

Our Lady's Catholic High School



Application Pack

Literacy Enrichment Manager





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Our Lady's Catholic High School



Headteacher – Richard Charnock

Thank you for your interest in the position of Literacy Enrichment Manager at Our Lady's Catholic High School.

Our Lady's Catholic High School is a highly successful oversubscribed 11–16 mixed High School of 900 pupils serving mainly the Catholic community in the north of Preston. We have an excellent reputation and are consistently ranked as a high performing school. We place an emphasis on helping each child reach their full potential and provide a safe, loving environment where our pupils can grow and develop to become One of Ours.

Behaviour and relationships in our school are very strong, and all teachers use our highly respected and successful system for managing behaviour and relationships called 'Behaviour 4 Learning'. This is supported by a sophisticated system for rewarding pupils for being fit to learn and for commitment to school life.

An exciting opportunity has arisen for the appointment of a Literacy Enrichment Manager, following the retirement of the current post holder. This key role will lead the day-to-day management and development of the school's Learning Resource Centre, promoting reading for pleasure and supporting whole-school literacy priorities. Working closely with teaching staff, particularly within English, the successful candidate will play a central role in enhancing students' engagement with reading and improving literacy outcomes through curriculum support, enrichment activities and targeted intervention.

The successful applicant will be a highly organised and proactive individual with a strong commitment to literacy and experience of working with children or young people. They will be confident in supporting students' reading development through small-group and one-to-one work, contributing to whole-school initiatives, and supervising students within the Learning Resource Centre. Strong communication skills, the ability to work independently and as part of a team, and a positive approach to supporting learners of all abilities are essential.

This position is for 35.75 hours per week, term time only, with working times 8.45am to 4.30pm Monday, Wednesday, Thursday and Friday and 8.45am to 4.00pm on a Tuesday. If successful, the salary received based on the hours and weeks specified will be between **£22,992 and £26,913** per annum

The closing date for application is **Thursday 26th February 2026 at 12 noon.**

Please note that in line with Keeping Children Safe in Education 2025, an online search will be carried out as part of our due diligence on shortlisted candidates. CVs are not accepted, to apply for this vacancy you need to complete the application form attached.

I hope you will feel encouraged to apply for this post and I look forward to receiving your application. We welcome applications from ambitious and passionate individuals, and our mission is to appoint the best available candidate to this key role in our school.

Yours sincerely

R Charnock



Our Lady's Catholic High School



School information for Candidates

Introduction

Our Lady's Catholic High School is a highly successful, oversubscribed, 11–16 mixed High School of 900 pupils serving mainly the Catholic community in the north and west of Preston. As a Voluntary Aided high school, we are part of the Catholic Diocese of Lancaster. The Rt Rev. Paul Swarbrick is our Bishop.

History of Our Lady's Catholic High School

Our school was founded in 1988 as the result of a lengthy consultation process within the Diocese of Lancaster. The then five Catholic secondary schools were reduced to three. The two schools which amalgamated to form Our Lady's were: St Edmund Campion in Lea and St Cuthbert Mayne, which already occupied the current site of Our Lady's in Fulwood. Our school's identity is very much defined by the parishes and the ten primary schools which form our family, and these have ensured a clear continuity from the two former high schools.

Our Ethos and Mission

Our Lady's is first and foremost a Catholic School. It follows from this that the ethos of our school should reflect the values proclaimed by Christ in the Gospels and recognises the unique value of each individual.

Our Mission is to be a Faith Community which, through following Gospel Principles, acts as a positive example, both within our own and our extended community.

Core Principles

Everyone at Our Lady's has the right to:

Develop their faith in a supportive context

At Our Lady's this means we remain true to the teachings of the Holy Catholic Church while respecting the traditions of all faiths. We look to support all people in developing a love of God and their fellow people both within and outside of our school community.

Work and learn to the best of their abilities

At Our Lady's this means that pupils should be well prepared for lessons by bringing the correct books and equipment. In class pupils should help others to learn by trying hard, listening well and being aware of the learning needs of others. Staff should be well prepared by planning appropriate, challenging lessons and providing regular feedback on progress. Everyone should value their gifts given by God and contribute to the life of our school.

Be treated with respect at all times

At Our Lady's this means that we should speak in a way that supports others and helps each individual to grow and feel a welcome part of our school community. Opportunities, help and support will be given to all pupils and staff regardless of their gender, faith, race or background.

Feel safe

At Our Lady's this means that disagreement should always be resolved through discussion. The behaviour of everyone should contribute toward creating a calm and peaceful community. People who have worries about bullying behaviour should be taken seriously, their concerns investigated and appropriate action taken. Everyone should look out for others and report any concerns.

Our Pupils

Our catchment has remained very stable for many, many years. In recent years we have been very heavily oversubscribed with around 240 first place choices for our 180 places and well over 700 applications overall. We therefore have a wonderfully diverse population with strong numbers of Muslim, Hindu and Sikh pupils and a variety of other Christian faiths. Our percentage of baptised Catholics is about 79%. None of our families ask for their children to opt out of any of our collective worship programme as they are all 'One of ours'. There is no academic selection of any kind nor social selection based on number of church attendances. Some of our wards are affluent and others are very disadvantaged indeed. We serve the absolute range of society with our overall population skewed slightly to more advantaged.

**"Students are focused,
mature, confident... friendly and happy"**
LANCASHIRE SCHOOL ADVISER

Catholic Teaching Alliance

In 2014 we were awarded the status of National Teaching School. Our plan was to create the Catholic Teaching Alliance (CTA), an association of Catholic schools, mostly within the Diocese of Lancaster, where the Catholic teachers and educational leaders of the future are trained. In part, this was a response to one of our objectives from our 2012 Ofsted report which was to 'Share more widely outstanding practice evident in school, for the benefit of students and teachers, including the use of digital history to aid learning.' It was also an expression of our belief in working in partnership with other schools for the greater good of Catholic education and to develop succession planning. The core business of the CTA is initial teacher training which we do in partnership with the University of Cumbria. The CTA base is here at Our Lady's in the Training Centre, a bespoke building from which both administration and many taught elements take place. To date we have trained approaching 250 people as potential teachers within our Catholic schools.

In 2021 the government changed the Teaching School system to one that is led by far fewer Teaching School Hubs. We did not meet the criteria to apply as our Ebacc figure was too low. We are therefore no longer a Teaching School as of September 2021, but the work of the CTA continues with strength through ITT (Initial Teacher Training).

Abacus Maths Hub

In 2018, following a competitive selection process, we became a pilot Maths Hub school with a view to becoming a lead school of a Maths Hub two years later. At the end of the first year of the pilot we were asked to become the joint lead school with Cardinal Newman School and so was created the Maths Hub, Abacus North West, which serves over 600 schools. Cardinal Newman School is the outstanding Catholic VI Form school in Preston and the significant majority of our pupils' progress there.

Behaviour & Relationships

We are very proactive about bullying and discrimination of any kind. We teach about such matters in our Personal Development programme; we research regularly with our pupils and staff to discover instances and we deal robustly with all examples.

Behaviour and relationships in our school are outstanding. Our teachers use our highly respected and successful system for managing behaviour and relationships called, 'Behaviour 4 Learning'. This is supported by a sophisticated system for rewarding pupils for being fit to learn and for commitment to school life. Our reward system is valued greatly as exemplified by how our pupils, from years 7 to 11, all wear their badges every day on their school jumper with pride. Our uniform is simple, affordable and is worn consistently by everyone. When you put on our uniform, you put on our school, because you are One of Ours.

"Behaviour is consistently outstanding"
LANCASHIRE SCHOOL ADVISOR



Job Description

Purpose of the Role

The Literacy Enrichment Manager is responsible for the management and development of the school's Learning Resource Centre as a purposeful, inclusive learning environment.

The role focuses on promoting reading for pleasure, supporting whole-school literacy development, and improving students' reading outcomes through targeted intervention and curriculum support. Working collaboratively with staff, particularly English and literacy teams, the post holder will ensure that the LRC effectively supports teaching and learning across the school while fostering a love of reading among students of all abilities.

Key Responsibilities

Library Management and Development

- Lead the day-to-day operation of the Learning Resource Centre, ensuring it is a safe, welcoming, well-organised and purposeful space.
- Develop and maintain the library stock to reflect students' needs, interests and reading levels.
- Promote effective and equitable use of the LRC by students and staff.
- Monitor library usage and reading engagement to inform whole-school literacy priorities.
- Manage library systems, including cataloguing, ICT and associated administrative processes.
- Assist with budget monitoring, ordering of resources and stock control.
- Support and supervise pupil librarians and contribute to their development as appropriate.
- Manage the library stationery shop

Promoting Reading and Literacy Enrichment

- Plan, coordinate and deliver a range of reading and literacy enrichment opportunities that increase student engagement with texts and language.
- Work with external partners to enhance enrichment provision and widen access to reading opportunities.
- Organise and support visits and events that promote reading, writing and authorship.
- Lead whole-school reading promotion activities, including regular vocabulary and book-focused initiatives.
- Support the Whole School Literacy Coordinator to organise the school's involvement in national and internal reading celebrations.
- Promote reading to parents and carers through communication and attendance at key school events.
- Facilitate extra-curricular literacy activities that develop reading engagement, discussion and oracy.

Curriculum and Classroom Support

- Work alongside English teachers to support curriculum delivery through the effective use of library resources.
- Support the delivery and monitoring of literacy programmes aligned to whole-school priorities.
- Advise teaching staff on appropriate reading materials linked to curriculum content.
- Contribute to the planning and development of whole-school literacy strategies.

Literacy Intervention and Student Support

- Deliver targeted literacy intervention to students on a small-group and one-to-one basis.
- Support the assessment, reassessment and monitoring of student reading progress.
- Supervise students during after-school LRC sessions, ensuring positive behaviour and productive use of time.

General Duties

- Undertake training and professional development relevant to the role.
- Provide emergency lesson cover when required.
- Carry out any other duties reasonably requested by the Senior Leadership Team appropriate to the post.

Please note that under the Criminal Justice and court Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, or accept or do any work in a regulated position. An individual is disqualified from working with children if he/she is included on certain lists held by the Criminals Records Bureau, or has been disqualified from working with children as part of a sentence.

Our Lady's Catholic High School



Person Specification

Selection Criteria	Essential (E) Desirable (D)		Method of Assessment
	E	D	
			Application – A Interview – I Test - T References - R
Qualifications			
GCSE English Language and Maths Grade C or above (or equivalent)	✓		A
NVQ level 2 or above qualification –appropriate to the post (or equivalent)		✓	A
Skills, Knowledge and Experience and Abilities			
Experience of working with or caring for children of relevant age	✓		A, I, R
Experience of using Reading Cloud, formerly known as Eclipse.		✓	
Experience of working in a library		✓	A, I
Ability to relate well to children	✓		A, I, R
Ability to supervise and assist pupils	✓		A, I
Ability to work in a team	✓		A, I
Good communication skills	✓		A, I
Organisational skills	✓		A, I
Time management skills	✓		A, I
Good numeracy and literacy skills	✓		A
Administrative skills	✓		A, I
Ability to effectively use school IT systems including Microsoft Office	✓		A, I
Ability to maintain professional working relationships.	✓		A, I
Ability to address sensitive matters whilst maintaining confidentiality at all times.	✓		A, I
Personal Qualities			
Commitment to supporting the Catholic ethos of the school	✓		A, I
Commitment to Health & Safety	✓		A, I
Commitment to safeguarding and protecting the welfare of children and young people.	✓		A, I
Empathy and sensitivity to the needs of others	✓		A, I
Acts with integrity, honesty, loyalty and fairness	✓		A, I
Able to use judgement to deal with daily, unforeseen problems with limited guidance, within established procedures	✓		A, I
Commitment to own professional development	✓		A, I
Positive recommendation from all referees, including current employer	✓		R
Have a good attendance and punctuality record	✓		R
Be a positive role model at all times	✓		A, I
Willing to participate in the life of the school and contribute to the extra-curricular programme	✓		A, I



How to apply

Application Details

Please use the CES application form from the school website.

For your supporting statement, we ask that you complete this as a **separate document** rather than completing the section in the CES form. Your supporting statement should be no more than two sides in length using font size 11 Calibri / Arial.

Completed Application Forms should be returned to:

Pam Stott, Headteacher's PA, Our Lady's Catholic High School, St Anthony's Drive Fulwood, Preston, Lancashire, PR2 3SQ.

Please note that only application forms obtained directly from school will be accepted.

T: 01772 326913

F: 01772 760212

Email: ptt@olchs.lancs.sch.uk

Candidates will be invited to interview by telephone and should ensure that a working day contact number is included in their application.

Closing date: Thursday 26th February 2026 at 12 noon