landscape in Liverpool and throughout the Archdiocese.

We aim to be a Catholic learning community through our mission statement:

- which respects and embraces the diversity of all God's people
- where opportunities allow for all individuals to discover their

potential and to develop and share their unique talents

- where friendship and enjoyment are experienced by all and a welcome is offered to those who visit
- which provides all with a safe and secure environment
- where faith, prayer and reflection are visible in word and in action
- which takes good care of God's world and all who inhabit it, especially the poor and disadvantaged
- where fairness, care and compassion are central to life

The Sisters of Notre Dame de Namur were founded in 1809 by St Julie Billiart. St. Julie's predominating trait in the spiritual order was her ardent charity, springing from a lively, devout faith. Her whole soul was echoed in the simple formula which was continually on her lips and pen: "Qu'il est bon, le bon Dieu" (How good God is). She possessed all the qualities of a perfect superior, and inspired her subjects with filial confidence and tender affection. Julie is known as the smiling saint.

At St Julie's following in the footsteps of our founder Julie Billiart our community is one of fairness, care and compassion and everything we do reflects these values. Her teachings are at the core of our catholic school and focus our moral purpose.

St Julie lived in very challenging times- through wars, revolution and poor

health as well as a constant battle with the authorities to establish the Sisters of Notre Dame de Namur. She said *"Never let the peace of your heart be disturbed by anything in the world."* She also said that *"we must have hearts as wide as the world."*

Our values of faith, truth, joy, love, justice and hope mean we seek to encourage all members of our community to serve with much liberty of spirit. Our young people prove their commitment to these values in their school and daily life. We pride ourselves on the support we provide for some of our more vulnerable pupils who live their lives in challenging circumstances.

We encourage our students to aspire to be successful in whichever field or interest they choose, whether that be in sport, academic and creative achievements, or selflessly helping others. We try to create the opportunities and nurturing environment for their success.

In May 2023 OFSTED stated that

*"Students including Sixth Form are proud to be part of this caring and close-knit school community"*

*"A typical view that students shared with inspectors was that – everyone is welcome here, you can be yourself"*

We are seeking to appoint a dynamic and enthusiastic Assistant Curriculum Leader in Social Studies (with Sociology specialism) to join our popular social studies department. You will be passionate about your subject, whilst transferring your knowledge in a

creative and contextualised way in the classroom, and successfully plan and deliver consistently good lessons on a daily basis that both challenge our students and significantly advance their learning. You will be relentless in your pursuit of progress for each and every one of your students so they can achieve the outcomes they deserve and grow into young adults that positively contribute to their community. You will instil pride in the work they do and encourage their individuality and personal qualities.

As a member of the school's Middle Leaders Group, you will be accountable for raising standards of student attainment and achievement within the curriculum area. You will effectively line manage other staff within the curriculum area, providing individual support and appropriate professional development. You will ensure curriculum coverage continuity and progression for all learners including those of high ability and those with additional needs. We look forward to receiving your application and hopefully meeting you soon.

Yours sincerely

Mrs Kate McCourt  
**Headteacher**

*"Let us help each other with all our hearts and with all prayers"*

St Julie Billiart



# Job Description

**Assistant Curriculum Leader for Social Studies (with Sociology specialism)**

**Salary: MPR3 to UPR3 + TLR 2B**

**Contract type: Full Time, permanent**

**Reporting to: Headteacher/Line Manager**

<b>DBS Disclosure Level</b>	Enhanced
<b>Main Purpose:</b>	<ul style="list-style-type: none"> <li>To be accountable for raising standards of student attainment and achievement within the curriculum area</li> <li>To effectively line manage other staff within the curriculum area, providing individual support and appropriate professional development</li> <li>To ensure curriculum coverage continuity and progression for all learners including those of high ability and those with additional needs</li> <li>To be a member of the school's Middle Leaders Group</li> </ul>
<b>General Responsibility</b>	<p>All school staff are expected to:</p> <ul style="list-style-type: none"> <li>Work towards and support the school's Catholic mission statement, the vision and the objectives</li> <li>Support and contribute to the school's responsibility for safeguarding students</li> <li>Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors</li> <li>Work within the school's policies to promote equality of opportunity for all students and staff, both current and prospective</li> <li>Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues</li> <li>Engage actively in the performance review process</li> <li>Adhere to school policies and procedures as set out in the staff handbook or other documentation available to all staff</li> </ul>
<b>Specific responsibility Leadership and Management</b>	<ul style="list-style-type: none"> <li>To provide dynamic and inspirational leadership to the curriculum team and lead the development and implementation of whole school initiatives within the curriculum area by:</li> <li>Leading by example in the teaching practice of the subject area by delivering quality first teaching with impact on all learners of the subject area</li> <li>Supporting and implementing the Curriculum Development plan in the subject area</li> <li>Supporting and implementing the secondary strategies as pedagogy in practice in the subject area and to ensure daily practice reflects the impact of the national strategies in subject area</li> <li>Enthusiastically leading colleagues within a positive and supporting working atmosphere with a common vision for success</li> <li>Directly participating in strategic middle leaders' meetings</li> <li>Disseminating and communicating key information to team members</li> </ul>

	<ul style="list-style-type: none"> <li>• Holding a thorough overview of the workings of the curriculum team, being aware of strengths and weaknesses and being supportive of developments, whilst being unafraid to challenge underperformance</li> <li>• Providing high quality line management to all staff in the curriculum area</li> <li>• Holding high expectations for the curriculum team, leading challenging and rigorous meetings with teams and individuals, and setting appropriate but demanding targets</li> </ul> <p>To line manage Teaching staff and Support staff within the curriculum team by:</p> <ul style="list-style-type: none"> <li>• Meeting regularly with individuals/team to ensure clarity of understanding of a range of issues</li> <li>• Reviewing assessments of progress for classes, identified groups and individuals</li> <li>• Ensuring developmental and challenging dialogue in the management settings</li> <li>• Line managing Support staff as appropriate</li> </ul>
<b>Specific responsibility Learning and Teaching</b>	<ul style="list-style-type: none"> <li>• To work on the curriculum team SEF in conjunction with the Curriculum Leader</li> <li>• To ensure teachers within the subject area understand the sequences of teaching and learning in all courses of the subject area and are clear about the teaching and learning objectives in lessons, communicating such information to learners</li> <li>• To support all teachers of the subject area to maintain effective working relationships with learners</li> <li>• To contribute to the development and implementation of appropriate schemes of work and assessment</li> <li>• To ensure the monitoring and the quality of teacher marking and feedback</li> </ul>
<b>Specific responsibility Monitoring, Evaluation and Assessment</b>	<ul style="list-style-type: none"> <li>• To contribute to monitoring the quality of planning and the use of planning time in the curriculum</li> <li>• To contribute to sampling learners' books and work to ensure quality control for KS3 and KS4 tracking</li> <li>• To use baseline data and assessment records to evaluate the quality of achievement of individuals and teaching groups within the curriculum team</li> <li>• To compare achievement within the curriculum team area with other in-school groupings and other curriculum areas, national statistics and trends</li> <li>• To effectively manage the accommodation of the curriculum area by ensuring high quality, up to date displays, and the appropriate layout to support independent learning</li> <li>• To report on KS3 &amp; KS4 progress and RAP</li> </ul>
<b>Specific responsibility Training and</b>	<ul style="list-style-type: none"> <li>• To contribute to identifying and meeting the training needs of all teachers within the subject area</li> <li>• To establish effective cross-curricular links to enhance learning</li> <li>• To provide guidance on the appropriate teaching and learning methods to meet the needs within the subject of all learners</li> </ul>

**Development of Self and Others**

- To oversee the effective Induction and development of NQTs/ITTs and new staff

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

## Person Specification

The Governors wish to appoint a candidate who has the qualifications, experience, knowledge and skills described in this specification. The successful candidate will be able to demonstrate that they meet all the essential criteria listed below and at least some of the desirable criteria.

PERSONAL ATTRIBUTES REQUIRED		ESSENTIAL/ DESIRABLE	STAGE IDENTIFIED
<b>QUALIFICATIONS/TRAINING</b>			
1	Qualified teacher status	E	A
2	Degree in Sociology or related subjects	E	A
3	Evidence of recent and relevant CPD	E	A/I
<b>EXPERIENCE</b>			
4	Experience of teaching in an 11-18 school	E	A/I
5	Successful classroom practitioner	E	A/I
6	Proven track record of successful people management in a curriculum role	E	A/I
7	Ability and competence in curriculum management and implementation	D	A/I
8	Wide experience of curriculum planning including collaborative planning	E	
<b>SKILLS/KNOWLEDGE/APTITUDES</b>			
9	Evidence of consistently good teaching and learning	E	A/I
10	The ability to inspire the curriculum team	E	A/I
11	A clear vision with effective strategic planning abilities	E	A/I
12	Strong leadership qualities	E	A/I

13	Strong interpersonal skills reflected in the ability to value and motivate both staff and students	E	A/I
14	An understanding of how to use assessment to inform planning for good teaching and learning	D	A/I
15	Able to deploy support staff effectively to enhance learning	E	A/I
16	Ability to maintain and improve high attainment standards through personalising curriculum	E	A/I
17	Ability to motivate staff and students	E	A/I
18	Commitment to the development of the role of ICT in enhancing teaching and learning	E	A/I
19	Understanding of strategies leading to school improvement – including teaching and learning	D	A/I
20	A commitment to safeguarding and the pastoral care and personal development of students	E	A/I
21	The ability to help students realise their academic and vocational potential	E	A/I
22	Ability to maintain and improve, where necessary, student behaviour	E	A/I
<b>SPECIAL REQUIREMENTS</b>			
23	Faith commitment	D	A/I
24	Commitment to working openly in partnership with staff, students, parents, governors and other agencies	E	A/I
25	Commitment and evidence of collaborative working to enhance the specialism of the school	D	A/I
26	Commitment to contributing to further enhancing the role of the school in the community	D	A/I
27	Commitment to develop further and improve the range and quality of the school's curriculum provision	E	A/I
28	Understanding of the implementation of quality assurance systems, including school review, self evaluation and performance management	E	A/I

## Please Note

### Evidence

A – Application Form    L – Letter /statement as part of application    I – Interview    T – Task    R – Reference

### Essential

- Application Form must be completed in full including letter/ statement addressing job description and person specification.
- This letter/statement should not exceed 2 pages of A4

### Essential

- Reference from Current Employer or Headteacher
- Second professional reference
- Baptism certificate

### Desirable

- Reference from parish priest of place of worship confirming that the candidate is a practising Catholic

**Closing date for applications:**      **Monday 8th September 2025 at 9.00am**

**Shortlisting will take place:**      **Tuesday 9th September 2025**

**Interviews will be held:**      **Tuesday 16th September 2025**

## Key Information

Status	Voluntary Aided Trustees- Sisters of Notre Dame
OFSTED	St Julie's continues to be a good school May 2023 (Section 8)
Section 48	Good with outstanding for Catholic Life & Mission, Feb 2024
Forms of Entry	6
No of pupils on roll	1054

- [Safeguarding Policy](#)
- [Code of Staff Conduct](#)
- [Safer Recruitment Policy](#)

Visit our website for more information [www.stjulies.org.uk](http://www.stjulies.org.uk)